

BAFTA ALBERT SUSTAINABLE PRODUCTION GUIDE

Props Department

Every department in our industry has a part to play in the journey toward a low-carbon future. The Props Department plays a key role in assisting in the production's success. From sourcing to storage and donations, the props departments source and care for every item can make a real impact on creating more resource-smart and sustainable productions.

This guide includes general considerations as well as a checklist your department can use to create its own action plan that will help the production achieve BAFTA Albert certification.

General Considerations

General Considerations for ALL Departments
Start early. The sooner you plan for sustainability, the bigger your impact. Build it into your production from day one, so it's not an afterthought, but the foundation.
Understand your impact and redirect. If you want to reduce your environmental impact, you have to know what it is. Encourage your productions to use BAFTA Albert's toolkit to help you track emissions and decarbonise. From this, you can take clear and direct action on the largest areas of your environmental impact.
Define and communicate your intentions. Once you've got a plan, make sure to share it so everyone has every opportunity to know and join in.
Attend BAFTA Albert sustainability training and workshops.
Source locally to minimise transport emissions.
Eliminate single-use items wherever reusable alternatives exist.
Use recycled, certified sustainable, or biodegradable materials.
Engage with your suppliers by sharing your sustainability goals and choosing suppliers with sustainability credentials, or by using the BAFTA Albert Suppliers Directory.
Ensure recycling bins are available and labelled clearly.
Turn off unused appliances , lighting, and electronics.
Promote sustainable practices in briefings and meetings.
Reduce the materials used. Reuse props, costumes, sets, etc. Recycle materials correctly to avoid landfill.
Default to digital paperwork ; print only if requested.

Props Department Sustainability Checklist

The actions below are tagged with the Certification Question code(s) it supports. This shows how day-to-day department activity feeds into the certification. The checklist itself isn't evidence, but working through it will help ensure you're supporting the production as a whole, in the right direction on its sustainability journey.

The actions in this document correlate with Certification Question codes 1.2, 1.3, 1.4, 1.5, 2.3, 2.4, 2.6 and 2.7

Awareness & Engagement (1.2, 1.3, 1.4, 1.5, 2.7)

- ☐ Clearly communicate sustainability goals to the Props team to foster shared responsibility from as early on as possible.
- ☐ Recognise your success by requesting a special feature in the green memo or create your own green board.
- ☐ Actively encourage participation in reuse, recycling, and other eco-conscious initiatives.
- ☐ Use your departments influence to influence sustainability throughout the production. If you are visibly making sustainable swaps, others might stop and follow suit.
- ☐ Complete [BAFTA Albert's Screenskills Module: Introduction to Sustainability for the Screen Industries](#) for a basic overview on production training. Certificates for this type of training are accepted as production training when applying for BAFTA Albert Certification.
- ☐ Maintain collaboration with Construction, Costume and Prop teams to uphold sustainable choices.
- ☐ Record outcomes of sustainable materials and suppliers used.
- ☐ Keep a materials inventory for future productions to rent or borrow.

Pre-Production & Sourcing (1.2, 1.3, 2.3, 2.6, 2.7)

- ☐ Start sustainability talks early in pre-production to set departments goals.
- ☐ Commit to sourcing pre-used props (within your production company, hired, borrowed or second hand) before considering new purchases, helping to set a sustainable, pre-loved precedent.
- ☐ For large prop departments, complete a full inventory check before purchasing to see if anything can be reused or upcycled and reduce overbuying.
- ☐ If new props do need to be purchased, commit to purchases with Fairtrade or organic certifications, or from environmentally conscious brands.
- ☐ Purchase props made locally to filming locations to minimise transportation/excess baggage.
- ☐ Design out material waste in design stage for props. Carefully plan the materials involved, looking to repair or recycle used materials first and plan end-of-life outcomes for all designs.
- ☐ Organise buy-back arrangements for purchased props where possible.
- ☐ Reduce kit size to minimise vehicle footprint and fuel use.

- ☐ Avoid newly produced animal products (e.g. leather and fur).
- ☐ Keep a material log to help production record an accurate carbon footprint.

During Production (1.5, 2.3, 2.4, 2.6, 2.7)

- ☐ Provide clearly labelled bins to create separate waste stream for recycling.
- ☐ Manufacture props locally to reduce travel emissions.
- ☐ Use low VOC, or water-based, paints, stains and varnishes.
- ☐ Set up a repair station to fix broken props to reducing purchasing new ones.
- ☐ Hire low emission vehicles/courier services for transporting props.
- ☐ Reduce number of journeys by consolidating props and sharing across departments.
- ☐ Use public transport to transport props where possible.

End-of-use and Waste Management (1.2, 2.7)

- ☐ Provide clearly labelled bins to create separate waste stream for recycling.
- ☐ Follow hazardous waste regulations for safe handling and disposal.
- ☐ Use asset storage companies for reuse and repurposing.
- ☐ Reuse, return (hire props), or donate props after production to avoid sending to landfill.
- ☐ Work collaboratively with other departments to hold a sale (props, costume, office supplies etc), reducing what goes to landfill.
- ☐ Keep log of waste to help production calculate an accurate carbon footprint.