

# The Production Office

## Office Supplies Energy Consumption Computers/Electronics

### Office Supplies

- Look for office products with [Green Seal](#) certification.
- Buy recycled products. Many recycled products contain pre-consumer manufacturer waste, but do not contain post-consumer waste (PCW), so look for paper, pencils, paperclips, rubber bands, plastic pens, etc. with a high percentage of post-consumer content.
- Try used office supply dealers or thrift shops for desk chairs, file cabinets, etc.
- Make a point of asking for the least amount of packaging when ordering supplies.
- Avoid chlorine bleached paper, which produces toxic dioxin pollution.
- Use remanufactured and refillable toner and inkjet cartridges.
- Keep copies to a minimum, and print double-sided whenever possible (many laser printers now feature double-sided printing capability).

### OFFICE SUPPLY VENDORS

#### Curry Office Supplies

233 Chestnut Street  
Philadelphia, PA 19106  
Phone: 215-627-0990  
Fax: 215-627-5448  
[www.dswebengine.com/curry](http://www.dswebengine.com/curry)

Enter "recycled" in their search field for a list of recycled paper products, including Mohawk 100% Recycled Copy Paper. They also carry Eco-Products compostable plates/cups/forks.

#### GreenLine Paper Company, Inc.

631 S. Pine St., York, PA 17403  
1-800-641-1117  
[www.greenlinepaper.com](http://www.greenlinepaper.com)  
They are a local Pennsylvania company with an excellent online catalog of [Green Seal certified products](#), including [100% post consumer recycled, chlorine free, FSC certified paper](#), [90% post consumer recycled, chlorine free paper towels](#), and many [biodegradable/compostable cups, containers, etc.](#)

#### Staples in the Philadelphia Area:

For all of their environmentally friendlier office supplies, see their ["eco-easy" products page](#).

#### Wallgreens in the Philadelphia Area:

[Printer cartridge refills](#) for Dell, HP, Lexmark, Okidata, Primera, Sharp, Xerox ONLY.

#### Cartridge World

110 Yorktown Plaza  
Elkins Park, PA 19027  
Phone: 215.886.4821  
[www.cartridgeworldusa.com](http://www.cartridgeworldusa.com)  
Refill all major brands including HP, Dell, Canon, Lexmark & Epson. Remanufactured laser toner cartridges for most high speed copiers, full color printers or all-in-one laser printers and refill fax and copier cartridges.

#### PetSmart Recycled Ink and Toner Cartridges

Now you can purchase recycled and refilled ink cartridges and ink laser cartridges to complete the circle of recycling. For every cartridge you buy, PetSmart Charities will receive a \$2-5 donation to help save homeless pets. Visit [www.recyclingforpets.com](http://www.recyclingforpets.com) to buy your cartridge today.

- Reuse any single-side printed paper for test printing, rough drafts of scripts, memos, etc.
- Communicate via email instead of printing memos, or unnecessarily transferring/storing information on disk.
- Storing information in web based email doesn't require additional storage media, and is also good back up, especially since much of your production's information is only needed for the duration of the shoot. Use flash drives instead of cds whenever possible.

- Use a bulletin board to communicate interoffice messages.
- Reuse manila envelopes.
- Share magazines.
- Choose less toxic, water-based markers, correction fluid, etc. that conform to the Art and Creative Materials Institute (ACMI) standards, labeled "AP" (approved product).

## Computers/Electronics

- Rent or purchase energy efficient [EPA Energy Star equipment](#), and look for products that have also received approval by [EPEAT \(Electronic Product Environmental Assessment Tool\)](#), whose much broader [evaluating criteria](#) also includes elimination of toxic chemicals during manufacture, and product longevity.
- Try to use laptops, which are more energy efficient than older desktop models.
- Turn off computers when not in use, and enable the "sleep mode" feature on your computer, to conserve energy. In Windows, the settings are found on the control panel. For Mac users, the energy saving settings are under system preferences in the apple menu.
- Leave peripherals unplugged until you need them.
- Use Blackle, the environmentally friendly black version of the Google search engine, that saves energy by lowering the amount of energy required by your monitor to display a black screen.
- Donate or recycle any unwanted electronic equipment.

## Energy Consumption

- Purchase renewable energy credits from the local utility company.

### ENERGY EFFICIENT PRODUCTS

#### Energy Star

401 M Street  
SW (6202J)  
Washington, DC-20460  
Phone: 888-STAR-YES (782-7937)  
Fax: 202-564-9569  
[www.energystar.gov](http://www.energystar.gov)

Click here for the [Store Locator](#) or just look for the ENERGY STAR label when purchasing office equipment.

#### Greenpeace Guide to Greener Electronics

This guide evaluates many electronics manufacturers according to their policies on energy efficiency, toxic chemical usage, recycling, and climate change.

[www.greenpeace.org/usa/news/greener-electronics-guide-](http://www.greenpeace.org/usa/news/greener-electronics-guide-)

### RENEWABLE ENERGY

#### Energy Cooperative Association of Pennsylvania

1218 Chestnut Street, Suite 1003  
Philadelphia, PA 19107  
toll free 800-223-5783  
Phone 215-413-2122  
Fax 215-413-2140  
[www.theenergy.coop](http://www.theenergy.coop)  
email: [ecapstaff@theenergy.coop](mailto:ecapstaff@theenergy.coop)

The Energy Cooperative is a nonprofit, member-owned cooperative licensed electrical supplier with over 6500 members throughout Southeastern Pennsylvania. Founded in 1979 by [Weaver's Way](#), a successful food cooperative in the Germantown neighborhood of Philadelphia, The Energy Cooperative has provided savings on home heating oil for more than 25 years.

#### Peco Wind Energy

[www.exeloncorp.com](http://www.exeloncorp.com)  
1-866-WIND-321

You may choose to sign up for Wind Blocks at \$2.54 per block per month or have 100% of your actual monthly electric usage charged at 2.54 cents for each kilowatt-hour used.

- Set the thermostat in winter to 68 degrees or less, and 78 degrees or more during the summer. Use fans instead of air conditioning whenever possible.
- Turn off space heaters and fans when leaving the room.
- Keep doors and windows closed when heat/air conditioning is on.
- Turn out the lights in unused rooms, and work by daylight whenever possible.
- Use compact fluorescent or led light bulbs, instead of halogen and incandescent.
- Many appliances continue to draw power even when turned off, and chargers continue to use energy even when the equipment is fully charged or disconnected from the charger. To reduce these "phantom loads", plug your equipment into power strips that can be turned off when not in use to eliminate their "standby" consumption. Make sure to turn them all off at the end of the work day. Unplug all chargers when not in use, and leave all seldom used equipment unplugged until needed.
- Use rechargeable batteries instead of disposables for small electronic devices.
- Use batteries and chargers powered by alternative energy.

## ENERGY EFFICIENT LIGHTING

### Earthmate Lighting

(Also sold as **Neolite**, manufactured by [Litetronics](#))

These compact fluorescents contain only 1 milligram of mercury, and the packaging is made with 100% post-consumer waste, printed with soy-based ink, and is completely recyclable.

Available locally at:

#### Wegmans Cherry Hill

2100 Route 70 West  
Cherry Hill, NJ 08002  
Phone: 856-488-2700

They can also be special ordered from

#### Billows Electric Supply

9100 State Road  
Philadelphia, PA 19136  
Phone: 215-332-9700

[www.billows.com](http://www.billows.com)

or from the closest online distributor,

[www.goodmart.com](http://www.goodmart.com) (in NY)

**Goodmart** also sells [Neptun dimmable compact fluorescents](#).

### ECObulb PLUS

[www.ecobulbplus.com](http://www.ecobulbplus.com)

(Manufactured by [Feit Electric](#))

These compact fluorescent light bulbs (CFLs) contain lower amounts of mercury, lead, cadmium, hexavalent chromium and polybrominated biphenyls. They are available instore and online at any [Home Depot](#) and [Walgreens](#), and can be special ordered at [Home Depot](#) if specific bulbs are not in stock.

### EcoLEDs.com

2055 N. Kolb Rd Ste. 131

Tucson, Arizona 85715

Phone: 1-520-232-9300

Fax: 1-520-615-1957

Made in the USA led light bulbs, available online at

[www.BetterLifeGoods.com](http://www.BetterLifeGoods.com)

### Ikea

2206 S. Columbus Blvd.

Philadelphia, PA 19148

Phone: 215-551-4532

[www.ikea.com](http://www.ikea.com)

They sell many CFL and LED lighting options.

## BATTERIES/CHARGERS

### USBCELL Batteries

(Manufactured by [Moixa Energy](#))

NiMH batteries rechargeable from a USB port.

Available online at [www.usbcell.com](http://www.usbcell.com)

### Free Charge 12V

[www.freeplayenergy.com](http://www.freeplayenergy.com)

Hand crank generated electricity for mobile phones, PDAs, iPods, GPS receivers, or any other electronic device for which you have (or can get) a cigarette-lighter adapter.

### Solio (Better Energy Systems LLC)

1510 Sixth Street

Berkeley, CA 94710

United States

Phone: 510-868-8714

Fax: 510-295-2449

Solar powered chargers for a wide variety of handheld electronic devices.

Available at many [retail locations](#), or at [www.solio.com](http://www.solio.com).

### Solar Home

[www.solarhome.org](http://www.solarhome.org)

1-866-SUN PRODUCTS

(1-866-786-7763)

Online retailer of many solar powered chargers.

# Cleaning/Restrooms

## Safer Cleaning Products Restroom

### Safer Cleaning Products

- Choose nontoxic/biodegradable alternatives to harsh chemical cleaners that expose employees to toxic fumes and pollute the local waterways. Also, many cleaning needs can be met with:

- 1/4 cup distilled white vinegar (available in glass) + 2 cups water is an excellent glass cleaner.
- baking soda or Bon Ami cleanser for no scratch abrasive cleansing.
- hydrogen peroxide (disinfectants and bleaches).
- lemons (cuts grease).
- 1/2 cup white vinegar/1 teaspoon olive oil (wood polish).

- Purchase concentrates and bulk sizes to avoid excess packaging.
- Use equal parts baking soda/white vinegar to unblock pipes. You can also use washing soda if your pipes are not PVC.

### Restroom

- Buy 100% post consumer recycled, chlorine free toilet paper, tissues, paper towels.
- Use paper towels sparingly, and substitute natural sponges and/or cloth rags whenever possible.

#### CLEANING/RESTROOM SUPPLIES

##### Sun & Earth, Inc.

221 King Manor Drive  
King of Prussia, PA 19406  
1-800-298-7861

[www.sunandearth.com](http://www.sunandearth.com)

Locally manufactured, biodegradable cleaning products, available in bulk sizes. You can **bring your own container** to the **Big Green Earth Store** on 239 Market Street in Philadelphia to buy bulk Sun and Earth dish soap, hand soap, laundry detergent, all purpose cleaner, and dishwasher pellets.

##### Lap Distributors

3515 Amber Street  
Philadelphia, PA 19134

215-744-4000

Fax 215-744-5717

Email: [paul@lapdistributors.com](mailto:paul@lapdistributors.com)

[www.lapdistributors.com](http://www.lapdistributors.com)

A local wholesale distributor that carries safer cleaning products and **EcoSoft Green Seal towel and tissue products**.

##### Curry Office Supplies

233 Chestnut Street  
Philadelphia, PA 19106  
215-627-0990

Fax: 215-627-5448

[www.dswebengine.com/curry](http://www.dswebengine.com/curry)

Bulk recycled toilet paper, tissues, and paper towels. Specify products with the highest post consumer recycled content. Also, many bulk size safer cleaning products, including **Green Works**.

##### GreenLine Paper Company, Inc.

631 S Pine St., York, PA 17403  
1-800-641-1117

[www.greenlinepaper.com](http://www.greenlinepaper.com)

Many cleaning products, bulk recycled toilet paper and **Tork 90% post consumer recycled, chlorine free paper towels**.

##### Whole Foods Markets

For locations, go to

[www.wholefoodsmarket.com](http://www.wholefoodsmarket.com)

Many safer cleaning products, and 365 or Seventh Generation recycled toilet paper, tissues and paper towels.

##### Method

Widely available line of environmentally friendlier, safer home care products.

For a list of retail outlets, go to

[www.methodhome.com](http://www.methodhome.com) or

call 866-9-method.

# The Breakroom/Lunch

## Water

## Coffee/Tea

## Lunch/Snacks

## Water

- Use tap water. Municipal tap water is filtered, disinfected, and subject to strict pollution controls by state and local governments, as well as the EPA. **Bottled water** is subject to far less stringent testing, and the bottles themselves can leach the elemental metal antimony, a suspected carcinogen, into the water.
- If you do not trust the quality of your tap water, you can rent a bottleless water cooler, a filtration system that removes chlorine and other contaminants.
- Another alternative is using water coolers instead of single use, disposable plastics bottles.
- If you must drink bottled water, make sure to choose a brand with a local water source to minimize the amount of fuel used during transport. Always recycle the bottles, the plastic caps, and any cardboard or plastic film the bottles were packaged in.

### REUSABLE WATER CONTAINERS

#### Klean Kanteen

Stainless steel water bottles, available online at [www.kleankanteen.com](http://www.kleankanteen.com) or sold locally at:

#### Big Green Earth Store

239 Market Street  
Philadelphia Pennsylvania 19106  
Phone: 267-909-8661

[www.biggreenearthstore.com](http://www.biggreenearthstore.com)

or

#### Mugshots CoffeeHouse & Café

2100 Fairmount Avenue  
Philadelphia, PA 19130  
Phone: 267-514-7145

[www.mugshotscoffeehouse.com](http://www.mugshotscoffeehouse.com)

or

#### Eastern Mountain Sports

3401 Chestnut Street  
Philadelphia, PA  
Phone: 215-382-0930

[www.ems.com](http://www.ems.com)

#### Sigg

Aluminum and stainless steel water bottles, widely available at many grocery, sporting goods, and camping supply stores. For a list of retailers, go to [www.sigg.com](http://www.sigg.com)

### WATER SUPPLIERS

#### Eagles Peak Spring Water

Phone: (215) 345-6069

Fax: (215) 345-5561

E-Mail: [trevor@eaglespeak.com](mailto:trevor@eaglespeak.com)

[www.eaglespeak.com](http://www.eaglespeak.com)

Address: Route 313 at Ferry Rd  
Fountainville Pennsylvania 18923

A locally-owned and family operated company delivering spring water from the mountains of Pennsylvania. They offer a ceramic water “crock” that uses no electricity, dispensing the water at room temperature, saving money and energy costs.

### BOTTLELESS COOLER (WATER FILTRATION)

#### Culligan Of Philadelphia

3113 W Ridge Pike  
Eagleville, PA 19403  
877-203-9122

Fax: 610-539-1963

E-mail: [main@culliganfunk.com](mailto:main@culliganfunk.com)

[www.culliganphilly.com](http://www.culliganphilly.com)

#### Arctic Coolers

135A Gaither Drive,  
Mt Laurel NJ, 08054  
Toll Free: 800-372-0262

Phone: 856-231-0262

Fax: 856-231-0264

[www.arcticcoolers.com](http://www.arcticcoolers.com)

### BOTTLED WATER

#### Give Natural Spring Water

Bottled water with a local source, sold Whole Foods Market in the Philadelphia Area

## Coffee/Tea

- Buy organic, fair trade coffee and tea in bulk, to save money and to avoid excess packaging.
- Use your own travel mugs and take them with you when going out for coffee. If you forget to bring one along, don't purchase coffee sold in styrofoam cups, and make sure to recycle the disposable #6 plastic lids.
- Use washable, reusable spoons instead of disposable stirrers. If you use disposables, recycle them.
- Choose a coffee maker that uses washable, fine mesh filters instead of disposable paper filters. If you are using a model that uses paper filters, buy them unbleached.
- Thermal carafe coffee makers are also a better choice, as the coffee will stay hot without needing electricity to keep a burner on warm.
- Unplug the coffee maker when not in use.

### FAIR TRADE COFFEE / BEANS

#### Whole Foods Market

2001 Pennsylvania Ave  
Philadelphia, PA 19130  
Phone: 215.557.0015

or  
929 South St  
Philadelphia, PA 19147  
Phone: 215.733.9788

[www.wholefoodsmarket.com](http://www.wholefoodsmarket.com)

#### Essene Market

719 S. 4th Street  
Philadelphia, PA 19147  
Phone: (215) 922-1146

[www.essenemarket.com](http://www.essenemarket.com)

#### Bucks County Coffee Co.

sold at:

#### 30th Street Station

2951 Market Street  
Philadelphia, PA 19104  
Phone: 215-270-0860

or

#### Sansom Street Coffeehouse

3430 Sansom Street  
Philadelphia, PA 19104  
Phone: 215-387-6722

or

#### Manayunk Coffeehouse

4311 Main Street  
Philadelphia, PA 19127  
(215) 487-3927

#### Mugshots CoffeeHouse & Café

2100 Fairmount Avenue  
Philadelphia, PA 19130  
Phone: 267-514-7145

or

110 Cotton Street  
Philadelphia, PA 19127  
Just off Main Street in Manayunk  
Phone: 215-482-3964

[www.mugshotscoffeehouse.com](http://www.mugshotscoffeehouse.com)

#### joe coffee bar

1100 Walnut Street, #110  
Philadelphia, PA 19107  
Phone: 215-592-7384

[www.joecoffeebar.com](http://www.joecoffeebar.com)

## Lunch/Snacks

- Buy organic and/or locally grown seasonal fruits and vegetables, and minimally packaged snacks for the breakroom (see **Catering/Craft Service** section on page 26 for vendors.)
- Carpool to restaurants.
- If you leave the office for lunch, get into the habit of taking your own reusable bag with you.

### RECYCLABLE/BIODEGRADABLE FOOD PACKAGING

#### Clear Bags

4872 Highway 64 East  
PO Box 307  
Selmer, TN 38375  
Phone: 800-328-1847

[www.clearbags.com](http://www.clearbags.com)

They carry Earth First brand biodegradable, compostable clear ziplock bags.

Traditional wax paper is coated in petroleum based paraffin, but **Chefs Select Soy Wax Paper** is coated in 100% soy wax. Available online from [www.greenfeet.com](http://www.greenfeet.com) and [www.kingarthurfLOUR.com](http://www.kingarthurfLOUR.com)

**If You Care 100% Recycled Aluminum Foil** is available at any Whole Foods location.

- Bringing your own lunch can eliminate a lot of wasteful packaging, to go containers, bags, etc. It also gives you more control over the carbon footprint of your lunch, and is more economical.

- Stock the lunch area/breakroom with reusable plates, cups, mugs, and utensils instead of disposables, and encourage the crew to wash their own dishes. The extra time it takes is minimal, and will keep an enormous

amount of non biodegradable material from being unnecessarily thrown away.

- Any disposables provided should be made from biodegradable, compostable material, not petrochemical plastic.
- Taking your own utensils will also prevent more single use plastic from being sent to landfill. Many different types are available at camping supply stores, or you can simply purchase some from a local thrift store.
- Avoid using all styrofoam.
- Use [biodegradable trash bags](#).

### BIODEGRADABLE CUPS/PLATES/ UTENSILS/BAGS ETC.

#### Lap Distributors

3515 Amber Street  
Philadelphia, PA 19134  
215-744-4000  
Fax 215-744-5717  
Email:  
paul@lapdistributors.com  
[www.lapdistributors.com](http://www.lapdistributors.com)  
A local wholesale distributor that carries biodegradable/ compostable cups, utensils, and take out containers.

#### Singer Equipment Company

PHILADELPHIA SUPERSTORE  
7300 Lindbergh Blvd.  
Philadelphia, PA 19153  
Phone: 215-365-0200  
Fax: 215-365-2711  
[www.singerequipment.com](http://www.singerequipment.com)  
Toll-Free: 800-443-2212  
Hours: M-F 8:30am to 5:00pm  
See their “Eco-friendly Products” section.

#### Curry Office Supplies

233 Chestnut Street  
Philadelphia, PA 19106  
Phone: 215-627-0990  
Fax: 215-627-5448

[www.dswebengine.com/curry](http://www.dswebengine.com/curry)  
They carry Eco-Products compostable plates/cups/forks and Mohawk 100% Recycled Copy Paper.

#### GreenLine Paper Company

631 S Pine St., York, PA 17403  
Phone: 1-800-641-1117  
[www.greenlinepaper.com](http://www.greenlinepaper.com)  
Extensive online catalog of Green Seal certified products, including biodegradable/ compostable cups, containers, etc.

#### Excellent Packaging & Supply

3220 Blume Drive, Suite 111  
Richmond, CA 94806  
Phone: 800-317-2737  
[www.excellentpackaging.com](http://www.excellentpackaging.com)  
Contact: Steve Levine at 707-253-1437 or 707-363-5515  
steve@excellentpackaging.com  
They are a wholesale distributor of many types of biodegradable/compostable products. They have a \$350 minimum order requirement, and ship Fed Ex to the Philadelphia area in 4-5 business days.

### REUSABLE TO GO CONTAINERS

#### To-Go Ware

Stainless steel lunch carriers, available online at [www.to-goware.com](http://www.to-goware.com) or locally at:  
**Urban Outfitters**  
1627 Walnut Street  
Philadelphia, PA 19103  
Phone: 215-569-3131

#### The Laptop Lunch System

“Bento” style stainless steel lunch containers.  
[www.laptoplunches.com](http://www.laptoplunches.com)

#### REI

200 W Ridge Pike Ste 115  
Conshohocken, PA 19428  
Phone: 610-940-0809  
[www.rei.com](http://www.rei.com)  
Stainless steel travel cutlery.

#### Reusable Bags

[www.reusablebags.com](http://www.reusablebags.com)  
Carries many bags, utensils, and bottles.

### BIODEGRADABLE TRASH BAGS

#### BioBag

Phone: (727)789-1646  
Email: [info@biobagusa.com](mailto:info@biobagusa.com)  
Biodegradable, compostable trash bags with no petrochemical content. Available at [Whole Foods Stores](#), and many other retail outlets, or in bulk online at [www.biobagusa.com](http://www.biobagusa.com)