COLLECTION AND STORAGE USED BATTERIES
POLICY AND PROCEDURE

Policy: To ensure all used batteries are handled in accordance with all applicable regulations Federal, State, and Local Regulations

Applicability: This policy and procedure shall apply to all Contractors, Project Managers, Facilities Operations, and Environmental Health & Safety (EH&S) Personnel.

Scope: It can be expected that used batteries (e.g., alkaline, nickel-cadmium, nickel metal hydride, lithium-ion, sealed lead-acid) will be generated during the following activities:
1. Normal end-of-life service of rechargeable and non-rechargeable batteries;
2. "Service request" requiring removal/disposal of used batteries or battery-powered equipment;
3. Renovation or demolition projects in areas where used batteries or battery-powered equipment exist and are scheduled for removal/disposal;
4. Any other activity that would cause used batteries or battery-powered equipment to enter the solid waste stream.

Procedure:
1. Segregate all batteries from other wastes/materials.
2. Place small (< 2 lbs. in weight) non-leaking, non-deteriorated batteries in the used battery collection container located in Facilities Operations or in designated used battery collection containers located throughout each campus.
3. Battery terminals must be protected by placing batteries in original packaging, placing batteries in sealed plastic bags, or taping battery terminals with clear tape. Battery type must not be obscured by tape.
4. Large lead-acid batteries must be further segregated from your battery waste stream and delivered to Facilities Operations for separate storage prior to disposal. Battery terminals must be protected by placing caps or by taping nodes.
5. All batteries must be segregated by type prior to shipment for recycling or disposal.
6. If used batteries are leaking or otherwise deteriorated, contact EH&S to determine if batteries require special handling as hazardous waste.

Responsibility: It shall be the responsibility of all Contractors, Project Managers, Facilities Operations, and EH&S that this policy and procedure is adhered to.