

CONTRACT SERVICES GUIDEBOOK

AN OVERVIEW FOR
IATSE LOCAL 600

Camera



Rev. 06/01/26





You can find all Local 600 resources mentioned in this Guidebook by scanning this QR code or by visiting csatf.org/resources-600.

OPENING CREDITS

Welcome to Contract Services, home of the Industry Experience Roster, the Safety Pass training program, and more. We created this Guidebook for Industry Professionals working in job classifications represented by IATSE, Local 600 to understand how to navigate our services and keep up with their classification requirements.

WHO WE ARE

Contract Services is a nonprofit organization with a unique mission. Established in 1965 by the major studios and Hollywood unions (including the IATSE), our job is to administer certain aspects of the collective bargaining agreements between Producers and Unions. For Industry Professionals working in job classifications represented by Local 600 (like you), that includes the IATSE Basic Agreement and the Local 600 Camera Agreement.

This Guidebook explains our primary functions that you should know about, such as:

- Administering rosters like the Industry Experience Roster (IER) and IATSE Television Commercial Roster (TCR)
- Delivering mandatory safety training and harassment prevention training
- Offering skills training, which is available to help you improve your knowledge and technical proficiencies

As an Industry Professional working under the Local 600 Camera Agreement, most of your interactions with Contract Services will involve applying to a roster and maintaining your roster status by completing mandatory training requirements. Keep reading to learn how Contract Services can help you satisfy your classification requirements.

WHAT IS AN “INDUSTRY PROFESSIONAL?”

You are! Industry Professional is our term for the highly skilled artists, technicians, and craftspeople working “behind the camera” in the motion picture production industry. In other contexts, you may be a “**member**” of the IATSE or Local 600, an “**employee**” of the Producer you’re working for, or a “**participant**” in the Motion Picture Industry Pension and Health Plans, but here at Contract Services, we refer to you as an Industry Professional.

DIFFERENT ORGANIZATIONS, DIFFERENT RESPONSIBILITIES

As an Industry Professional, you may have relationships with other entities, such as the Motion Picture Industry Pension & Health Plans (MPIPHP), the IATSE or your local union, or even your employer. Questions about your pension, health or retirement benefits should be directed to MPIPHP (mpiphp.org). Questions about your union membership should be directed to Local 600 (icg600.com).

LET'S GO BEHIND THE SCENES

UNDER THE LOCAL 600 CAMERA AGREEMENT, WE ADMINISTER TWO ROSTERS:

INDUSTRY EXPERIENCE ROSTER (IER)

The Industry Experience Roster (IER) is an industry-wide seniority roster for the motion picture industry (i.e., film and television). It consists of tens of thousands of Industry Professionals working in job classifications under the IATSE Basic Agreement and West Coast Studio Local Agreements who have met certain eligibility requirements.

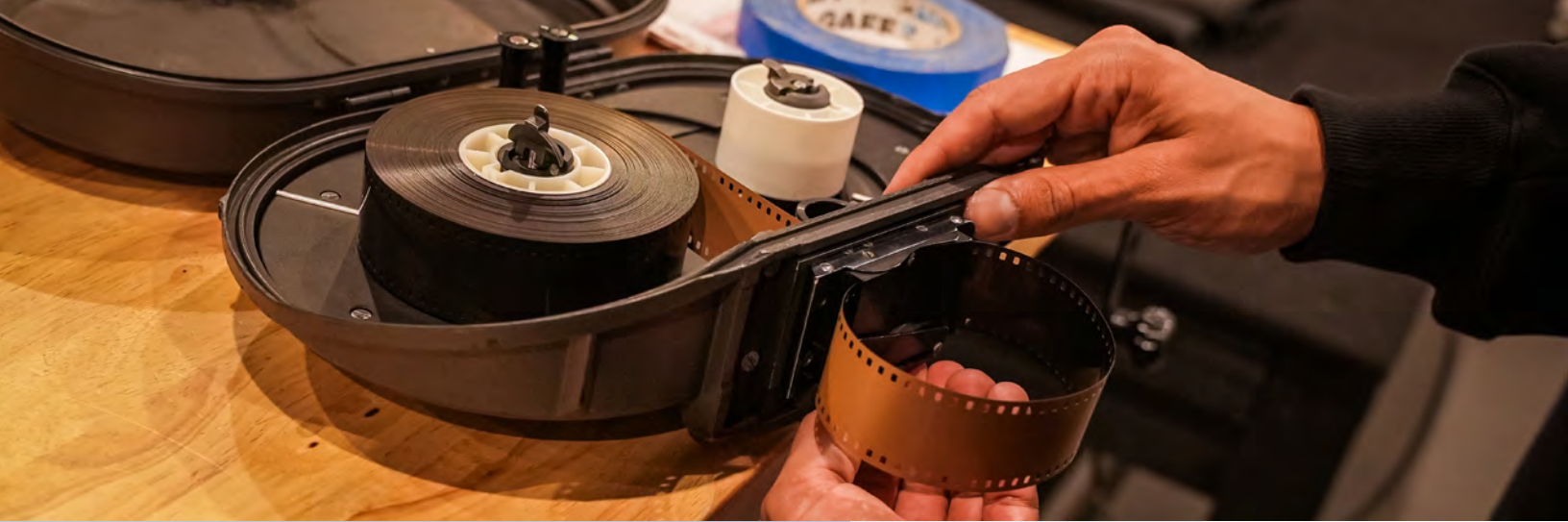
IATSE TELEVISION COMMERCIAL ROSTER (TCR)

The IATSE Television Commercial Roster (TCR) is an industry-wide seniority roster for the commercial production industry. The TCR can sometimes be a pathway to placement on the IER.

This Guidebook focuses mainly on how to apply and remain compliant on the IER, but there are some differences for the TCR that we will explain along the way.

IS THERE A DIFFERENCE BETWEEN ROSTER STATUS AND LOCAL 600 MEMBERSHIP STATUS?

Yes. Your status on the roster and your status as a Local 600 member are distinct. You can be a member of Local 600 without being on the IER or TCR, and vice versa. Questions about your union membership should be directed to Local 600.



IS EVERY LOCAL 600 JOB CLASSIFICATION PART OF A ROSTER?

No. There are seven roster classifications and two “non-roster” classifications in the Local 600 Camera Agreement.

★ Roster Classifications

Industry Professionals working in these seven roster classifications need to apply to Contract Services for placement on the roster and complete certain mandatory training requirements, including safety training and harassment prevention training.

- Camera Operator
- Director of Photography
- Film Loader
- Video Controller (IER only)
- First and Second Assistant Photographer (or, “Assistant Camera”)
- Still or Portrait Photographer

★ Non-Roster Classifications

Industry Professionals working in these two non-roster classifications do not need to apply for placement on a roster, but they still need to apply to Contract Services for access to complete their mandatory training requirements.

- Digital Imaging Technician (DIT)
- Digital Utility Person ((DUP) Commonly referred to as “Digital Utility”)

Industry Professionals in the **Publicists** classification should refer to the Local 600 Publicists Guidebook. To access the Guidebook, please scan the QR code on page 2, or visit csatf.org/resources-600.

Whether your classification is part of a roster or not, the application process is similar. In a nutshell, you’ll need to complete an application form, demonstrate that you have work experience in the industry, and complete a few preliminary training requirements. Read below for more information about how to apply.

GETTING STARTED

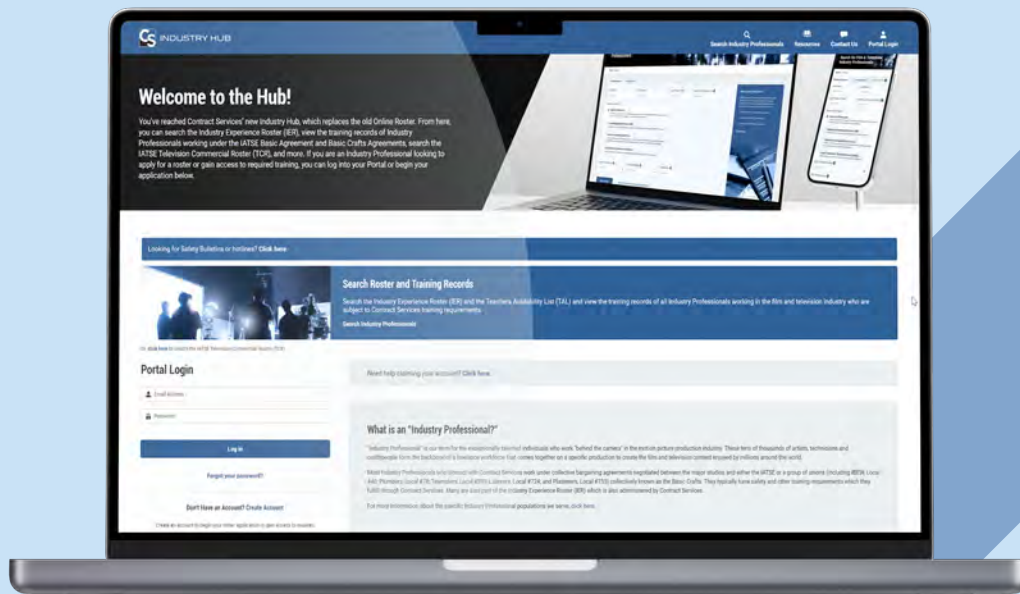
IT ALL STARTS AT THE INDUSTRY HUB

Your first step is to visit the **Contract Services Industry Hub (thehub.org)** to log into your Portal account. If you don't have a Portal account, you'll need to create one. Head to thehub.org, find the "Portal Login" box on the left, and click "Create Account."

Once you've created your Portal account, log in to find your **Dashboard**. From there, you can start and complete your application. You'll also use your Portal to keep up with your ongoing training requirements.

☆ Helpful Resources

For step-by-step instructions on creating your Portal account and starting the application process, click the **"Resources"** page at thehub.org. You can also reach out to us anytime for help.



WHAT ARE MY APPLICATION REQUIREMENTS?

Application requirements are always roster and classification specific, so it depends on which roster and classification you're applying for. You'll be able to see your requirements when you start your application through your Portal.

Keep reading to learn more about the application requirements under the Local 600 Camera Agreement.

APPLYING TO THE INDUSTRY EXPERIENCE ROSTER (IER)

To apply to the Industry Experience Roster (IER) under the Local 600 Camera Agreement, there are three types of requirements:

1 Required Documents

You'll need to sign an application form and potentially submit other required documents, depending on the roster classification you're applying to.

2 Work Experience

You'll need to provide documentation showing that you have sufficient qualifying work experience in the industry. See pages 10 and 11 for more information about this requirement.

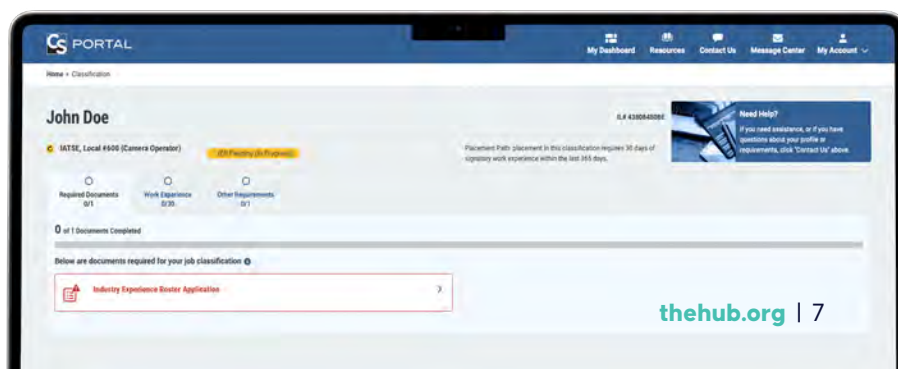
3 Preliminary Training

You will need to complete two online courses as part of your application. (Keep in mind, these are just preliminary training requirements. You will have additional classification-specific training requirements after your application is complete.)

You can complete most application requirements in any order, but you won't be able to start your preliminary training until you've provided at least one day of qualifying work experience. It's important to complete all application requirements as soon as possible to ensure your work experience does not expire.

★ Important Note

You have up to one (1) year after your last qualifying day of work experience to complete the remaining application requirements (e.g., preliminary training, etc.). If you delay, your work experience may begin to expire and no longer count toward placement.



APPLYING TO THE TELEVISION COMMERCIAL ROSTER (TCR)

To apply to the Television Commercial Roster (TCR), there are two types of requirements:

1 Required Documents

You'll need to sign an application form and potentially submit other required documents.

2 Work Experience

You'll need to demonstrate that you have at least 30 days of qualifying work experience in the production of television commercials in the last 365-days.

★ Important Note

There are six Local 600 roster classifications for the TCR: Camera Operator, Film Loader, Second Assistant Photographer, First Assistant Photographer, Director of Photography, Still/Portrait Photographer.

After you've been placed on the TCR, you may be eligible for placement on the IER by satisfying additional requirements. For more information, see page 14.





APPLYING FOR ACCESS TO NON-ROSTER TRAINING

To apply for access to training under the two non-roster classifications (Digital Imaging Technician (DIT) and Digital Utility Person (DUP)), there are three types of requirements:

1 Required Documents

You'll need to complete and sign a Training Access Application form.

2 Work Experience

You'll need to demonstrate that you have sufficient qualifying work experience under the Local 600 Camera Agreement. See pages 10 and 11 for more information about this requirement.

3 Preliminary Training

You'll need to complete two courses as part of your application. (After your application is complete, you'll be able to take the rest of your required training.)

WORK EXPERIENCE REQUIREMENTS

Whether you're applying for placement on the IER or TCR, or whether you're in a non-roster classification and need to complete your mandatory training, demonstrating work experience is a crucial step in the application process.

Under the Local 600 Camera Agreement, you can satisfy this requirement in one of two ways. We call these different "placement paths."

TO BE PLACED ON THE IER:

1 Placement Path 1 – Signatory Work Experience

- a. You are required to demonstrate that you have **30 days of qualifying work experience within a 365-day period**. The work must be performed under the Local 600 Agreement for a Producer signatory to that agreement.
- b. You have up to one (1) year after your last qualifying day of work experience to complete (or "perfect") your remaining application requirements.

2 Placement Path 2 – Non-Signatory Work Experience

A non-signatory placement path recognizes work experience that may not have been performed under the Local 600 Camera Agreement. You will use this placement path if your work experience consists entirely of non-signatory work experience or a combination of signatory and non-signatory work experience.

- a. You are required to demonstrate that you have **100 days of work experience within a three (3) year period**.
- b. You have up to one (1) year after your last qualifying day of work experience to complete (or "perfect") your remaining application requirements.

★ Important Note

Under the Local 600 Agreement, work experience completed within the United States and Puerto Rico may be used to meet the work experience requirements of either placement path, regardless of where you were hired.

If you were hired in Los Angeles County, work experience performed within and outside the United States may also count toward placement.



TO BE PLACED ON THE TCR:

You are required to demonstrate that you have **30 workdays in the production of television commercials within the last 365-days**. You have up to one (1) year after your last qualifying day of work experience to complete your remaining application requirements.

If you're applying to the TCR, your work experience must be performed under the Commercial Production Agreement negotiated between IATSE and the Association of Independent Commercial Producers (AICP) for a Producer signatory to that agreement.

TO RECEIVE ACCESS TO NON-ROSTER TRAINING:

If you're applying to a "non-roster" classification (DIT or DUP), there is only one placement path to receive access to your non-roster training. You will need to demonstrate that you have **30 days of signatory work experience within a 2-year period**.

Important Note

For the TCR and non-roster training, your work experience must be performed in Los Angeles County, or you must have been hired in Los Angeles County to perform the work outside of Los Angeles County.

(Please note that this Guidebook provides a summary of the rules required for roster placement. The specific rules are set forth in the applicable collective bargaining agreement.)

HOW DO I DEMONSTRATE WORK EXPERIENCE?

During the application process, you'll submit your work experience using your Portal. In most cases, you can demonstrate work experience by requesting an **Employment Verification Letter (EVL)** from your employer or payroll company. If we receive an EVL from your employer or payroll company, it will appear automatically under the "Work Experience" tab in your Portal, or you can obtain this document and upload it yourself. If we require additional information, we will notify you through the Message Center of your Portal.

For more information about how to obtain an EVL, and what other types of documentation are acceptable, review our Work Experience FAQ at www.csatf.org/resources-600, or by scanning the QR code on page 2.

If you still have questions about how to demonstrate work experience, give us a call at 818.565.0550 ext. 1100.

HOW WILL I KNOW IF MY WORK EXPERIENCE QUALIFIES?

You should submit any work experience you think may qualify. We will review what you submit and then update your Portal to show whether it is "Qualified" or "Not Qualified." If we cannot qualify your work experience, you will receive a notification in the Message Center of your Portal explaining why. You'll then be able to submit additional information for us to review.

HOW CAN I CHECK MY APPLICATION STATUS?

You can check the status of your application at any time by logging into your Portal. You may also receive notifications in the Message Center of your Portal about any outstanding placement requirements.



You can find all Local 600 resources mentioned in this Guidebook by scanning this QR code or by visiting csatf.org/resources-600.



LET'S TALK TRAINING REQUIREMENTS

TRAINING REQUIRED BEFORE AND AFTER PLACEMENT

Training is required for all Local 600 classifications on the IER and for non-roster classifications.

You will complete two of your required training courses during the IER application process:

- 1 General Production Safety (A Course)
- 2 Harassment Prevention Training (HP1 or HP2)

These are your **preliminary training requirements**. The rest of your required training will become available after your application is complete and you're placed on the IER or receive access to your non-roster training. At that point, you'll receive a deadline to complete your additional training, which is generally 90 days for online training or 6 months for instructor-led training.

☆ Important Reminder to Stay Compliant

It's important you keep up with your training in order to remain compliant with the requirements of your classification. If you do not complete your required training by the assigned deadline, you will appear on the Industry Hub as **"not compliant"** with your classification requirements.



Training after placement is classification specific. Once your application is complete, you'll be able to see the specific training required for your classification in your Portal. Below is a list of courses currently required for each classification:

TRAINING REQUIREMENTS BY CLASSIFICATION

- **Camera Operator** – B, B5, B6, D, G, I, K, P, S2, WVP
- **Director of Photography** – B5, B6, G, I, P, S2, WVP
- **Film Loader** – B, B5, B6, D, G, I, K, P, S2, WVP
- **First Assistant Photographer** – B, B5, B6, D, G, I, K, P, S2, WVP
- **Second Assistant Photographer** – B, B5, B6, D, G, I, K, P, S2, WVP
- **Still or Portrait Photographer** – D, G, I, K, P, S2, WVP
- **Video Controller** – S2, WVP
- **Digital Imagery Technician (DIT)** – B, B5, D, G, I, K, P, S2, WVP
- **Digital Utility Person (DUT)** – B, B5, D, G, I, K, P, S2, WVP

For the most up-to-date list of required training by classification, including course descriptions, visit csatf.org/training/safety/course-lists-information.



IS TRAINING ONLINE OR IN PERSON?

Most required training is available online for you to take at your own pace, but a few courses involve hands-on training that you will need to complete in person at our campus in Burbank, California. In some cases, you may also be able to complete some courses via live webinar (e.g., Zoom). If you need help using a computer to complete your training, you are welcome to use our computer lab.

HOW DO I ENROLL FOR TRAINING?

Log into your Portal at thehub.org. On your Dashboard, find your classification and click **“View Details.”** Then, under the Required Training tab, click the **“Launch Training”** button. Select your course and enroll. From there, the system will direct you how to start an online course or register for an in-person training appointment or webinar.

ONGOING REFRESHER TRAINING

In order to stay compliant with your training requirements, you will need to refresh your training from time to time. For example, Harassment Prevention training must be retaken every two years, and Workplace Violence Prevention training must be taken annually. We will notify you of your upcoming training deadlines, but you can also check your requirements and deadlines 24/7 by logging into your Portal.



If you need technical assistance, email our Helpdesk at helpdesk@csatf.org or call 818.565.0550 ext. 1030.

WHAT'S NEXT?



After your application is complete and you appear on the Industry Hub (congratulations!), there are a few more things you should know...

Once your application process is complete, we'll notify you that you've been placed on the IER or TCR, or that you've received access to your non-roster training. Your name, classification, and compliance status will appear on the **Industry Hub (thehub.org)**. If you're on the IER or in a non-roster classification, you'll also receive deadlines to complete additional mandatory training, which becomes available after your application is complete.

APPLYING TO THE IER FROM THE TCR

If you were originally placed on the TCR, you may be eligible to be placed on the IER. The process to apply from the TCR to the IER is simple. You'll need to:

- 1 **Complete the IER application form in your Portal**
- 2 **Satisfy the IER preliminary training requirements**
- 3 **Submit an additional 60 days of commercial industry work experience**

UPGRADING YOUR CLASSIFICATION

Under the Local 600 Camera Agreement, Industry Professionals listed on the IER may be eligible to upgrade or downgrade their classification in certain circumstances. Please contact us for more information.

If you wish to move into a different roster or a non-roster classification outside of those circumstances, you will need to begin a new application.

REMOVAL FROM THE ROSTER

Under applicable collective bargaining agreements, Industry Professionals may be removed from the IER in certain circumstances. Most commonly, they're removed if they haven't worked at least one day in the motion picture industry within a 36-month period, or upon retirement under the Motion Picture Industry Pension Plan. If you have questions about removal, please contact us.



SKILLS TRAINING: ENHANCING KNOWLEDGE AND SKILLSET

In addition to any mandatory training requirements you may have, we also offer non-mandatory skills training opportunities. Developed in collaboration with other training providers, skills training courses are available to eligible Industry Professionals to enhance their proficiency in their craft. More information about Skills Training eligibility and available course offerings can be found on our website at [csatf.org](https://www.csatf.org) under the Training menu.

OTHER RESOURCES

We also offer important safety resources you should know about, including Safety Bulletins and hotlines:



Safety Bulletins are researched, written, and distributed by the Industry-Wide Labor-Management Safety Committee for use by the motion picture and television industry. You can find our catalog of safety bulletins via our website or scan the QR code on page 2.



The Industry Safety Hotline (888.7.SAFELY / 888.772.3359) is a general number that will take you to the Studio Safety Hotlines and Contract Services' Production Affairs & Safety Department for questions related to industry Safety Bulletins or on-set safety.



The Studio Safety Hotlines provide contact information for Studio Safety Departments, including names, phone numbers and email addresses. For more information on Safety Hotlines, please visit our website or scan the QR code on page 2.

We hope this Guidebook helps you get started.

If you still have questions, feel free to give us a call at 818.565.0550 ext. 1100. We're here to help!



You can find all Local 600 resources mentioned in this Guidebook by scanning this QR code or visiting www.csatf.org/resources-600.

Photos courtesy of Local 600 – thank you!

CONTACT US

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