



First National Bank has met the guides for approval with the Green Business Alliance. First National Bank has been serving our communities for 120 years, and we want to see our surroundings stay “green” for another 120 years to come. We invite you to visit one of the websites listed below to see suggestions on how to **greenify** your surroundings:

www.greenbusinessalliance.com
www.ecologue.com
www.obviously.com

Commonly Recycled Materials

Plastic

With a little bit of care much plastic can be recycled, and collection of plastics for recycling is increasing rapidly. Plastic recycling faces one huge problem: plastic types must not be mixed for recycling, yet it is impossible to tell one type from another by sight or touch. Please view the cryptic marker to identify the plastic type to place in the correct recycle bin.



Grocery sacks, produce bags, and other packaging

These are great to reuse. Not only do you save a new bag, but your old bags don't smell like chemicals (the 'plastic bag smell' is mostly plasticizer chemicals that outgas from the bags).

These bags are often collected in barrels at grocery stores, and usually end up as plastic lumber.

Other Plastic Items

Any product made of a single plastic type should be marked -- after all the product may one day break or be replaced. This includes toys, plastic hangars, trash cans, shelves, baskets, rain ponchos, and many other products. Many products, such as compact discs, video tapes, and computer discs, are made from mixed materials which can't be recycled unless first disassembled.

Glass, Steel, Aluminum Cans and Foil

Glass, steel (or "tin") and aluminum are easy to recognize and recycle. Glass bottles must not be mixed with other types of glass such as windows, light bulbs, mirrors, glass tableware, Pyrex or auto glass. Ceramics contaminate glass and are difficult to sort as is broken glass. Clear glass is the most valuable.

It is no longer necessary to remove labels for recycling. To save water, clean only enough to prevent odors. Unlike with plastics, the high temperature of glass and metal processing deals easily with contamination. Scrap aluminum is accepted in many places. Other metals are rarely accepted.

Aseptic Packaging (Drink boxes, soy-milk containers)

The square boxes used for liquids are called "Aseptics", the most common brand of which is "Tetra Pak". Aseptics are made from complex layers of plastic, metal and paper. The actual recycling process, unfortunately, is very expensive and therefore only available in a very few places.

Recycling and Rechargeable Batteries (other than car batteries)

Nickel Cadmium (Ni-Cd), Nickel Metal Hydride (Ni-MH), Lithium Ion (Li-ion), and Small Sealed Lead (Pb) batteries can all be recycled.

Rechargeable batteries are commonly used in portable telephones, computers, power tools, shavers, electric toothbrushes, radios, video tape recorders and other consumer products. The Rechargeable Battery Recycling Corporation ([RBRC](http://www.RBRC.com)) is an industry funded group promoting battery recycling. For information on rechargeable batteries or a nearby drop-off location Call **1-800-8BATTERY**.

If it's rechargeable,
it's recyclable!



Click to learn more about
what this seal means.




Commonly Recycled Materials (page 2)

Paper

Most types of paper can be recycled. Key to recycling is collecting large quantities of clean, well-sorted, uncontaminated and dry paper.

"Recycled paper" could mean anything from 100% true recycled paper to 1% re-manufactured ends of large paper rolls.

"Post-consumer" means the paper that you and I return to recycling centers. Soybean-based inks are gaining favor as a renewable alternative to harsh and toxic petrochemical inks.

	50% recycled paper, 35% post-consumer. Soy-based inks.
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White Office Paper

One of the highest grades of paper is white office paper. Acceptable are clean white sheets from the likes of laser printers and copy machines. Colored, contaminated, or lower grade paper is not acceptable. The wrappers the paper comes in are of lower grade, and not acceptable. Staples are ok. White office paper may be downgraded, and recycled with mixed paper.

Corrugated Cardboard

Contaminated cardboard, like greasy pizza boxes, is not acceptable. In some areas cardboard must be free of tape, but staples are always OK. Please make sure the cardboard boxes are free of packaging materials such as Styrofoam, plastic, etc

Newspapers

Newspaper is widely available and of uniform consistency, which makes it valuable. The entire newspaper including inserts acceptable, except for things like plastic, product samples and rubber bands.

Phone books

Some phone books are made with a special glue that breaks down in water, while other phone books use a glue that interferes with recycling. Printed in your phone book should be information on the source and type of paper used, the nature of the binding, and if the book can be recycled.

Waxed cartons (Milk, juice)

Milk cartons are plastic laminated inside, even if they don't have a plastic spout.

Mixed Paper

Mixed paper is a catch-all for types of paper not specifically mentioned above from magazines to packaging is acceptable. The paper must still be clean, dry, and free of food, most plastic, wax, and other contamination. Remove plastic wrap, stickers, product samples, and those pointless "membership" cards, and most junk mail can be recycled as mixed paper. Due to new technology, plastic window envelopes and staples are generally ok.

Paper that can't be recycled

Paper that can't be recycled as normal "mixed paper" includes: food contaminated paper, waxed paper, waxed cardboard milk & juice containers, oil soaked paper, carbon paper, sanitary products or tissues, thermal fax paper, stickers and plastic laminated paper such as fast food wrappers, juice boxes, and pet food bags. Paper with any sort of contamination or plastic layers can't be recycled. Plastic laminated paper is bad for recycling plants.

Old refrigerators, Heat Pumps & Air Conditioners

Most older refrigeration equipment contains freon, a chemical known as a Chlorinated Fluorocarbon or "CFC" for short. Each molecule of a CFC can destroy over 100,000 molecules of the earth's protective ozone coating, leading to increased risk of sunburn, cataracts and skin cancer for the entire population of the planet (human AND animal). If you are throwing away an old refrigerator, heat pump or air conditioner please be sure the CFC's are drained out and recycled first. Use only a hauler who will perform this important service -- call and ask before you let them take your old equipment away. Before having your car's air conditioner serviced, ask what the shop does with the freon. Never allow a leaking refrigeration system to be recharged.



Commonly Recycled Materials (page 3)

Motor Oil, Tires and Car Batteries

All three of these products are big environmental problems, but all three are also easily recycled.

Used motor oil contains heavy metals and other toxic substances, and is considered hazardous waste. Each year do-it-yourself oil changers improperly dump *more* oil than the tanker Exxon Valdez spilled into Alaska's Prince William Sound. One quart of oil can kill fish in thousands of gallons of water. Motor oil containers should mention the danger of used oil to

humans and the environment.

*Motor oil must never be dumped in storm drains; storm drains flow *untreated* into rivers, lakes or oceans. Your quart of oil *does* make a difference - don't dump it.*



Recycling used motor oil is easy. Typically you used oil into a plastic milk jug and clearly mark it "used motor oil". The following should help you find a location to take the oil. Please drop off oil during regular business hours only:

- Call your local garbage, recycling or toxics agency for a referral.
- Many quick-lube shops or national chains in your town take oil (the industry association encourages it) such as auto stores including Advance Auto, Grand Auto, Pep-Boys and Wal-Mart. Some states have laws requiring any business that sells oil to take used oil back from consumers.

Antifreeze contaminates motor oil - do not mix the two. If your car has blown a gasket and you are draining the oil, mark it clearly as potentially contaminated and treat it as non-recyclable household waste. Never mix anything with used motor oil and never place used oil in a container that has contained other chemicals.

Tires

You normally must pay a fee to dispose of a tire (usually \$1-\$5), but it is worth it. Improperly disposed tires tend to rise to the top of landfills, breed mosquitoes, transit disease when traded globally, and burn when stacked in large piles.

Car Battery

Your old car battery might be worth money. Even if not, most any car parts shop will take it.

Computer Printers

Most printer cartridges are easily recycled, refilled or re-built. Look for free envelopes for donating cartridges to a re-filler. Use caution with refill kits as they are both message and sometimes you use as much plastic as a new cartridge.

To make a difference, buy recycled paper for your printer and use both sides of the paper when printing. Encourage your company to buy a printer with duplexing (two sided printing), and to hire a company to take away waste paper regularly.

Compost

It may seem strange to see the word compost on a recycling page, but compost is just recycled plant matter. Food and yard scraps placed in a special bin are converted into valuable garden soil in a matter of weeks. Compost bins are available at garden stores & nurseries. Composting can easily reduce by half the volume of material a household sends to a landfill. If you don't care about accelerating the processing, just keep adding material at the top. Just try to keep a balance of dry "brown" materials and fresh "green" material. For more technical information, try visiting an on-line site which specializes in composting such as www.vegweb.com. Lots of things you'd otherwise throw away can be composted, including wine bottle corks, cooking oils, certain types of foam packing peanuts, used paper towels, dryer lint, etc. If it is natural, you can probably compost it without trouble!



Commonly Recycled Materials (page 4)

Household toxics

Items such as poisons, paints, oil, solvents, automotive fluids, cleaners, herbicides and many others must not be dumped into the regular garbage. Water seeps through landfills and toxics end up in the water table. In areas that burn garbage, your toxics may end up in the air you breathe. The best thing to do is use what you buy, buy only what you need.

*Chemicals must never be dumped in storm drains; such drains typically flow *untreated* into rivers, lakes or oceans.*



Other things you can do

- Favor products with a high recycled content, even if they cost a little more.
- Reduce the volume of packaging you buy, reuse what you can, and recycle the rest.
- Tell the clerk "I don't need a bag".
- Use your own reusable canvas bag or backpack at the store.
- Buy quality products and keep them for a lifetime.

False claims

How can one be sure that stated environmental claims are actually true? Manufacturers have been known to make misleading, trivial, irrelevant and false statements on packaging. Statements like "recycled" or "earth friendly" are so vague as to have no practical meaning. The more specific a claim, the easier it is to verify.

Several prominent independent certification laboratories exist to verify environmental claims. For more information on the FTC guidelines and logos of organizations that meet the standards of environmentally safe claims, visit www.ftc.gov.

From the Consumer Recycling Guide, www.obviously.com.



Commonly Recycled Materials (page 5)

Good to recycle	Bad to recycle	Notes
Unbroken glass containers Clear is the most valuable. Lids can go with metal.	Ceramics, pyrex, tableware, windows, lightbulbs, mirrors. Broken glass is hard to sort.	Only bottle glass is acceptable. Ceramics contaminate glass. Glass is normally color sorted for recycling.
Clean dry newspapers & newspaper inserts	Rubber bands, plastic bags, product samples, water, dirt, mold or other contamination.	Pack newspapers tightly in large brown grocery sacks or tie with natural twine. Keep dry.
Empty metal cans, caps, lids, bands and foil	Full cans, spray cans unless instructed, cans with paint or hazardous waste.	Metals can be recycled again and again.
Plastic stamped #1 or #2 on the bottom. Some areas only accept clear plastic or certain shapes.	Plastic types #3, #4, #5, #6 or especially #7. Caps are usually a <i>different</i> type from the bottle - toss if unmarked.	Even a small amount of the wrong type of plastic can ruin a melt. Much plastic collected for recycling is actually landfilled.
Grocery bags, most clear plastic bags especially if marked #2 or #4	Paper, water, dirt, mold or other contamination.	Reduce your need; reuse bags until they're torn. Use old bags to pick up dog waste. Many grocery stores have a barrel for recycling old bags.
Mixed paper: junk mail, magazines, photocopies, computer printouts, cereal/shoe boxes, etc. (some places also take corrugated cardboard and phone books)	Stickers, napkins, tissues, waxed paper, milk cartons, carbon paper, laminated paper (fast food wraps, some food bags, drink boxes, foil), neon paper, thermal fax paper. Any wet or food stained paper.	When in doubt, throw it out. Paper fiber can be recycled about 7 times before it gets too small. Plastic window envelopes are ok.
Scrap aluminum such as lawn chairs, window frames and pots	Metal parts attracted to magnets. Non-metal parts.	Aluminum is not attracted to magnets.
There is no need to remove labels or bands from cans and bottles. Clean only enough to prevent odors. Do not recycle containers with traces of hazardous materials. Do not recycle dirty or food stained paper.		
Motor oil (<i>never</i> dump into storm drains) and Tires.	Call your garbage company, local quick-lube, tire shop or call 1-800-MOTOROIL . Old oil and old tires are serious problems. Turn in old tires when purchasing new tires.	
Automotive batteries, sealed lead/gel-cell batteries	Keep lead out of the environment; take to an automotive or security dealer for recycling or trade in.	
Rechargeable batteries (cordless phone, camcorder, shaver, portable appliance, computer, etc.)	Call 1-800-8BATTERY for information. Throw alkaline and heavy duty batteries in trash unless prohibited- Cadmium rechargeable batteries contain toxins, please recycle.	
Laser/Ink printer cartridges	Send to one of the many recyclers or refillers.	
Household toxics (paints, oils, solvents, pesticides, cleaners)	Call your garbage company for advice. <i>Do not</i> dump into storm drains.	
Computers, eyeglasses, household goods	Donate to charity. Give to a repair shop. Participate in your local recycling center's annual drive for these items.	
<p><i>This chart from www.obvisouly.com</i></p>		



The Quick Short List of What You Can Do

Glance over the following list and pick a few activities you and your family can easily do. You'll probably find that you're already doing some of these. You'll see that what you do can make a real difference.

If You Don't Need It Don't Buy It or Use It

- Avoid gimmicks. Only buy a product if you really need it.
- If you don't need a plastic bag, don't take one. Get into the habit of bringing a bag with you when you go shopping.
- Rent or borrow items you use infrequently, such as power tools, ladders, slide projectors, or medical equipment.

Buy Goods and Packages that are Reused or Reusable

- Inexpensive, everyday cloth napkins, wiping cloths, and cloth kitchen towels are the perfect alternatives to disposable paper napkins and towels.
- A set of dishes and glasses purchased by your office can replace disposable cups and plates.
- Take a reusable mug to work to avoid using disposable cups.
- Buy beverages in refillable or recyclable bottles.
- Save your plastic containers and bags and use them again and again. They make great lunch and storage containers.
- Reduce or eliminate use of disposable diapers, and use cloth diapers instead.
- Rechargeable batteries can replace disposables.
- Avoid buying products that are double- or triple-wrapped, such as shampoo bottles inside an extra box.
- Plastic bags and containers can be used again and again.
- Avoid aerosol cans and sprays. They spray a fine mist that can easily enter your lungs. Some aerosols may also contain chlorofluorocarbons which contribute to the destruction of the ozone layer. Besides, aerosol cans are not recyclable, and oftentimes only 50% of the actual product can be utilized.
- Buy dry goods such as grains, cereals, spices, flour and pasta in bulk. For items not sold in bulk, try to buy the largest size available.
- Buy large single containers instead of the same volume in many smaller containers (e.g., 2-liter bottles vs. six packs). Buying in bulk not only uses less total packaging, it also saves you money. For any item with a long or unlimited shelf life (e.g., laundry detergent or nonperishable foods you use regularly (such as cereals and grains) buy the biggest container you can. Put manageable amounts in reusable, smaller containers for everyday use.
- Buy good quality appliances, white goods, clothes and furniture that will last many years.
- Car and household batteries contain heavy metals which should not end up in a landfill.
- When you buy a new battery at a service station, ask them to recycle the old one. For household batteries, use a battery charger to eliminate the need to discard of batteries.
- Select appliances with good warranties and service contracts, especially for products that are difficult to repair.
- Least Toxic
- Buy less toxic cleaning products or make your own. Many home remedies can be prepared which will save you money. Caustic and corrosive products can cause severe eye and skin damage; some are poisonous.
- Store clothing in cedar-lined chests or hanging wardrobes rather than using chemical moth balls.
- Drain cleaners are considered one of the most dangerous products used in homes. Use one of several simple homemade alternatives instead. Unclog drains with a metal snake or plunger. Or pour a handful of baking soda and a half cup of white vinegar down the drainpipe and cover tightly for one minute. The chemical reaction between the two will cause pressure in the drain and dislodge any obstructive matter. Rinse with hot water. To help prevent drain problems, pour boiling water down the drain twice a week.
- Eliminate hidden poisons in your home by using dry bleach or borax instead of chlorine bleach.
- Wipe down your stovetop with vinegar, it will be easier to keep clean.



The Quick Short List of What You Can Do—Continued

Repair If Broken

- If something can be repaired, don't throw it away.

Reuse Items Again and Again

- Reuse paper and envelopes for scratch pads, message memos and note-taking.
- Buy used items and equipment if they will do the job as well as new items. Used items cost less and conserve the energy and raw materials used in making new products.
- Reuse cardboard boxes and plastic bags for storage and save packaging materials such as foam peanuts for protecting your next fragile package.
- When possible, bring a durable tote bag to the grocery for your purchases, or bring your grocery bags back to use again. Also, save plastic bags to reuse for produce and bulk items.

Resell or Donate

- If you no longer need an item that is repairable or in good working order, donate it or sell it to someone who can use it. A notice posted at the grocery store or an ad in the newspaper will help find a buyer.
- You can donate, and buy, used appliances, clothing, furniture, sporting goods and other household items at charitable organizations such as Salvation Army and Goodwill Industries.
- Clothing you no longer need can be sold or donated. Many organizations, schools, religious institutions and theater companies gladly accept donations.
- Donate fabric scraps and other items for children's crafts to your local community centers, daycare centers or schools.
- Pass along unwanted magazines and books to hospitals, nursing homes or senior citizen centers. Many used book stores buy old books. Check the Yellow Pages under Book Dealers - Used and Rare. Many charitable organizations accept used books for reselling. Schools and libraries may also accept used books.
- Many towns now have used music stores that are resellers of LP's, Compact discs and tapes. They will often take your unwanted music for store credit or cash.
- Often software companies will send promotional floppy discs in the mail. If you don't want the software, reformat the disc and reuse it.

Recycle

- If a product cannot be repaired, you may be able to recycle.
- Recycle your glass, metal, newspapers, corrugated cardboard and appropriate plastics in your community's recycling program.
- Oil is a nonrenewable resource that can easily be recycled, and it's as good as new. It is cleaned, filtered and

This information provided by Resource Recycling Systems, Inc. Engineers and Consultants in Resource Management www.recycle.com