

SECTION V.

THE DEPARTMENT OF SAFETY & ENVIRONMENTAL AFFAIRS (S&EA)

DEPARTMENT OF SAFETY & ENVIRONMENTAL AFFAIRS
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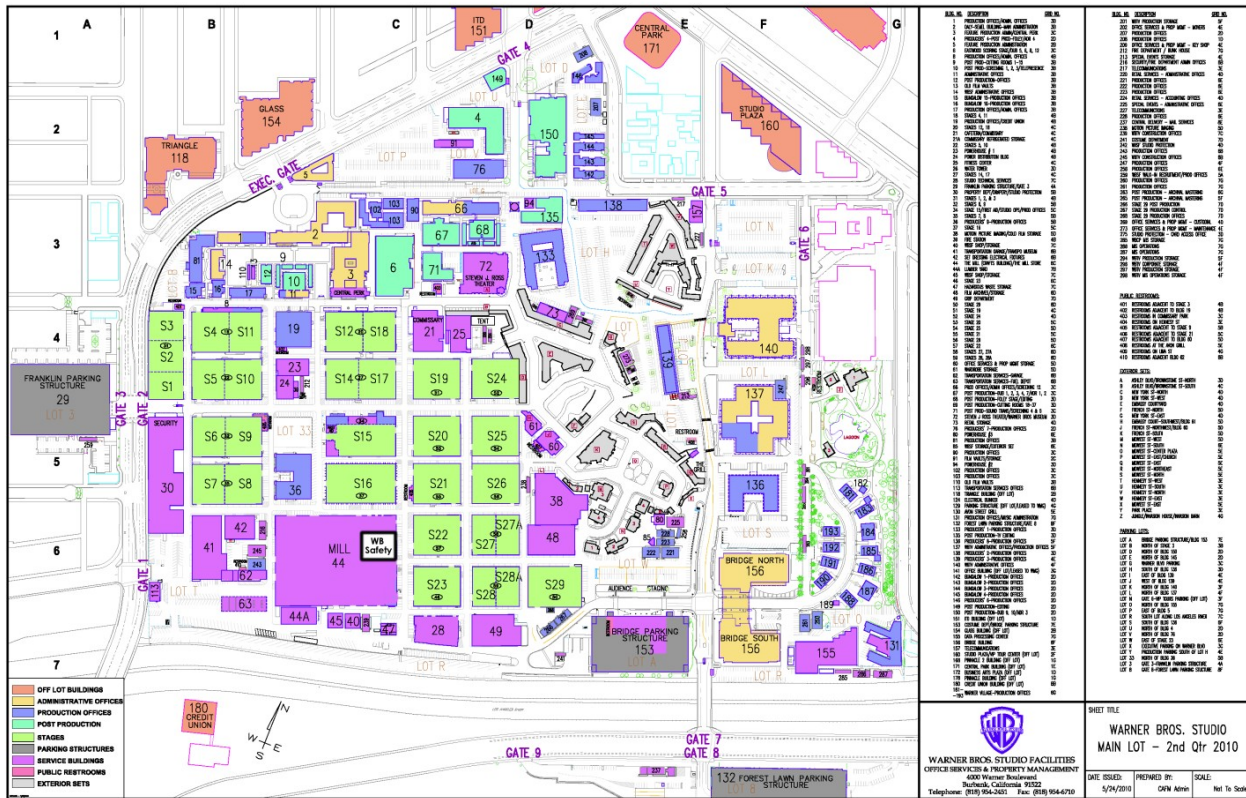
THE DEPARTMENT OF SAFETY & ENVIRONMENTAL AFFAIRS (S&EA)

The WBSF Department of Safety and Environmental Affairs provides support in three major areas; Occupational Health and Safety, (2) Environmental Affairs, and (3) Feature/TV Production Safety. S&EA works with in-house employees and production, including: WBSF, WB Pictures, WBTV, WB Animation, Warner Horizon Television, Bonanza Productions, Telepictures, SHED Media, and New Line Cinema, LLC. For in-house production, this department acts as the interface between the studio and governmental agencies representing the enforcement of local, state, and federal codes which regulate the occupational safety and health of employees (Cal/OSHA) and the environmental health of Warner Bros. Studio (EPA, SCAQMD, City of Burbank).

Warner Bros. expects all its employees to perform their work in a safe manner and report any safety concerns or unsafe practices they observe by calling the Anonymous Safety Hotline at x4-2800. If you have any questions or concerns regarding environmental regulations, chemical containing products, ergonomic safety, or food safety in your work area, please contact the Safety office at ext. 4-2890.

Hours: 6AM-6PM, Monday through Friday (or by arrangement).

HAVING A WELL-DEFINED AND DOCUMENTED SAFETY PROGRAM WILL HELP REDUCE ACCIDENTS AND INJURIES, AND PROVIDE YOUR PRODUCTION WITH A SAFER WORK ENVIRONMENT.



The Department of Safety & Environmental Affairs is located in the east side of Building 44 (The Mill), directly across from Stage 22 on Avenue D on the first floor.

Safety Department Contact List

Main Number: (818) 954-2890

Fax Number: (818) 954-2805

Anonymous Safety Hotline: (818) 954-2800 / (877) 566-8001

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Safety Management & Environmental Affairs
Office: (818) 954-2270
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lowell.moore@warnerbros.com

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Ty Arnold, Director
Television Production Safety
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SAFETY AND ENVIRONMENTAL GUIDELINES

Overview

For the purposes of this *WBSF Operational Handbook*, we have provided the following brief overview of some of the guidelines for the safe use of the WB facility. This overview contains general safety guidelines for employees and supervisors, safety training information for employees, and examples of the types of events that would trigger WB S&EA involvement.

We also have provided some technical information regarding our Soundstage Floors and Trusses; Set Construction Safety; how to manage chemical-containing products; and environmental regulations covering air and water quality.

S&EA Website

Safety information is available at our website **www.safetyontheset.com**. There you will find a printable version of the *IIPP Safety Manual* for Warner Bros. and its affiliates, *Codes of Safe Practices* covering employee safety for both construction and production personnel, **Tool Box Talks**, updated **Safety Bulletins** from the Alliance of Motion Picture and Television Producers (AMPTP), and the **Safety Forms** you will need to complete regularly during the construction, production and strike phases of your show.

The website is regularly updated to include new Occupational Safety & Health Administration (OSHA) regulations and information that will be helpful to your production in achieving compliance. Every employee has a role and responsibility in safety.

All employees, regardless of position, are required by law to notify management of any existing potential safety hazards of which they are aware. Use the Anonymous Safety Hotline x4-2800.

10 IMPORTANT POINTS TO HELP KEEP YOUR EMPLOYEES SAFE

1. **HIRE CSATF SAFETY PASS TRAINED EMPLOYEES.** Only those who have completed their Safety Pass Training are eligible for employment at Warner Bros.
2. **FALL PROTECTION IS MANDATORY WHEN WORKING AT HEIGHTS**
Fall protection is required when working outside of the catwalks in the permanents of a soundstage. It is also required when working on unprotected roofs and elevated platforms, all aerial lifts, and in other locations and circumstances. Call 4-2890.
3. **ALWAYS PROPERLY DISPOSE OF PAINT OR CHEMICAL-CONTAINING PRODUCTS**
It is much more cost effective to recycle your waste than to dispose of it. If waste materials cannot be recycled, then proper disposal procedures must be followed. *Improper* disposal of waste can result in substantial regulatory fines to your production. Avoid extra costs by recycling or handling paint waste carefully. For proper disposal instructions contact, Brent Gale at ext. 4-3880.
4. **DO NOT OVERLOAD THE STAGE FLOORS OR TRUSSES**
Contact Operations or Safety for help in determining truss and soundstage loading allowances.
5. **DO NOT PUT ANYTHING DOWN THE STORM DRAINS**
The storm drains at Warner Bros. Studio lead directly to the L.A. River, which in turn drains directly into the Pacific Ocean. Anything that goes into the storm drains is ultimately discharged untreated to the ocean. “Anything” includes soapy water, paint, oil, grease, ice drippings, dirt, sawdust, paint chips, tap water, soda, etc.

The only substance that may legally go into the storm drains is rain water. Fines for violating this regulation are imposed by the State of California and can be substantial.

Fines totaling hundreds of thousands of dollars are levied against companies that discharge into the storm drain system illegally. Production companies are responsible for paying all fines resulting from their production’s activities.
6. **DO NOT SHIP “DANGEROUS GOODS” VIA AIR**
Dangerous goods are any chemical-containing products that are shipped by mail. One studio was recently fined \$47,000 by the FAA for shipping two undeclared and improperly packaged cans of *Streaks N’ Tips* via air.
7. **DO NOT OPERATE AN AERIAL LIFT, SCISSOR LIFT, OR CONDOR WITHOUT A SAFETY HARNESS**
The Occupational Safety & Health Administration (OSHA) requires them; additionally, WBSF requires harnesses when using scissor lifts.
8. **IT WILL TAKE SIX DAYS TO DRAIN THE WATER TANKS AND THE OUTDOOR LAGOON DUE TO STATE-REQUIRED WATER TESTING**
The water in these and other pools needs to be tested for pollutants such as bacteria, chemicals, fuel, hydraulic fluids, etc., before it can be discharged. The Safety Dept. will arrange this testing for you; and the results of the tests will determine when and how the pools can be drained.
9. **ROUGH-TERRAIN FORKLIFTS (GRADALLS) REQUIRE PRIOR APPROVAL**
This is a very specialized piece of equipment that requires extremely skilled drivers. Do not order the equipment until the driver has been cleared by Safety. Call 4-2890.
10. **IF YOU HAVE ANY SAFETY CONCERNS OR QUESTIONS, CALL SAFETY AT 4-2890**

REMINDER: California Law states Smoking is prohibited in all buildings, soundstages and within 20 feet of building entrances. This applies to all smoking products, including e-cigarettes. Violation of this policy will result in discipline, up to and including termination.

FOR IN-HOUSE PRODUCTIONS CALL WB SAFETY (4-2890) WHEN:

1. Prior to your first Production Meeting of the season to arrange a Production Safety Orientation;
2. You plan a major stunt, car chase, or special effect; (*Fax or email script pages and complete appropriate*
3. *Production Safety Forms to the Safety Dept. for review.*)
4. Flying rigs are used;
5. Helicopters, aircraft, watercraft, motorcycles, all terrain vehicles (ATV's) are used;
6. Prior to any use of Unmanned Aerial Vehicles ; Unmanned Aerial Camera Platforms or Drones;
7. You are planning to film in, on, or around water;
8. You want to drain the lagoon, Stage 15, water tank, or Ranch pool, or any other filming pool;
7. Your production may impact the public at large, public waterways, streams, lakes, reservoirs, or public lands;
8. Warehouses are used as soundstages;
9. Where demolition is contemplated, contact Safety for clearance;
10. Drums of hazardous materials not associated with your production are present upon arrival;
11. Production employees may be exposed to safety hazards or hazardous materials that are present as a result of the close proximity to another employee, production company, or vendor;
12. Scaffolds three stories (36 feet) or higher are being constructed;
13. Cranes and equipment exceeding 10,000 lb. are used on a soundstage;
14. You have questions about the load-bearing capacity of a stage floor, truss, or back-lot fire escape;
15. You suspect the presence of asbestos, lead paint, or other environmental hazard on location;
16. You need safety equipment, such as fall protection;
17. An employee lacks safety training to operate equipment or perform an in-house task;
18. You need assistance with ergonomics issues relating to your workspace;
19. You have food safety concerns;
20. You have questions about the "Safety Pass Program."

FOR NON-WB PRODUCTIONS CALL WB SAFETY (4-2890) WHEN:

1. You open your production office to discuss your production's safety program and obtain information regarding safety while at WBSF.
2. You plan a major stunt, car chase, or special effect.
3. Helicopters, aircraft, watercraft, motorcycles, all terrain vehicles (ATV's) are used;
4. You are planning to film in, on, or around water;
5. You want to drain the lagoon, Stage water tank(s), or Ranch pool, or any other filming pool;
6. Where demolition is contemplated, contact Safety for clearance;
7. Drums of hazardous materials not associated with your production are present upon arrival;
8. Production employees may be exposed to safety hazards or hazardous materials that are present as a result of the close proximity to another employee, production company, or vendor;
9. Scaffolds three stories (36 feet) or higher are being constructed;
10. Cranes and equipment exceeding 10,000 lb. are used on a soundstage;
11. You have questions about fall protection, the load-bearing capacity of a stage floor, truss, or back-lot fire escape.

Notify S&EA (4-2890) immediately if a Cal-OSHA or other governmental agency inspector visits your stage or location. The inspector should be asked to wait, if possible, until a representative of S&EA is on site. (See Inspection Procedures for OSHA and Other Regulatory Agencies on page 11.)

TRAINING

CSATF Safety Pass Training

The only IATSE-affiliated employees eligible for employment at Warner Bros. are those who have received introductory and craft specific safety training, as evidenced by their fully completed CSATF Safety Pass Training. Verification of an IATSE member's completion of all Safety Pass requirements can also be made by checking:

www.csatf.org/Roster/Group2/s1Filters.asp.

Safety training is available through the Contract Services Administration Trust Fund (CSATF) **Safety Pass Program**.

For information on the Safety Passport Program:

CSATF SAFETY PASS
FACILITY
2800 Winona
Avenue
Burbank, CA
91504

CSATF (including Safety Pass): (818)

847-0040 www.csatf.org

DGA Safety Class

DGA members are required to attend and pass a two-hour DGA Safety Training. Upon completion of the class they

eligible to monitor any of the twenty-six Safety Pass classes that they would like to take to better understand IATSE safety requirements. Call the CSATF to schedule.

Warner Bros. employees can also receive site-specific safety training, including fall protection or guidance on machinery by calling **Scott Bohres (x4-1533)**. Respirator Fit Testing or chemical containing products guidance, any water discharges to the storm drain please call **Brent Gale (x4-3880) or the Anonymous Safety Hotline (x4-2800)**.

Only IATSE employees who have completed their Safety Pass courses are eligible for employment at WB Studios.

PRODUCTION START-UP GUIDELINES FOR IN-HOUSE PRODUCTION

Pre-Production Safety Orientation Meeting

All in-house productions are to meet with a representative of the **Department of Safety and Environmental Affairs (S&EA)** prior to the start of production. All *key department heads* should attend the meeting, including but not limited to: **Unit Production Manager (UPM), First Assistant Director, Second Assistant Director, Construction Coordinator, Location Manager, Key Grip, Gaffer, Best Boy, and Transportation Coordinator**. Call the Safety Department at 4-2890 to set up this meeting.

The State of California (Cal/OSHA) requires every employer to have its own **Injury & Illness Prevention Program (IIPP)**. For in-house productions S&EA has already written your productions IIPP. It is available by calling 4-2890, or you may print and complete your IIPP by inserting your productions name where indicated. The manual may be found on S&EA's website: www.safetyontheset.com.

To help you take the first steps toward keeping your production in compliance with safety regulations, we have provided the following **"In-House Production Start-Up Guidelines."**

1. Have your UPM or Production Office Coordinator call the Safety Department at 4-2890 to set up your Pre-Production Safety Orientation Meeting.
2. Warner Bros. requires that **General Safety Guidelines for Production (Form 1)** be attached to the your productions deal memo prior to hiring and that each employee's signed **Safety Guidelines Acknowledgement Form** be on file prior to commencing work. These documents are available at the safety website. Please keep the original signature sheets on file and send copies to both your **Production Office Coordinator** and **S&EA (Building 44)**.
3. Ensure your production hires only CSATF *Safety Pass* trained crewmembers by going on-line and checking the CSATF Experience Roster at **www.csatf.org**. (www.csatf.org/Roster/Group2/s1Filters.asp)
4. The State of California (Cal/OSHA) requires every employer to include in their IIPP an emergency contact list and establish accident reporting procedures. You should do this at the start of production. To help your production with this requirement, S&EA's website (**www.safetyontheset.com**) provides access to the following forms: **(Form 2) IIPP Contact List**, and **(Form 4) Serious Accident or Set Emergency Notification Procedures**. The **Production Coordinator** should fill out these forms and send copies to **S&EA EA (Building 44)** and keep another set readily accessible for the production.
5. The State of California (Cal/OSHA) requires every IIPP to assign safety duties appropriate to the employee's position. The **Position Safety Responsibilities** section of the safety website, safetyontheset.com, outlines the safety responsibilities of every position on a production. Also available at safetyontheset.com: a written **Injury & Illness Prevention Program (IIPP Safety Manual)**, **Safety Forms**, **WBSF Guidelines**, **Tool Box Talks**, **Codes of Safe Practices**, links to **AMPTP Safety Bulletins**, links to check with CSATF that employees are fully trained, and other helpful safety information and safety resource websites.
6. **S&EA's website, www.safetyontheset.com**, also contains California **environmental regulations** and further information for production shooting at the **WB Main Lot** and **WB Ranch Facilities**. This information is contained in the **WBSF Guidelines** section of the website.

Orienting Your Employees to Safety

Supervisory employees who direct the work of other employees are to actively participate in scheduling, conducting safety meetings and training classes. Ensure the attendance of all employees. On their first day on the job, provide any site specific site safety information to all employees, including the following:

1. Emergency Procedures (emergency phone numbers, emergency exit locations, Emergency Relocation area, any special shut-down procedures, etc.) **Note: WB's On-lot emergency number is 4-3333.**

2. The location and operation of safety equipment (fire extinguishers, eye wash station, the first aid department, etc.).
3. See to it that each employee has received the appropriate **General Safety Guidelines for Production (Form 1)** and any specific *Codes of Safe Practices* for the use of tools, equipment, and materials that they encounter while performing their work. Special attention should be given to the handling and storage of potentially hazardous materials.
4. Be aware that employees new to the industry (Permits) should not be assigned work that requires special training, such as the use of respirators or areas requiring fall protection equipment, operating forklifts/condors/scissors lifts, Gradall's or other heavy equipment, working in potential confined spaces (check with S&EA 4-2890), etc. During "Permit" status assign an experienced employee to monitor their work.
5. Consult the **Alliance of Motion Picture and Television Producers (AMPTP) Safety Bulletins** if potentially hazardous activities are scheduled, such as pyrotechnic events, stunts, use of firearms, etc. A walk-through of the event should be conducted with all involved cast and crew members. A copy of the applicable AMPTP Safety Bulletin (available at www.safetyontheset.com) should be attached to that day's call sheet, made available or conspicuously posted.
6. See to it that employees are provided with Personal Protective Equipment, and understand the selection, use, care, limitations and location of any (PPE) that is needed for their job assignments. (Guidance available at S&EA 4-2890).

Provide additional work site-specific safety training when:

1. A new employee is hired.
2. Any employee is given a new job assignment for which they have not been trained.
3. New substances, processes, procedures, or equipment are introduced into the workplace.
4. The employer/manager is made aware of a new or previously unrecognized hazard.
5. Utilizing unfamiliar locations at WBSF.

Inspection Procedures for OSHA and Other Regulatory Agencies

Several types of events or scenarios may cause an inspector from the California Occupational Safety Health Administration (Cal/OSHA) or other California State regulatory agency to visit the set: a serious accident has occurred; an employee complaint has been registered with a regulatory agency or, the inspector was driving by the production, and noticed areas of non-compliance. If an inspector arrives, follow the procedures below:

1. Notify the Department of Safety & Environmental Affairs (S&EA) immediately at x4-2890 and Production Executive.
2. The inspector's credentials should be requested and checked and the nature of the visit determined. Be courteous, but cautious.
3. Inform the inspector that you cannot proceed with the inspection without first notifying WBSF Safety or the Production Attorney.
4. Inform him/her that contact is being/has been made.
5. If requested by WBSF Safety or the Production Attorney, ask the OSHA inspector to wait for WBSF Safety's arrival. If authorized by S&EA, accompany the inspector directly to the site in question. If possible, **DO NOT** let the inspector wander into other areas.
6. Do not sign anything or provide any written documentation. Ask that their request for any written material be put in writing so that we may respond in writing. Inform them that this is company policy.
7. Under OSHA regulations, an inspector has the right to privately interview crew members. However, the crew member should be informed by the Production or WBSF Safety that they have the right to have either a union representative or attorney present during the interview.
8. The inspector has the right to take photographs. However, it is important that the production company take duplicate photographs of those taken by the inspector.
9. **DO NOT** volunteer information or speculate. Provide short, concise answers to questions posed by the inspector. If you truly don't know the answers simply tell the inspector that you "do not know".
10. Take detailed notes during the inspection. Immediately after the inspection forward a copy of the notes to S&EA (Fax: 818-954-2805) and your production's management.
11. Depending upon the severity of the accident, the inspection may determine whether there is basis for the State to pursue criminal action. An inspector may not inform you of this. However, you have the right to remain silent; have your business agent in attendance and/or the right to have legal counsel present when making statements to inspectors.

SOUNDSTAGE FLOORS, TRUSSES

Soundstage Floor Loading

The soundstage floors at WB are supported by a combination of girders, joists and posts. The floor in general, consists of a top layer of 3/8-inch "Crestform" material. The 2nd and 3rd layers were originally 1x6-inch tongue-in-groove planks; one layer arranged diagonally, the other horizontally. In some cases, 3/4 to 1-inch of plywood has replaced all or part of the planking.

Generally, this multi-layer floor rests atop (2x6 to 2x9-inch) joists. The joists are perpendicularly supported by (6x6 to 8x8-inch) wood girders, which in turn, are supported by (6x6 to 8x8 inch wooden posts at 6 feet on center. 2 to 4-inch diameter steel posts are also used. The posts rest on pressure-treated "Sleeper" planks and/or concrete blocks.

Do not allow production generated water to saturate the soil under any soundstage, since this will greatly reduce the floor's load bearing capacity. Significant flooding beneath a soundstage requires a sub-floor inspection. CALL OPERATIONS (4-1501).

Stages 1, 2, 3, 4*, 5, 10, 11, 12, 14, 15*, 17, 18, 19, 21, 22, 24, 25, 26, 27, 27A, 28, 28A, and 30 are subject to the posted weight restrictions listed below.

UNIFORMLY DISTRIBUTED WEIGHT

Temporary load capacity for uniform, distributed loads is 200 PSF (pounds per square foot).

VEHICLE WEIGHTS (Concentrated wheel loads)

Basic Maximum Gross Vehicle Weight (GVW, which is vehicle wt. + load wt.) for the stage is 10,000 lb.*(A concentrated, safe, per-wheel load has been determined to be 2500 lb. per wheel, based on the weight distribution of a 4-wheel vehicle. (4 wheels x 2500 lbs. = 10,000 lbs. Max. GVW). Gross Vehicle Weights in excess of 10,000 lb. up to 12,000 lb. (vehicle wt. + load wt.) must use one layer of standard "Grip Track" (2-3/4-inch x 15-inch x 20-foot) between the tires and floor. Contact the Grip Dept. (x4-2554) for grip track. *Gross vehicle weights in excess of 12,000 lb. may require a sub-stage inspection and additional precautions!* **Contact WBSF Safety & Environmental Affairs (S&EA) at x 4-2890.**

***Stage 15**

This stage has a covered tank beneath the floor. Vehicle weights in excess of 10,000 lb. stationed over the tank cover require special measures. Contact Operations or S&EA.

Stage 16 (This tank is covered now (2010) with a floor built to carry 10,000 lbs.)

The tank cover for the lower tank consists of plywood decking between steel joists. The gap between the joists is approximately 12". This cover is designed for a permanent live load of 200 PSF, or a temporary concentrated load of 30,000 lbs. spread over 6' x 6' blocking.

Stages 6, 20, 23, 29, 32, 33, 34

These soundstage floors consist of a concrete slab topped by two or more layers of plywood with a top-most layer of 3/8-inch "Crestform" material. This slab floor will support a substantial amount of weight. Contact OPERATIONS or S&EA when vehicle gross weights in excess of 15,000 lb. are anticipated.

Stages 7*, 8 and 9

These soundstage floors consist of a concrete slab topped by two or more layers of plywood with a top-most layer of 3/8-inch "Crestform" material. This slab floor will support a substantial amount of weight; however, extra precaution should be taken around the plywood covered moat-like space found around the perimeter of the center concrete slab. Beneath this floor, a 10-foot wide and 2-foot deep space surrounds this stage's concrete slab like a moat. The plywood and Crestform floor over this moat is supported by a combination of girders, joists and posts.

Vehicles with gross weights (vehicle wt. + load wt.) in excess of 12,000 lb. are permitted on stage, however, a layer of standard grip track (2-3/4" x 15" x 20') shall be used to cross the 10-foot border area.

- **Stage 7*** has a covered pit beneath the north-central portion of the floor (the area is outlined in yellow). The Stage 7 pit cover's maximum vehicle gross weight load is 10,000 lb. or 2,500 lb., per-wheel load.
- The Stage 7 pit cover has an access hatch. No vehicles or heavy equipment are allowed over this hatch. Temporary load capacity over the pool cover for uniform, distributed loads is 200 PSF.

Stage 20

This soundstage floor consists of a single top layer of 1 1/8" plywood. The plywood rests on 2"x4" (lying flat on 24" centers) sitting atop a concrete slab. The maximum allowable wheel load is 1,400 pounds.

Contact Operations (x4-1501) or S&EA (x4-2890) whenever you have questions regarding the soundstage floors!

Roof Truss and Permanent Loading

1. Contact S&EA at x4-2890 prior to loading trusses/permanents.
2. Engineering approval is required for any unusual load requirements.
3. Whenever possible, load at roof trusses directly.
4. Load only at nodes of trusses. Do not load at center.
5. Check the connection of permanent (6"X 8") to truss prior to load application.
6. Loads at permanent beams perpendicular to trusses shall not exceed the following:
 - 500 lb. for a single load
 - 300 lb. for two loads (do not apply more than two loads).
7. Do not apply loads to the boards of walkways.
8. Do not load single "Green Sticks" beyond 100 lb.
9. Fall Protection is mandatory whenever working beyond the handrail in the "ozone".

Floor Hatches that provide access beneath the stage for structural inspection should never be opened and left open and unguarded without illuminating the open hatch and should be protected by physical handrails, substantial barricades, or stanchions with barricade tape six feet back from the hatch and completely encircling the opening.

SET CONSTRUCTION SAFETY

Specialized Safety Equipment / Personal Protective Equipment (PPE)

The Department of Safety & Environmental Affairs (S&EA) maintains specialized safety equipment, which is available for use by WB employees. S&EA's safety-related equipment inventory includes face shields, hearing protection, airline respirators, potential confined space ventilators, high-velocity ducted air machines, fall protection equipment, horizontal safety lines, vertical rope grabs, and Nomex clothing (coveralls, gloves, and hoods.) In addition, S&EA maintains industrial hygiene monitoring equipment including oxygen, carbon monoxide, and combustible gas instruments. When conditions warrant these items (disposable PPE) are provided in sufficient quantities to address the immediate need for PPE. Other more expensive and specialized equipment is provided for your departments and production companies free of charge; however lost or abused equipment will be charged to the production.

Disposables such as safety glasses, dust masks, earplugs, gloves, and goggles and other PPE items are available at WBSF's The Mill Store (x4-4444) in Building #44. In addition, S&EA maintains, for emergencies, a limited supply of expendable safety equipment. Non-WB productions should note that appropriate fall protection equipment suitable for use with WB's soundstage fall protection systems is available for sale in The Mill Store. (Call S&EA with and questions or concerns. 4-2890)

Third Party Productions (Personal Protective Equipment)

Productions leasing production space from WBSF, who are unaffiliated with WB or its production entities, are responsible to supply their employees with Personal Protective Equipment as required by Cal/OSHA. When working on buildings, standing sets, or outside of the catwalks in the permanents of soundstages – Specific Fall Protection Equipment is required. Call Safety (818-954-2890) for specific requirements. This equipment is available for purchase in the Mill Store (Building 44) or sale/rental from Ver Sales in Burbank (818) 567-3000.

Fall Protection

Fall protection is mandatory when working outside of the catwalks in the permanents of a soundstage. It is also required when working on roofs, shooting platforms, decks built for set construction, and situations that expose employees to potential falls greater than 4 feet in height and where guardrails are absent. Fall Protection Equipment is available at S&EA, the Grip Dept. (x4-1469) and for purchase at the Mill Store 4x4444.

ALL AERIAL LIFTS and ELEVATED PLATFORMS, INCLUDING SCISSOR LIFTS, REQUIRE FALL PROTECTION. Call S&EA at x4-2890 for assistance and detailed guidelines.

MANAGING CHEMICAL-CONTAINING PRODUCTS

General Purchasing Practices

Purchase materials, especially chemical products, in the smallest quantity possible.

Paint and Painting Materials

Purchase paint and paint-related products that comply with all local or state environmental regulatory agency requirements. WBSF Paint Dept. sells compliant painting materials. Paint rags should be used sparingly. Air drying rags or throwing used rags in the trash is illegal.

Compressed Gases

Have all compressed gases delivered by the vendor to your location. Never throw compressed gas cylinders in the trash. Chain all cylinders in an upright position with valve covers tightened down. Segregate incompatible gases such as flammables (propane, acetylene etc.) from oxidizers (oxygen, etc.).

Construction Subcontractors

Tell any subcontractors you employ that the disposal of any *waste generated by the subcontractor is the responsibility of the subcontractor*. All waste must be taken by the subcontractor once the job is complete. Inspect their worksite frequently and watch for any dumping of waste materials into the waste hopper, storm drains, toilets, or sinks.

Special Effects and Environmental Considerations

SnoFoam and other forms of artificial snow cannot be washed down storm drains. SnoFoam should be allowed to dry into a solid and then swept up and disposed of as trash. Special Effects materials should be evaluated and disposed of appropriately by the FX person in charge.

Cleaning Up Spills of Hazardous Material

All spills should be cleaned up promptly. The first priority after a spill is the safety of all personnel. Once personnel are safe, and if a qualified person is present, the environment should be protected by stopping the spill from reaching storm drains, sumps, gutters, soil, or bodies of water. If time permits, call the WBSF Hazardous Waste Facility at x4-1271 , x4-2009 or x4-2890.

If a spill occurs:

1. Avoid touching it, walking in it or breathing it. Take the following steps immediately: Use sand or spill absorption materials to build a dike well ahead of the course of the spill. Once the flow of material has been stopped, absorb the spill using absorbent or sand.
2. For large spills, or small spills of flammable materials, immediately call the WBSF Fire Department (x4-3333) for assistance.
3. Once the spill is absorbed, safely sweep or shovel up the spill-contaminated material. Store this in a labeled container. Do not throw spill debris into the trash; it must be disposed of as hazardous waste. Call the WBSF Hazardous Waste Facility at x4-1271 or x4-2009.

Hazardous Material Storage and Disposal

Store and segregate hazardous materials correctly by following the guidelines given on each product's warning label. For further guidance, contact **Brent Gale (x4-3880)**. Hazardous waste generated by in-house productions must be disposed of through the WBSF Hazardous Waste Facility. Examples of materials that are to be handled as hazardous wastes include: waste paint, paintbrush rinse water, paint rags, thinners, solvents, oils, empty aerosol cans, adhesives, special effects products, etc. To arrange for disposal contact: **Robert Contreraz (x4-1271)**.

Do not store drums of materials or waste outside of any building or soundstage. Secondary containment may be required for proper drum storage, even if indoors. **Brent Gale (x4-3880)**.

Note: Non-WB Productions purchasing paint from WBSF are eligible for hazardous waste services. Any production bringing other chemical containing products must meet with S&EA before bringing them on to the lot.

Painting Operations

1. It is recommended that indoor painting operations on soundstages be performed when no overhead work is in progress.
2. Hard hats are required and available from S&EA or the Mill Store whenever overhead construction activity is in progress.
3. Painting operations on soundstages or in the Mill (Bldg. 44) that generate irritating odors should be scheduled during off hours whenever possible.
4. If other productions working in the Mill complain - off hour scheduling is mandatory. Ventilation (i.e., stage fans and floor fans) should be used to dissipate odors.

Waste Paint Consolidation and Labeling Guidelines

These guidelines are to be followed by all employees working with paint and paint-related materials while at Warner Bros. Studio or on location for a Warner Bros. production.

1. Water-based paint waste and solvent-based paint waste are to be kept separate from one another and as clean of debris as possible. Water-based paint that is free of debris and that is not contaminated with any solvent-based paint can be recycled. Since recyclable paint is less expensive to dispose of than contaminated paint (which must be disposed of as hazardous waste), you can save your production money by recycling as much of your paint as possible.
2. Store any flammable waste paints in 5 gal. buckets. (e.g., acetone, "Japans"). Label them "*Flammable Paint*"
3. Waste latex, vinyl, and other water-based paints should also be stored in 5 gal. buckets. Label them "*Water-Based Paint*".
4. Flammable paint-related materials such as brushes, rollers, and stir sticks are to be isolated in a separate bucket that does not contain paint. Label them "*Flammable Brushes/Rollers*".
5. Water-based paint materials such as brushes, rollers, and stir sticks are to be isolated and sealed in a separate bucket that does not contain paint. Label them "*Water-Based Brushes/Rollers*."
6. Sawdust, sand or other absorbents used in spill cleanup should be isolated and sealed in a separate bucket that does not contain paint. "Label them "*Used Spill Cleanup of _____*". Add name of material cleaned up.
7. Used plastic bucket liners should be wiped as clean as possible while the paint is still wet, and then crushed and packaged in a separate 5 gal. bucket and labeled "*Bucket Liners*".
8. All aerosol cans are to be disposed of separately from other waste paint-related material, preferably in a 5-gallon bucket, sealed and labeled "*Empty Spray Cans*". Do not store aerosol cans in the sunlight.
9. Empty waste paint buckets should be wiped clean while still wet and then sealed in plastic garbage bags (tied shut) and labeled "*Empty Paint Cans*".
10. Used paint rags should be packed in a 5-gallon bucket and labeled "Used Paint Rags".
11. When filling buckets with waste paint, do not fill the bucket to the rim. Leave two or three inches headspace to allow for expansion.
12. ALL WASH WATER FROM WASHING BRUSHES, ROLLERS, BUCKETS, ETC. IS TO BE SAVED AND HANDLED IN THE SAME MANNER AS WATER-BASED PAINT WASTE. BUCKETS SHOULD BE LABELED "*BRUSHWATER*".

Accumulation Limits

A total of fifty-five gallons (11 five gallon buckets) of waste paint and waste paint-related materials may be accumulated inside the stage or on the set if the following conditions are met:

1. All FLAMMABLE WASTE (solvent and solvent rags) must be correctly labeled and stored in sealed five gallon buckets in a fire department approved flammable cabinet. The maximum allowable accumulation time for any flammable waste containing buckets, paints or brushes is one week.
2. All NON-FLAMMABLE WASTE (latex, vinyl, used rags) must be correctly labeled and stored in sealed plastic five gallon buckets separate from the main paint inventory. The maximum allowable accumulation time is two weeks.
3. All used rollers, paint brushes, and sticks shall be stored in sealed five gallon buckets and not mixed with paint. The maximum allowable accumulation time is two weeks.

Waste Paint Drop-Off Procedures When at Warner Bros. Studio

All studio departments and production companies are required to drop off their hazardous waste at the WBSF Hazardous Waste Facility, located on the east side of the Mill (Building 44) at the intersection of Avenue D and 8th Street. (See Map)

When the maximum allowable fifty-five gallon storage limit has been reached (any combination of the above waste categories equaling a total of 11 five gallon buckets), the following procedures shall be followed:

- All containers shall have listed on them; 1.) The production or department name, 2.) The container contents, labeled as described above, and 3.) The stage number where the waste was generated.
- The Hazardous Waste Facility must be called in advance to make sure the facility is open to accept the waste. To schedule a drop-off, call extension 4-1271 or 4-2009 [(818) 954-1271, or (818) 954-2009, respectively].
- Waste drop-offs will only be scheduled to be received between the hours of 6:15 a.m. and 2:15 p.m., unless special arrangements are made.
- Waste shall not be allowed to accumulate into large quantities on stage or in departments. Frequent, smaller waste drop-offs should be made. Plan ahead for chemical inventory and disposal when hiatus periods are approaching.
- **Waste shall not be left at the Hazardous Waste Facility if there is no one there to accept it.**
- Please call Brent Gale at x 4-3880 or Robert Contreras x4-1271 if you have any questions regarding this policy.

Waste Paint Disposal Procedures When on Local Location

When on location, do not allow used paint and brush water to accumulate longer than one month or in large quantities. All paint and water-based paint-related materials are to be returned to Warner Bros. Studio. When returning paint-related materials (including brushwater), attach a label to the bucket that exactly describes the contents of the bucket, as described above in "Waste Paint Consolidation and Labeling." *Do not use terms such as "Sludge", or "Waste" to describe the contents of a bucket! In the event of a spill or mishap, police or fire departments may call for the Fire Department Hazardous Materials Response Team if all containers of chemical-containing buckets are not properly labeled.* Left-over paint and brushwater that can still be used can be transported back to the Main Lot. Materials that are considered "waste" cannot be transported by production, and will need to be picked up by a licensed hauler. Contact Brent Gale for assistance at (818) 954-3880.

Flammable paint-related waste cannot be transported back to the main lot. This waste will need to be picked up by a licensed hazardous waste hauler. To do so will require the acquisition of an EPA ID Number. This number will be required on all of the federal hazardous waste manifests that accompany the waste. If your production company anticipates that any waste other than water-based paint is going to be generated off-lot, contact Brent Gale at (818) 954-3880. Keep in mind that obtaining an EPA ID Number may take at least two weeks. Waste cannot be picked up or shipped until the number has been issued by the EPA.

Once the EPA ID Number is obtained with the assistance of S&EA, a licensed hazardous waste hauler can be scheduled to come out and pick-up the waste. Warner Bros. has a list of pre-approved haulers. Contact Brent Gale at (818) 954-3880 for more information. Disposal in any other manner is against WB Policy.

READ THIS PRIOR TO SHIPPING ANYTHING BY AIR!

GUIDELINES FOR SHIPPING DANGEROUS GOODS

Dangerous Goods are regulated by the International Air Transport Association (IATA) and are enforced by the Federal Aviation Administration (FAA) and the Department of Homeland Security.

What are Dangerous Goods?

When chemicals or chemical-containing products are shipped by air, they are called “*Dangerous Goods*.” Many of the products used by consumers in their households would be considered dangerous goods. The same could be said of many of the products shipped by offices and production companies. Some examples of dangerous goods include: household products such as hair spray, glass cleaner, aerosol cans (regardless of content), paints, lubricating oils, etc.

Shippers of dangerous goods should keep in mind that certain materials, like pressurized cylinders or aerosol cans, could represent a significant risk to an aircraft and its passengers if shipped illegally. A mishap involving such dangerous goods could impart significant liability to the shipper.

The process by which products or materials are identified, classified, packaged, marked and labeled in accordance with these regulations is rather complicated. Unless you have been trained to ship dangerous goods, it is NOT recommended that you do so. Instead of shipping common, readily available products, consider having productions on location just buy the products locally.

How can you safely ship dangerous goods?

Before shipping packages, identify the contents of the package and check for possible dangerous goods. If you are given a package to ship, ask for a detailed list of the contents. If you have products or materials that you think might be dangerous goods, you should contact the mail carrier that you plan to ship the product or material with (i.e., Airborne, FedEx, etc.). They can tell you if it is a “dangerous good” and, for a small fee, most shipping companies can package and label your shipment for you.

Dangerous Goods Packers/Shippers:

(DHL Dangerous Goods): 1-800-225-5345
<http://bit.ly/1tFDo3S>

(FedEx Dangerous Goods): 1.800.Go.FedEx 1.800.463.3339 and say "dangerous goods"
<http://bit.ly/S4YBrL>

Remember: The person who signs the shipping document is the responsible and legally liable party.

GENERAL WARNINGS AND NOTIFICATIONS

PROP 65 WARNING

California Prop 65 requires businesses to give a "clear and reasonable warning" prior to exposing any person to a detectable amount of a chemical listed by the state as covered by the Prop 65 Statute.

The list contains a wide range of chemicals. Many of them are ingredients or components of common household products, such as ceramic ware, alcoholic beverages and aspirin. Others may be byproducts of certain combustion processes, such as motor vehicle exhaust, tobacco smoke and burning natural gas. Still others may be chemical-containing products such as dyes, or specialty pigments.

Therefore as required by the CA Prop 65 Statute, the following Prop 65 Warning is provided;

"WARNING: This area contains chemicals known to the State of California to cause cancer and/or birth defects or other reproductive harm."

NOTIFICATION TO EMPLOYEES: ASBESTOS-CONTAINING BUILDING MATERIALS

Both state and federal law require building owners to notify occupants of the presence of any asbestos-containing materials (ACM) in buildings in which they work. We are making this notification to comply with these laws, and because it is Warner Bros. Studios policy to make such information available.

Background

Asbestos-containing materials were commonly used in the construction of buildings and homes prior to 1979. ACM were once used as part of certain building materials, such as insulation, roofing materials, floor tiles, and spray-on insulation.

Warner Bros. has a comprehensive "Operation and Maintenance Plan for Asbestos Containing Materials". Under this plan, we use licensed ACM abatement firms to remove ACM from mechanical rooms and exposed pipes and ducts; and to remove any ACM present prior to or discovered while doing Studio remodeling and renovation work. In addition, we have conducted air sampling in all WB buildings known to contain ACM. The Environmental Protection Agency (EPA) and The Occupational Safety & Health Administration (OSHA) set standards for building occupancy, and we are pleased to say that all WBSF buildings meet these standards. Because inhalation of unprotected airborne asbestos fibers may pose serious potential health risks, it is important that you not disturb potential ACM (i.e., by drilling, sanding or hammering) without first calling the Safety Dept. at 4-2890 to receive clearance to do so.

- The following WBSF buildings are known to contain ACM and are subject to this notification: 4, 5, 8, 10, 11, 12, 13, 15, 18, 19, 22, 27, 31, 34, 35, 37, 41, 44, 51, 52, 53, 54, 55, 56, 58, 59, 66, 67, 68, 69, 71, 76, 81, 90, 122, 131, 133, 135, 137, 138, 139, 140, 146, 151, 154, 155 and 3R.

The survey reports and bulk sample and air sample test reports for particular building locations are available for inspection by appointment. If you have any questions or concerns about your particular building, the location of ACM, or this notice, please contact the Department of Safety and Environmental Affairs at x4-2890.

AIR QUALITY (Production Considerations)

In Southern California, the oversight of air quality is the responsibility of the South Coast Air Quality Management District (SCAQMD). The SCAQMD has enacted rules that regulate the use and operation of many materials, processes and equipment that will be used by your production company. The following guidelines and regulations have been developed to help you comply with these regulatory requirements.

Visible Emissions

If your production company will be using fires, explosions or large-scale effects involving airborne smoke or dust, then you will need to notify S&EA prior to the effect. Regulations enforced by the South Coast Air Quality Management District (SCAQMD) forbid the airborne release of smoke, dust or other visible emissions that last more than three minutes in duration in any one-hour. S&EA can assist you in complying with this regulation.

Portable Generators

Depending on the production equipment used or the location chosen, your production company may use portable generators. Internal combustion engine-driven portable generators are regulated by the SCAQMD because of the exhaust gases that are generated and released into the atmosphere. To comply with the applicable SCAQMD regulations, daily and hourly use records must be kept by the portable generator operator. The SCAQMD regulations governing the use of generators are extensive, but most of them will not impact your production company if you rent the generator from an equipment rental company.

When deciding on the placement of generators, consideration should be given to the effect of exhaust gases on employees working downwind or in adjacent occupied buildings. Diesel exhaust can be very irritating. Consequently, careful consideration should be given to generator placement in order to avoid re-location of the generators due to health concerns. Please notify Operations or S&EA for assistance.

Coatings, Paint, and Other Paint-Related Materials

All production companies use paints, stains, primers etc. All of these materials are regulated by the SCAQMD. Your paint foremen should be aware of the limitations imposed by these regulations because they govern the chemical content and use of all coatings and paints. Contact S&EA if you need help or guidance on the use or selection of coatings. All of the coatings sold through the Warner Bros. Studio Paint Department are SCAQMD compliant for their intended use. If you need additional information on what products can be legally used, contact Brent Gale at (818) 954-3880.

The equipment used to apply coatings is also regulated by the SCAQMD. Certain limitations apply to spray guns, which may need an SCAQMD Permit to Operate. Other limitations apply to the construction and operation of spray booths. A permit must be obtained prior to the construction of any (even temporary) spray booth. Finally, remind all workers working with coatings or other chemical-based products to keep the lids tightly on cans when not in use, and to store all rags in closed containers.

Purchasing non-compliant paint and paint-related materials off-lot for use on the lot is a violation of SCAQMD Regulations and Warner Bros. policy. Violators and their Supervisors will be brought to the attention of Labor Relations.

WATER USE (Production Considerations)

Discharging Stage Pools and the Outdoor Lagoon

Introduction

If your production company will be utilizing a water set at one of Warner Bros. Studio Facilities (WBSF) existing water tanks, pools, or lagoons, or you decide to build your own, you must plan for the draining of water well in advance. Please be aware that federal and state environmental regulations now stipulate how, when and where that water can be discharged. Although WBSF wants your production company to have as much artistic license as possible, we want you to know at the start of your project that the *disposal* of water used in these types of sets can take additional time and expense to handle in accordance with the regulations. Violations of these regulations can result in significant regulatory fines.

Who Can Help My Production Company Comply With the Regulations?

The Department of Safety and Environmental Affairs (S&EA) is here to help you discharge water appropriately and keep WBSF and your production company in compliance with applicable regulations. Although S&EA will guide your production company step-by-step through the process of proper discharge, it is vitally important that all production companies be aware of the affect that compliance with the regulations may have on production, both in terms of cost and potential time delays. *The most problematic and expensive restriction to production companies is a potential 6-day waiting period, during which time, the water cannot be discharged.*

Where Can I Film Water Sequences?

Warner Bros. Studio Facilities Inc. has several locations designed for use in water filming sequences. These locations include:

- Stage 15 tank
- Stage 16 tank
- Jungle Lagoon
- Jungle Pond
- Ranch Swimming Pool
- Other, temporary water sets constructed by the Production Company

What are the Options for Water Discharge?

Water from filming sets can be discharged into the Los Angeles River, the sanitary sewer, or removed via pumping trucks. There are limitations to each of these options. For example, Los Angeles River discharges have a 6-day waiting period before discharge. Sewer discharges are very limited in regards to discharge rates, and pumping trucks can only remove approximately 7,000 gallons of water at a time. See below for more details.

What are the Requirements to Discharge the Water to the Los Angeles River?

The Los Angeles River is the most environmentally sensitive point of discharge for waters originating at WBSF. The State of California has directed WBSF to make the Los Angeles River the primary discharge point for filming waters used during production. However, water sets under 300,000 can usually be discharged to the sewer. Larger water sets will probably need to be discharged to the L.A. River after a discharge permit is obtained from Cal-EPA.

NEVER DISCHARGE ANY WATER TO THE LA RIVER WITHOUT FIRST RECEIVING APPROVAL FROM WBSF SAFETY!

Prior to discharge WBSF must first apply for a discharge permit from the California Environmental Protection Agency (Cal-EPA). Two weeks are required to obtain a Cal-EPA discharge permit. It is in the best financial interest of the production company that S&EA be notified as soon as it is known that the production desires to use water during production. The permit requires WBSF to collect and perform a six day analysis of the filming water after shooting is complete.

Water may not discharge until the analysis requirements have been completed. Laboratory results for the EPA-mandated tests take approximately 6 days.

When the analysis is complete, the results are compared to the permit limits. If none of the sample discharge limits are exceeded the water can be discharged.

What Happens if We Exceed the Cal-EPA Discharge Limits?

If the discharge limits are exceeded, then the water cannot be discharged. It may be possible to filter the water, and then re-sampled (add another 6 days) and hope that the discharge limits are met after the filtration is completed. Once the sample results are all below the discharge limits, the water can be discharged. Or, there are other more costly alternatives for discharge (see below). If you intend to add dye or other substances to the water you are required to discuss your intentions with Safety and Environmental Affairs.

What Do We Do if We Have to Discharge While We're Still Filming?

It is imperative that production companies are aware of the potential time delays that may result if rapid water discharge is required. Sometimes, a production may need to empty a tank quickly (i.e., overnight or over a weekend) to make repairs or adjustments to the water set. We understand that time can be of the essence while filming is ongoing. Although we have a good working relationship with the regulatory agencies, there are no provisions in the law to allow sampling and analysis that takes less than 5 days for Los Angeles River discharges. In rare instances discharge to the sewer may be possible, but the discharge rate will be limited to approximately 360 GPM, and only from 7 PM to 7 AM. Discharge to the sewer requires special permission from the City of Burbank.

When Can We Discharge to the Sewer?

In some cases, the City of Burbank has allowed discharges of water to the sanitary sewer. The City must approve this on a case by case basis. Burbank may require water sampling that takes approximately 2 days. Because the City of Burbank treatment plant is not designed to treat non-sewage-type of water, there are strict discharge requirements. Besides having to sample the water and meet the local discharge limits, the City does not allow the discharge flow rate to exceed 360 gallons/minute. They also require that all discharges commence after 7:00 p.m. and end prior to 7:00 a.m. Discharging to the sanitary sewer is not practical for the tank in Stage 16.

Are Swimming Pools Treated the Same?

The Ranch swimming pool, and sets built to simulate swimming pools, are handled differently. Once the water in the pool has been de-chlorinated, the City of Burbank can issue a permit to discharge the pool. These permits must be obtained by the WBSF Plumbing Department. You can reach plumbing at (818) 954-1245.

What About Using Pumper Trucks?

If the water is not excessively contaminated an expensive option would be to have the water taken out by pumper trucks. These trucks can generally only transport approximately 7,000 gallons per load. Disposal costs can range between \$0.50 to \$1.00/gallon. The water is taken off-site and recycled or reclaimed at a certified facility.

Are There Any Suggestions to Minimize the Likelihood of Exceeding the Discharge Limits?

Following are some recommendations to reduce the potential of exceeding the discharge limits and further delaying your water discharge:

- It is highly recommended that the production company hire a water quality consultant to design and maintain a filtration system to keep the water clean and up to water quality standards, especially if anyone will be entering the water. (Call 4-3880 for suggestions.)
- Make sure that the water quality consultant is capable of integrating a wide range of filtering media. Standard pool filters only remove particulate matter. Having the capability of filtering out other contaminants like oil and other organics can be quite advantageous if the levels of these exceed the discharge limit.
- When using the Stage 16 Pool, it should be anticipated that a large water storage tank may be required that can be used for filter backwash operations. Pool filtration systems should be plumbed to this tank and held there until water sampling results indicate that the water can be discharged.
- Dyes cannot be discharged to the Los Angeles River or the sanitary sewer. If dyes are to be used, they must be the type that can be chemically or mechanically removed prior to discharge. (Consult with Safety.)
- Make sure that the tank/pool is thoroughly cleaned, and legally rinsed, prior to being filled.
- Make sure that the water used to fill the tank is clean.
- Make sure that all props and/or equipment placed into the water are clean.
- Metal equipment should be painted using water insoluble paint to prevent rust from developing and clouding the water. (Test the items you propose to put in the pool.)
- Locate any hydraulic pressure hoses and especially their connection points out of, and away from, the water and stormdrains. Keep a spill kit ready in case of a leak or rupture.

Stormdrains

The State of California, the Regional Water Quality Control Board and Warner Bros. strictly forbid all Warner Bros. production companies and Non-WB clients from intentionally dumping into, or allowing chemicals to enter the storm drain system.

- Products labeled “environmentally friendly,” or “biodegradable” may not be dumped into stormdrains.
- Products like foods or drinks, cleaning supplies, gray water or sewage from trailers, or any chemical-containing product may not enter any stormdrains.
- Filming waters from pools, tanks and lagoons may not enter stormdrains until sampled and properly routed.

Call WB Safety & Environmental Affairs prior to any discharge. See “Discharging Stage Pools and Outdoor Lagoons” in the above section for further instructions. Regulatory fines for non-compliance are considerable.

Sinks, Toilets, and Sumps

- Painters and other workers cannot use sinks or toilets to wash their equipment or to dispose of waste or leftover products.
- Employees found to have put chemical-containing products into sinks; toilets or sumps, will be referred, along with their supervisor, to Labor Relations for disciplinary action.

FLAME RETARDANT REQUIREMENTS

In all buildings and stages at Warner Bros., all drapes, hangings, curtains, drops, and all other decorative material, including any cloth sheets used to protect sets between uses, foliage, trees, or other greens that increase the fire hazard, shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshall. (Subchapter8, Chapter 1, Title 19, CCR.)

Additionally flame-retardant solutions must: (a) be approved for use at Warner Bros. by the Warner Bros. Fire Department, (b) be applied by a person who has passed the examination for the specific application and is registered to do so, and, (c) shall bear the seal and be provided with a certificate of Flame Resistance as required by California Code of Regulations, Title 19, Chapters 2, 7, and 8.

Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material.

For assistance contact the Warner Bros. Fire Department (4-1261), Special Effects (4-1365) or the Paint Department (4-1817).

UNMANNED AERIAL VEHICLES / UNMANNED AERIAL CAMERA PLATFORMS / DRONES

Employee / Guest-Owned Drones

1. Drones (Unmanned Aerial Vehicles) owned by employees or guests of WB are not permitted on WB property.
2. Operation of personally-owned drones or UAV's on the WB Main Lot or WB Ranch Lot for purposes of recreation, rehearsing, testing or for actual production work is strictly prohibited.

Production / FAA Authorized Commercial UAV Companies

1. Approval for the use of UAVs may be granted after review by the WBSF Operations Department 818-954-1501 and the WBSF Department of Safety (818-954-2890).
2. All Productions intending to use UAV either for an interior or exterior scene must complete the "*Warner Bros. Studio Facilities Unmanned Aerial Systems (UAS) Notification Form*" and submit it to Operations and Safety - well in advance of any intended use.
3. All Productions intending to use a UAV either for an interior or exterior scene must use an FAA Authorized Vendor.
4. The most current list of FAA Authorized Vendors may be found at:

https://www.faa.gov/uas/legislative_programs/section_333/333_authorizations/

*Enter "Motion Picture" in the search field for a complete listing.

5. The Department of Safety maintains a list of UAV Companies that WB has worked with in the past and can provide guidance in selecting a vendor familiar with WB and *MPAA Unmanned Aerial Systems Summary*.
6. All Productions intending to use a UAV must comply with the "*MPAA Unmanned Aerial Systems (UAV) Summary*".
7. Both the *Warner Bros. Studio Facilities Unmanned Aerial Systems (UAS) Notification Form* and *MPAA Unmanned Aerial Systems Summary* are contained in this section.

Warner Bros. Studio Facilities Unmanned Aerial Systems (UAS) Notification Form

General Information

Production requesting UAS _____

Show Name _____ WBTV/WBP 3rd Party

UPM _____ UPM Contact Number _____

Date and Time of Flight _____ Indoor Flight Outdoor Flight

Location of Flight: _____

UAS Vendor Information

Vendor Company Name _____

FAA Rule 333 Exempt UAS Company: Yes No

Pilot Name _____ Visual Observer Name _____

Contact Numbers _____

Type and Approximate Size of UAS _____

UAS used as Prop or Camera Platform _____

Additional Flight Information

COA Filed with FAA # _____ Flight Plan Filed with FAA # _____ NOTAM Filed with FAA # _____

Describe flight perimeter operations, speed and proximity to participating and consenting people: _____

Safety Considerations (circle any that apply)

Cast or Crew PPE Caution Tape around Flight Zone Chain Fencing Security Lock-up
FSO Presence Radio Frequency Interference Live Audience Near-by Productions Facility Lessor

Notifications Made (date, time and to whom)

Operations _____ WBFD _____ WB Security _____

WB Safety _____ WB Prod. Exec _____

MPAA UNMANNED AIRCRAFT SYSTEMS (UAS) EXEMPTION SUMMARY

INTRODUCTION

In September 2014, the Federal Aviation Administration (FAA) granted regulatory exemptions to selected companies to operate Unmanned Aircraft Systems (UAS) on scripted, closed-set, motion picture and television productions under specific, outdoor conditions within the United States.

This summary has been developed to provide guidance for all outdoor UAS operations, including when the UAS is flown as a prop.

I. REQUIREMENTS PRIOR TO OPERATION

All UAS vendor companies must possess a current, FAA-approved UAS Motion Picture and Television Operations Manual (Manual) and must obtain an Air Traffic Organization-issued Certificate of Waiver or Authorization (COA) prior to conducting any UAS operation.

FAA regulations require that the UAS vendor company utilize a qualified Pilot in Command (PIC) and a Visual Observer (VO) for each UAS in operation.

The PIC must have on set with them at all times all pertinent documentation, which includes, but is not limited to: the Manual; the COA; Plan Of Activities; pilot certificate; and third-class medical certificate. These documents must be made available to both the Production Company and to regulatory agencies upon request.

The UAS vendor company must request a Notice to Airman (NOTAM) between 48 and 72 hours prior to UAS operation.

The FAA must approve the flight plan and may limit UAS operations near non-towered airports or controlled airspace.

Before conducting UAS operations, the PIC must ensure that the radio frequency spectrum used for the operation and control of the UAS complies with the Federal Communications Commission (FCC) or other appropriate government-agency requirements and does not conflict with any radio frequencies used by production.

Authorities Having Jurisdiction (AHJ) may have their own requirements regarding UAS operations.

A safety meeting should be conducted with all affected production personnel prior to UAS operations.

II. OPERATION AND SAFETY

The UAS must weigh less than 55 pounds (25 Kg), including energy source(s) and attached equipment.

The UAS may not be flown at a ground speed exceeding 50 knots (approximately 57 MPH).

Each UAS operation must be completed within 30 minutes flight time or with 25% battery power remaining, whichever occurs first.

If the UAS loses communications or its Global Positioning System (GPS) signal, the UAS must return to a pre-determined location within the security perimeter and land or be recovered in accordance with the Manual.

The UAS must be operated within Visual Line Of Sight (VLOS) of the PIC at all times. This requires the PIC to use human vision unaided by any device other than corrective lenses. The VO may be used to satisfy the VLOS requirement, as long as the PIC always maintains VLOS capability and the VO and PIC can communicate verbally at all times.

The UAS cannot be operated by the PIC from any moving device or vehicle.

Flights must be operated at an altitude of no more than 400 feet above ground level.

The UAS always must remain clear of, and yield the right of way to, all other manned operations and activities (e.g., ultralight vehicles, parachute activities, parasailing activities, and hang gliders).

UAS operations may not be conducted during night.

Prior to each flight, the PIC must assess the weather conditions and inspect the UAS to ensure that the conditions

are safe for UAS operation. If the inspection reveals a condition that would affect the safe operation of the UAS, the aircraft is prohibited from operating until the weather conditions have improved and/or the necessary maintenance has been performed to allow for a safe flight.

The PIC must abort the UAS operation in the event of unpredicted obstacles or emergencies.

The UAS vendor company must report to the FAA UAS Integration Office within 24 hours any: 1) incident, 2) accident, or 3) flight operation that transgresses the lateral or vertical boundary of the COA-defined operational area.

The UAS vendor company also must report all accidents to the National Transportation Safety Board.

Further flight operations may not be conducted until the incident, accident, or boundary transgression is reviewed and authorization to resume operations is provided.

III. DISTANCE REQUIREMENTS

The UAS may not be operated directly over any person, except for authorized and consenting production personnel, who must be essential to the closed-set production operation.

The distance between the UAS and authorized and consenting production personnel shall be determined by the Manual.

All non-authorized or non-consenting persons (e.g., spectators, observers, general public, news media) are prohibited within 500 feet of the UAS operation area. This distance may be reduced to no less than 200 feet if it would not adversely affect safety and the FAA has approved.

IV. NOTIFICATION

The Production Company must notify all production personnel of the planned use of UAS so that any objection can be communicated prior to UAS operation.

Notification can be accomplished by including a statement like the following on the call sheet:

“An Unmanned Aircraft System (UAS) will be used in close proximity to production personnel and equipment. Any personnel who does not consent to working within the UAS area must notify _____ [please insert the assigned production designee(s)] prior to use of the UAS.”

V. ADDITIONAL INFORMATION

For more information on the FAA and UAS:
<http://www.faa.gov/about/initiatives/uas/>

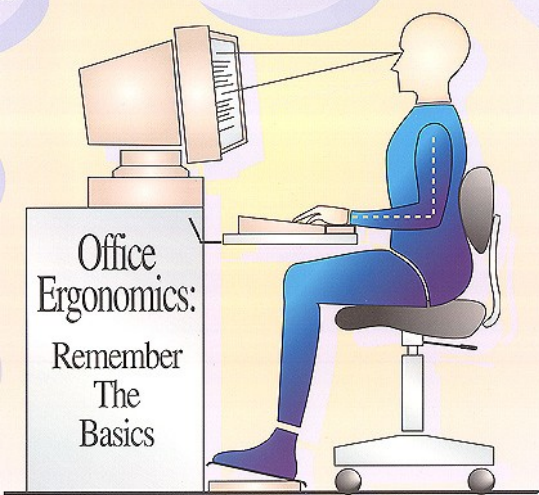
To view the FAA's Grants of Exemption:
https://www.faa.gov/uas/legislative_programs/section_333/



ERGONOMICS

Ergonomics is defined as “adjusting the work to fit the worker”. The Safety Department offers ergonomic evaluations to ensure that office workstations are set up in a way that maximizes comfort and safety. After following the suggestions in the chart below if you have questions regarding ergonomics, please contact **Gloria Gama-Tafoya** at **x4-2961**.

A visual presentation of the Ergonomic Guidelines can be viewed at www.safetyontheset.com. It covers proper chair adjustment, computer and work area guidelines, along with safe work practices.

<p>Place the monitor directly in front of you while at the keyboard.</p> <p>Position the top of the monitor screen at or below eye level and about an arm's length away.</p>	<p>Maintain a proper posture, having a 90 degree or greater angle at the hips and knees, while the Feet are supported by the floor or a footrest.</p>	<p>Sit with head and neck in upright position, even while on the telephone.</p> <p>Keep shoulders relaxed and elbows close to the body</p>
<p>Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter.</p>		<p>Select a chair that allows clearance behind knees when seated against the backrest.</p> <p>Use the backrest of the chair to provide full support, particularly for the lower back.</p>
<p>Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively.</p> <p>Add a task light to illuminate documents properly.</p>		<p>Adjust the height of the chair to achieve a proper posture.</p> <p>Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard.</p>
<p>Use a document holder to place source documents as close to the computer screen as possible, and at the same height and distance.</p> <p>Place mouse and other input devices next to the keyboard.</p>		<p>Allow ample clearance to move knees and legs under the keyboard support.</p>

CRAFTS SERVICE / FOOD PREPARATION ON STAGES / MOBILE FOOD FACILITY VEHICLES

Crafts Service*

Only commercially prepackaged, single-serving, non-potentially hazardous foods and beverages from a permitted facility can be served by Crafts Service. (The kitchens in the Sound Stages are not permitted.) Food served by an employee of a Certified Food Facility who possesses a Food Handling Card Catering is permissible.

Mobile Food Facility Vehicles*

If you intend to use a Mobile Food Preparation Truck (Hot Truck); a Mobile Food Facility (Cold Truck); Trailer, Cart or any of the other mobile food facility vehicles, they must be permitted - understand that the LA County Department of Health requires that the vehicles be permitted by the LA County DHS Vehicle Inspection Program (V.I.P.) (626-430-5500).

The LA County Department of Health Services requirements to operate a food truck or any food service are complex and the process to obtain the agencies required vehicle approval, appropriate permits, and licenses slow and laborious.

The following documents, stickers, etc. are necessary to know that the truck/trailer is in compliance:

1. *County of Los Angeles “Public Health Operating Permit” (Annual)*
2. *Initial Inspection Sticker* (Issued when truck passed VIP inspection.)
3. *Method of Food Operations Manual.*
4. A letter written to the owner of the vehicle from the *Commercial Commissary Facility and DHS Permit #*) (A letter from the Commercial Commissary Facility to Owner (DHS#) stating for DHS recordkeeping purposes where the vehicle will be cleaned, serviced, restocked, and remain nightly before returning to WBSF the next day.)
5. *Department of Motor Vehicles Validated Registration Card* (current)
6. *Insurance Identification Card* (current)

Additionally:

The person cooking in the Mobile Food Facility truck must have a current “*Manager’s Food Handling Certificate.*”

If you have any questions please call Gloria Gama-Tafoya (818-954-2890), Manager Ergonomics and Safety Resources.

*** (See below: *Los Angeles County Public Health “Approved Film Production Food Services”*)**



Approved Film Production Food Services

Several types of food services may be provided to the staff at a film site. Depending on the food service, a Public Health Permit may be required.

PERMIT REQUIRED

The following types of food services have been established to conform to the requirements of the California Health and Safety Code (CAL HSC) and Los Angeles County Code.

Mobile Food Facility Permit (CAL HSC §§ 114294, 114295, 114297, 114305, & 114315)

This type of food service utilizes a permitted commercial food truck or cart to provide food service at the film site. Outdoor food preparation and service areas are not approved under this permit.

Catering to the Film Site by a non-Motion Picture Catering Vehicle (CAL HSC §§113789, 113790, 114294, 114295, 114297, 114305, & 114315)

A permitted restaurant or caterer may be contracted to provide food service at the film location.

Motion Picture Catering Operation Permit (Permit Business Code 3010) (LA County Code § 8.04.316)

A Motion Picture Catering Operation (MPCO) Permit was recently developed by the Department. This permit covers a mobile food facility, no more than two mobile storage vehicles, and outdoor food preparation and service areas, where the operator is under contract to operate at a licensed film studio or at a site with a permit for filming on location issued by the appropriate city or county.

NO PERMIT REQUIRED

The following food services are restricted and must meet the requirements below.

Commercially Prepackaged Food

This type of food service is limited to single-serving size, commercially pre-packaged foods, displayed on a table for self service, and may include limited coffee service. This type of service does not allow food to be served from or stored on a vehicle.

Requirements:

- Only commercially prepackaged, single-serving, non-potentially hazardous foods and beverages from a permitted facility may be served. Approved foods include:
 - Commercially prepackaged, single-portioned cereal
 - Commercially prepackaged, single-portioned, non-potentially hazardous pastries

Approved Film Production Food Services

- Commercially prepackaged, single-portioned snacks and beverages (e.g., chips, candy, cookies, trail mix, sodas, bottled water, etc.)
- Whole, uncut and prewashed fruits
- Individual serving-sized commercially prepackaged condiments such as sugar and creamer

- The only potentially hazardous food (PHF) that may be served is commercially prepackaged individually sized milk that must be maintained at 45°F or below.
- Coffee service from a professional vending service is recommended. Coffee may be served using a commercial coffee maker. However, coffee pots and filter holders must be properly cleaned and sanitized using, at a minimum, a 2-compartment sink with hot and cold running water that is not used for janitorial purposes.
- Only single-use plates, cups and utensils may be used.
- The food may not be served from or stored on a vehicle.

Food Delivery

This type of food service involves daily purchasing of individually packaged meals from permitted food facilities (e.g., sandwiches, salads, burritos, etc.).

Requirements:

- All meals must be purchased daily from a permitted food facility.
- All food must be individually packaged by the permitted food facility (e.g., individually bagged combo meals, prepackaged sandwiches, individually portioned salad, potato salad or other side dishes, individually sized pre-packaged condiments, and single serving beverages).
- All individually packaged food that is potentially hazardous must be served immediately after delivery, or discarded if not served.
- Unpackaged food may not be handled or served.
- If transporting from a retail food facility for more than 30 minutes, an insulated cooler should be used to maintain the proper temperature of PHF: cold food, at or below 41°F; hot food, at or above 135°F. (CAL HSC § 113996).

For more information regarding these food services, please contact the Food and Milk Program at (626) 430-5400.