



# Environmental Policy for the NABU Federal Headquarters

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*As Germany's oldest and largest nature conservation association, NABU (Nature and Biodiversity Conservation Union) campaigns for nature conservation and environmental protection. Our mission is to protect natural environments, encourage sustainable development and ensure that our actions as an institution are as environmentally sound as possible. We not only call on political actors, the economy and society to embrace these objectives, but strive to put them into practice in the Federal Headquarters and as many other institutions as possible throughout our association.*

This document outlines how NABU ensures its day-to-day operations are as environmentally friendly as possible. The policy acts as a set of guidelines for eco-friendly purchasing and consumer behaviour and for procuring environment-friendly services. The Environmental Policy serves as a basis for procurement for the NABU Federal Association and provides guidance for all NABU subdivisions including their institutions and centres.

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# Basic and purchasing guidelines

Our personal behaviour has a huge impact on the size of our environmental footprint at the NABU Federal Headquarters. It begins with our behaviour in-house and goes far beyond the planning of events, business trips or publications. Here, the actions of each employee influence what is consumed, how it is consumed, and in what quantities.



Environmentally friendly products are less harmful to the environment as they minimise the resources and energy consumed in production, usage and disposal. Smart eco-design ensures a long lifespan, high repairability, recyclability, and the use of non-hazardous materials and secondary raw materials.

## 1. Waste

Primarily, waste should be avoided. All waste should be collected and sorted for recycling.

- Provide separate bins for the different types of waste.
- Collection containers and refuse sacks must meet the Blue Angel standard.
- Bins must be clearly labelled.
- Notices in the kitchen should instruct employees on how to sort waste.
- The separate collection of waste must be contractually agreed with cleaning companies and the cleaning personnel must be briefed on sorting waste.



### The following elements should be collected separately:

#### Biodegradable waste goes in an organic waste collection bin

- Fruit and vegetable waste, leftover food (including meat, cooked/salty foods), coffee grinds and filters, tea bags, etc.
- Special case – home composting: home composting does not preclude use of the organic waste bin (for leftover food). Green waste and materials from grounds maintenance can and should also go into the organic waste bin if not going to be used on site.

#### Waste paper goes in the waste paper collection →

- Newspapers, magazines, catalogues, writing and packaging paper, cardboard packaging and corrugated cardboard, etc.
- Contaminated waste paper should not go into the waste paper collection. Ideally, plastic and metal components should be separated.
- Special case – document shredding bin

#### Empty glass bottles and containers go in the bottle bank →

- Glass containers must be completely empty. Please remove any lids.
- Collect glass according to colour:
  - > Brown glass: collect separately
  - > White glass: collect separately
  - > Green glass: collect together with blue and yellow glass
- Window glass and cut glass belong in the residual waste

#### Plastic, metal and composite materials go in the yellow bin

- Yoghurt pots, plastic packaging, foil, drinks cartons, tin cans, plastic bags, etc.

→ A document shredding bin for sensitive data can be found on the third floor of the Federal Headquarters (Administration)

→ Waste glass with no deposit can be placed next to the bins in the kitchen

Batteries go in the battery collection container →

Electrical and electronic appliances go to the recycling facility →

Mobile phones are collected separately →

- Find out how at [www.nabu.de/handyrecycling](http://www.nabu.de/handyrecycling)

Corks are collected for the KORRkampagne campaign →

- Find out more at <https://hamburg.nabu.de/umwelt-und-ressourcen/korkkampagne/>

CDs go to the recycling facility →

Toner cartridges are returned to the retailer →

Hazardous waste goes to the recycling facility →

- Includes paint residues and solvents, etc.

Energy-saving light bulbs and LED lamps go to the recycling facility →

Residual waste goes in the residual waste collection

→ Collected centrally in a container by the post room

→ Collected centrally by the facility manager's office and disposed of at the recycling facility

→ A collection box can be found in reception

→ Hand in to the post room

→ Hand in to the post room, disposed of at the recycling centre

→ Hand in to the post room, empty cartridges returned to the retailer

→ Hand in to the facility manager's office

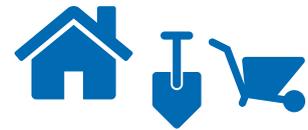
→ Hand in to the facility manager's office



### Old mobile phones for the renaturation of the river Havel

NABU has been supporting the proper recycling of mobile phones since 2006 and seeks to increase their recycling rate through its "Old mobile phones for the Lower Havel" campaign. Collection boxes for used mobile phones can be ordered via the NABU shop at <https://www.nabu-shop.de/>.

## 2. Construction and renovation



If NABU commissions or carries out construction activities, the following criteria should be observed:

- When constructing new buildings or extensions, sealed areas should be avoided or limited.
- When restoring, the building envelope and systems engineering should meet the highest possible energy efficiency standards. Species inhabiting the building must be protected.
- The building's energy (heat and power) should be generated on-site from renewable sources.
- Paint and lacquer must meet the Blue Angel criteria.

The choice of products and materials for construction should take into view factors such as raw material extraction and production, transport, processing, use (indoor air hygiene, durability, servicing, maintenance, upkeep), their reusability and recoverability (potential for recycling) and disposal. Wherever possible, preference should be given to low-emission, easily separable and natural building materials and products from secondary materials which are easy to recycle.



### Advice on construction and restoration

Further information regarding restoration and sustainable construction is available at <http://www.nabu.de/themen/energie/gebaeude/beratungsnetzwerke/16003.html> and <http://www.nabu.de/themen/siedlungsentwicklung/innovation/innovation.html>



The Blue Angel ecolabel is awarded to low-emission thermal insulation materials, construction products, paint and lacquers which go beyond the statutory provisions regarding pollutant-free production and are free from health risks.

## 3. Office supplies



### Paper products

Paper should be used sparingly on account of the high environmental impact of production.

The following points help to avoid and minimise paper usage:

- As far as possible, read, edit and archive electronic messages, data and information on a screen instead of printing.
- Use both sides of a sheet of paper for printing and copying. The default settings on printers must be set to greyscale and duplex printing.
- Print and copy in black and white and only use colour where absolutely necessary.
- Where possible, print two pages on one sheet (page scaling).
- Make conservative calculations of runs for print jobs to minimise excess copies.
- Always send electronic invitations and use the electronic registration procedure.
- Design printer-friendly websites, i.e. arrange the print view such that no unnecessary text and graphics are printed. Configure a hover box (mouseover) which asks whether printing is necessary.
- Use misprints, sheets of papers printed on one side and obsolete documents for notepaper or trial printing. This excludes documents which are subject to data protection regulations.
- Receive faxes on a computer. Only print the fax transmission report if necessary.
- Cancel promotional brochures, multiple subscriptions of publications and other printed materials which are not read.

### Use of recycled paper

Compared with the production of virgin fibre paper, the production of recycled paper uses considerably fewer resources and chemicals.

The following points should be considered when buying paper:

- Any paper products purchased should, as a matter of principle, be made of 100% recycled paper (100% recycled paper fibres) and carry the Blue Angel ecolabel.
- If for technical reasons it is necessary to use virgin fibres for particular paper grades, the virgin fibres must come from FSC-certified forest management (look out for the FSC 100% label).
- Paper products made of recycled paper which has not been deinked or bleached should have priority.
- For details, please contact the Public Relations Team
- Suggestions for paper selection are available upon request. →

→ For details, please contact the  
NABU-Public Relations Team

### Blue Angel – The German Ecolabel

The Blue Angel is a recognised ecolabel for paper products, office supplies and many other items. Search for products at <https://www.blauer-engel.de/de/get/producttypes/all>

## Printed materials and printing orders



- Any printing orders awarded to printers must be carried out using vegetable oil-based printing inks which are free from mineral oils and heavy metals. The Blue Angel ecolabel's basic award criteria for printed materials serve as a minimum requirement. →
- The use of certified paper and printing techniques should be referenced in the imprint of the publication.
- In relevant publications such as annual reports, the NABU Masterplan, the "NABU Aktiv" series, "Du und der NABU" and focus papers, the Blue Angel logo is used to indicate that certified printing techniques have been used.
- The use of lacquers in printing should be avoided whenever possible. If used, they should be eco-friendly.
- Flyers, magazines, information for members etc., whether printed internally or externally, must use 100% certified recycled paper.
- Printing orders are generally only given to companies with certified environmental and quality management systems (DIN EN ISO 14001 or EMAS, ideally in combination with DIN EN ISO 9001).

→ [www.blauer-engel.de/en](http://www.blauer-engel.de/en)



### Orders to service providers

A checklist with environmental criteria should be consulted before awarding any contracts to service providers to ensure that they meet all the criteria.

## Purchasing other office supplies

As a general rule, office supplies should be purchased from companies with certified environmental and quality management systems (DIN EN ISO 14001 or EMAS). →

When buying other office supplies (e.g. pens, scissors, glue, files, marker pens, filing trays, etc.):

- Give priority to products bearing a recognised environmental label such as the Blue Angel.
- Choose durable and recyclable products.
- Prefer products with refill solutions and the option to return empties (e.g. pen refills, refillable marker pens).
- Choose environmentally friendly or low-pollutant products.
- As far as possible, choose products which do not contain solvents (e.g. for glue sticks and liquid adhesives). Only use marker pens with alcohol-based or water-based ink.
- Whenever possible, opt for products made from renewable raw materials.
- Wood products must be FSC-certified and produced from native timber.
- Used files which are still in good condition can be relabelled and put back in the supply cupboard (facility manager's office).
- Consider the existing furniture before buying new furniture.



→ Record any materials taken on the board in the post room.



The Blue Angel endorses resource-efficient and recyclable products which use high levels of recycled paper.



EMAS is seen worldwide as the most demanding system for sustainable environmental management. EMAS participants use a standardised management system to continuously improve their environmental performance.



The FSC certifies products according to three quality grades. FSC 100% is for products made exclusively from FSC-certified raw materials. FSC RECYCLED shows that 100% of the wood or paper in the product comes from reclaimed material. FSC MIX means there are additions from other controlled grades.

## 4. Business trips and mobility

Business trips should be avoided wherever possible. This can be achieved using alternative solutions (e.g. telephone or skype calls and video conferences) or skilful planning to combine appointments.

- On principle, business trips should be made by train, local public transport or bicycle.
- Taxis and car sharing can also be used, particularly if several people are travelling together, there is no local transport connection or substantial amounts of materials or luggage need to be carried.
- When travelling by taxi, choose a hybrid or alternative fuel taxi.
- Flying can only be considered as a means of transportation for trips abroad. The distance travelled must be calculated at [www.luftlinie.org](http://www.luftlinie.org). →
- Ideally, flights should be avoided. If travelling by air is unavoidable, flight emissions should be offset through a service provider or by making a payment to NABU's German and International Moor Conservation Fund.
  - > Flights must be offset in accordance with the CDM Gold Standard. The miles flown (determined via [www.luftlinie.org](http://www.luftlinie.org)) must be recorded in the expenses form, while the respective CO2 equivalents must be calculated at [atmosfair](http://atmosfair.de). →
  - > For every tonne of CO2 emitted from a flight, NABU pays € 35 into the NABU German and International Moor Conservation Fund to support projects which preserve biodiversity and reduce emissions from moors.
- Job tickets for local public transport networks as well as work and cargo bikes are positive additions to sustainable mobility. These options are available to members of staff at NABU. Car sharing to and from work is also encouraged.
- Company cars may not exceed CO2 emissions of 110g/km, though vans are an exception to this. Company cars should be driven in a fuel-efficient manner.



→ [www.luftlinie.org](http://www.luftlinie.org)

→ [www.atmosfair.de](http://www.atmosfair.de)

## 5. Electrical and electronic appliances

When purchasing new appliances, buy energy-saving appliances which are recyclable (easy to disassemble) and do not contain hazardous pollutants in the housing. Also consider buying used appliances. →

### Computer and laptops

- Computers and laptops should be chosen based on users' requirements. A high-performance device will obviously be less energy-efficient.
- Using devices with a long lifespan has a greater environmental benefit than regularly buying new devices. For this reason, it is important to ensure that devices can be upgraded or fitted with new components.

### Monitors

- When purchasing monitors, check the latest TCO label (TCO Certified Displays 6).
- A list of energy-efficient and environmentally-friendly displays is available at →



→ For more information, contact the IT Department. Appliances which are ready to be retired but are still functional can be taken on privately. In this case, proper disposal must be attested.

→ [www.ecotopten.de](http://www.ecotopten.de)

### New computers in old cases

To minimise resource consumption, think about supporting the second use of electrical appliances. This includes purchasing second-hand products as well as passing on long-serving appliances.

### Smartphones, tablets and mobile phones

- Chose models with removable batteries.

### Servers

- Servers must be powered by green electricity.

### Domestic appliances such as refrigerators, blenders, etc.

- Domestic appliances such as refrigerators, blenders, etc. should be rated in the best energy efficiency class for each appliance. Where available, buy devices graded Level A+++.
- An overview of environmentally friendly domestic appliances is available at → [www.ecotopten.de](http://www.ecotopten.de)



### Top ten office devices

The German Energy Agency (dena) has put together a helpful, up-to-date overview of the top ten energy-saving office and domestic appliances (including a cost and energy efficiency comparison), available at: <http://industrie-energieeffizienz.de/>

### Use of power strips

- The electrical appliances at each desk should be plugged into a power strip with an on-off switch as this considerably reduces their electricity consumption.
- Install power strips within easy reach to make them easier to turn on and off. Take care not to plug the lighting into the same power strip.
- Turn power strips off at night, over weekends and during holidays. Turn monitors off over lunch breaks.

When buying office equipment and domestic appliances, make sure the product carries one of the following labels:



The Blue Angel is awarded to office devices with printer functions which are resource-conserving and climate-friendly. One criterium is a low energy consumption.



The EU Ecolabel is the uniform environmental label of the European Union (EU). It reviews the environmental criteria of a product's entire lifecycle.



The Energy Star is awarded to office appliances with low energy consumption when in hibernation, on standby and in idle mode. The Energy Star label can be found on PCs, monitors, printers, fax machines, photocopiers, scanners and multifunction devices. Make sure that products meet the current version, 6.0.



Label for office equipment. Its criteria take account of energy consumption, ergonomics, low radiation levels and ecological aspects. Monitors should carry the TCO Certified Displays 6 label and Notebooks should carry the TCO Certified Notebooks 5 label.



The label for computers and accessories. It takes safety, ergonomics, noise emissions and energy consumption into account. The criteria are adjusted each year to reflect the latest technological innovations.

## 6. Finances

- Investments must meet the criteria for sustainable finances. →



→ For more information, contact the Finance Department

## 7. Interior fittings in buildings

### Lighting



- Use energy-saving light bulbs such as compact fluorescent lamps or LED lamps in lights.
- Only turn the lights on when necessary and always turn them off again when not in use.
- When purchasing new lights, consider factors such as the highest energy efficiency class, a long lifespan, a pleasant light colour, a high luminous efficacy and switching cycles.

#### Top ten lights

The Oeko-Institut has compiled a list of the best lights currently available, which can be accessed at: <https://www.ecotopten.de/beleuchtung/led-lampen>

### Office furniture

It is important to consider the entire lifespan when purchasing (office) furniture. In general, products should be purchased exclusively from suppliers with certified environmental and quality management systems (DIN EN ISO 14001 or EMAS).



Consider the following points when buying furniture:

- A long lifespan reduces resource consumption and lowers costs.
- Flexible furniture (e.g. modular construction, height adjustability, ergonomic shape) is easy to adapt to shifting requirements in the workplace in case of a relocation or reorganisation of office space. Interchangeable parts, repairability, and elements that are connected via joints instead of glue and staples will also ensure longer usability.
- Pieces of furniture which have been decommissioned should be made available for reuse elsewhere.
- Furniture which is primarily made of wood or engineered woods should meet the Blue Angel criteria (environmental label RAL-UZ 38).
- Furniture from wood or engineered woods should preferably have been manufactured using native, FSC-certified wood.
- Furniture made from recycled materials, e.g. composite wood (plywood, composite boards, chipboard, etc.) or scrap wood helps to preserve natural resources. Any engineered woods used should meet the Blue Angel criteria for low-emission engineered wood boards (environmental label RAL-ZU 76).
- Upholstered furniture should meet the criteria provided by the Blue Angel (environmental label for low-emission upholstered furniture: RAL-UZ 117).
- Wooden furniture should be maintained and oiled regularly. →

→ Maintenance kits can be borrowed from the facility manager's office.



The FSC certifies products according to three quality grades. FSC 100% is for products made exclusively from FSC-certified raw materials. FSC RECYCLED shows that 100% of the wood or paper in the product comes from reclaimed material. FSC MIX means there are additions from other controlled grades.



The Blue Angel ecolabel is awarded to products which have been made using low-emission, non-toxic and environmentally-friendly manufacturing processes.



EMAS is seen worldwide as the most demanding system for sustainable environmental management. EMAS participants use a standardised management system to continuously improve their environmental performance.

## 8. Hygiene and cleaning



### Hand drying

When it comes to hand drying, consider towel dispensers with paper towels made from recycled paper or cotton cloth rolls. With both options, use products certified by the Blue Angel ecolabel.

- Recycled tissue paper: environmental label RAL-UZ 5
- Fabric towel rolls: environmental label RAL-UZ 77

### Tissue paper

Recycled products must be supplied in all areas where tissue paper is used (kitchen/washrooms and when cleaning). Tissue paper must meet the Blue Angel criteria. Lightly used tissue paper should be separated and recycled as waste paper.

### Cleaning agents / soap

Cleaning agents should be used in the quantities recommended by the manufacturer and as sparingly as possible.

- Special cleaning agents or disinfectant cleaners are not necessary to ensure a clean and hygienic workplace. The following cleaning agents are sufficient:
  1. All-purpose or neutral cleaners to wash floors and surfaces
  2. A vinegar-based cleaner for limescale deposits, particularly in washrooms
  3. Abrasive surface cleaners to tackle stubborn or encrusted dirt
  4. Parquet floor wash
- Prioritise Blue Angel-certified products when it comes to cleaning agents, dishwasher detergents and washing-up liquids, as well as liquid soap and bars of soap.
- Use cleaning agents for dishwashers according to the modular principle, where salt, rinse aid and detergent tablets are used separately.
- Products used by external service providers must also meet the above criteria. This provision must be included in the service provider agreement.



#### Cleaning services and agents

The German Environment Agency has compiled an extensive guideline on cleaning agents, available at: [http://www.umweltbundesamt.de/sites/default/files/medien/379/dokumente/leitfaden\\_reinigung\\_0.pdf](http://www.umweltbundesamt.de/sites/default/files/medien/379/dokumente/leitfaden_reinigung_0.pdf)



The Blue Angel ecolabel endorses products which largely avoid substances which are harmful to the environment and health, save water and reduce waste.

## 9. Food and catering



Consider the following points when buying food products:

- Food and drinks must be organic, seasonal and local. Organic food must be certified according to the European Union Organic Certification at the very least.
- Meat and/or fish may make up no more than one third of the food offered at events.
- Fish must be MSC- or ASC-certified. →

In addition, consult fish and seafood guides from environmental organisations, even though they may offer conflicting advice.

- Coffee, tea, cocoa and sugar should also be fair trade (labels to look out for are Fairtrade, Hand in Hand and GEPA).

→ As certification is a complex issue, reach out to our Marine Conservation Officers to discuss which choice is best.

### Packaging

- Avoid packaging wherever possible.
- Reusable packaging should always be prioritised for food and drinks.
- Offer tap water in carafes.

### Food waste

- Avoid generating food waste. Calculate quantities carefully and discuss ways to avoid food waste with external caterers. →
- Offer reusable containers at events to ensure leftover food is taken home.

→ Any leftover food in the Federal Headquarters should be offered to the employees to take home.

The most important labels at a glance:



Minimum statutory requirements for organic produce.



Fairtrade certifications aim to guarantee the fair payment of workers in the countries of production and to improve social conditions.



The Mehrweg – Für die Umwelt environmental label highlights reusable alternatives for both glass and plastic bottles.



Many bottles also carry the Blue Angel ecolabel – a guarantee that they are also reusable.



The MSC label serves as a good orientation for purchasing wild fish.



The ASC label is a good orientation for purchasing fish from aquacultures.

## 10. Heat and power supply

- Purchase green electricity generated from renewable sources. →
- The energy products should be marked with the Grüner Strom label or certified by ok-power. We recommend looking at providers listed in the nuclear phase-out campaign [www.atomausstieg-selbermachen.de](http://www.atomausstieg-selbermachen.de).
- Branch offices which have opted for heating from biogas should ensure the supplier is certified with the biogas label.

### Heating in the office

- When installing new heating, choose programmable thermostats which regulate the room temperature according to the time of day and thus reduce heating and environmental costs.
- Heaters not fitted with these thermostats must be turned down at the end of the day and left at a constant temperature during the day.
- Do not forget to regularly open the windows and let fresh air circulate..

Watch out for the following labels when purchasing electricity and biogas:



The Grüner Strom label has been endorsed by environmental organisations. It is awarded on the basis that a product really does offer 100% genuine green electricity. Another important criterion is that the products awarded the label invest in the sustainable expansion of renewable energies.



The Grünes Gas label helps improve the environmental impact of biogas production.



→ ☒ The NABU Federal Headquarters has installed solar panels on the roof.



## 11. Textiles

Durability is an important consideration in textiles. Ensure that professional outfits and workwear or promotional textiles are sustainably produced.

- Textiles should be marked with either the “IVN certified BEST” or GOTS label.
- Companies which are members of the Fair Wear Foundation guarantee fair working conditions along the textile value chain.
- The Fairtrade certification mark and Cotton made in Africa label apply to clothing made of cotton.
- Outdoor clothing and sportswear should be bluesign-certified.



The most important textile labels at a glance:



GOTS and IVN certified BEST have established high environmental standards that are monitored across all stages of production. Natural fibres must be grown organically, and textiles must be predominantly made of natural fibres.



Fairtrade Certified Cotton is a recommended label for cotton. Its focus is on social criteria in manufacturing countries.



The Fair Wear Foundation stands for the improvement of social conditions in manufacturing countries.



bluesign advocates stricter limits regarding the use of chemicals, particularly in synthetic fibres and outdoor textiles.

## 12. Events



- The bulk of an event's environmental impact is caused by travelling to and from its location. For this reason, virtual meetings via video conferences, Skype and telephone calls as well as webinars should be used whenever possible.
- Alternatively, record and stream events on the internet (with a feedback function).
- The event location should be easy to reach using local public transport.
- Include directions for using local public transport in the invitations.
- NABU can purchase tickets for its events via the Deutsche Bahn. For catering, see the Food section. →
- Prefer EMAS-certified venues.
- Materials for participants should be provided centrally.
- Encourage visitors to return name badges after the event.
- Where possible, buy seasonal and regional flower arrangements. Ideally, they will also be Fair Trade-certified.
- Buy decorations which can be reused multiple times. They should be made of natural and long-lasting materials and generate only minimal waste.
- Ensure the technical support is energy-efficient.
- Use the following platform to search for overnight stays in hotels. →
- Contact event organisers in advance to ensure that external event-related documents and giveaways are kept to a minimum.

→ For more information, contact the Events Team.

→ [www.certified.de/green](http://www.certified.de/green)



### Sustainable events

Further information on organising sustainable events is available here:

<https://www.bmu.de/download/leitfaden-fuer-die-nachhaltige-organisation-von-veranstaltungen/>

## 13. Promotional gifts, stand equipment and other materials



- On principle, develop only few promotional gifts and materials, but make sure they are of high quality and have practical value.
- Involve the respective departments and officers when choosing products and materials.
- Take into account social standards during production.
- On principle, do not hand out goody bags.
- Banners should be durable, made of a PVC-free material and lightweight for easier shipping. Use banner systems and kits which can be combined. Use an EMAS-certified printing company.



EMAS is seen worldwide as the most demanding system for sustainable environmental management. EMAS participants use a standardised management system to continuously improve their environmental performance.



Fairtrade certifications aim to guarantee the fair payment of workers in production countries and to improve social conditions.

## 14. Blacklist



The following products may not be purchased:

- Disposable cutlery and tableware.
- Single-use packaging for drinks, except for ecologically friendly single-use packaging (pouches, drinks cartons).
- Pod coffee machines.
- Detergents containing chlorine, toilet cistern blocks and air freshener.



Bottles with these deposit logos are single-use bottles that are disposed of after being used only once.