

Drop off point Code of Practice

For the B-cycle community to be successful in our goal to solve the battery waste problem, it is important that Drop off points provide and maintain a safe, effective environment for disposal and recycling of used batteries.

This Code is provided to clarify your responsibilities as a B-cycle accredited Drop off point.

Ensure your Drop off bin is arranged with a B-cycle collector

B-cycle Drop off points are required to work with accredited B-cycle collectors. B-cycle collectors will be able to advise you on the best bin(s) to use, how to stay safe, where to locate your bins and how to arrange for pick up.



Find B-cycle accredited collector at:

www.bcycle.org.au

Fire safety first

Be aware you are managing a small but real risk of fire. This risk can be significantly reduced:

- + by using specifically designed flame retardant bins
- + ensuring battery terminals are protected prior to placing them in the bin by:
 - + taping their terminals with clear sticky tape, non-conductive electrical, or duct tape (keeping label visible)
 - + by putting each one in its own clear plastic bag.

What goes in the bin - stays in the bin!

To prevent injury or theft by third parties or the public, ensure that only B-cycle accredited Collectors are permitted to collect the contents of B-cycle drop off bins.

Separate leaking batteries

If you find a leaking battery:

- + wear gloves to prevent exposure
- + place the battery in a plastic bag
- + then B-cycle it!
- + dispose of your gloves and wash your hands carefully to remove any residue.

Separate damaged batteries

It is very important to safely manage damaged batteries as they could be a fire risk. If you have a damaged battery, such as swollen or bulging batteries:

- + do not throw it in the general waste or rubbish bin
- + place in a fire-proof container
- + contact your B-cycle Collector for advice on safe storage disposal.

Use only B-cycle approved bins

Ensure drop off bins have been provided or approved by a B-cycle accredited Collector.

If you provide a public Drop off point, make it easy for consumers

The best way to help the public use the Drop off point effectively is to place the bin:

- + in a safe and visible place with easy access by consumers
- + next to a normal rubbish and/or recycling bin to prevent contamination of other waste ending up with the batteries in the B-cycle battery drop off bin(s).

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Provide a dedicated accessible location for the bin

B-cycle battery drop off bin(s) are to be placed in a fixed location, easily accessible for collection by a B-cycle accredited Collector, which does not require the assistance of third parties (other than your B-cycle Collector).

Locate bins in a cool dry place

Incidents can occur if batteries are exposed to inclement or excessively hot weather. Always locate drop off bins for batteries:

- + in well-ventilated areas, indoors or undercover
- + away from direct sunlight or heat.

Maintain your B-cycle drop off bin(s)

It is important to properly maintain your B-cycle bins as they are often the public face of the Scheme.

- + Ensure that the bins are:
 - + in good condition
 - + do not have the potential to cause harm to the community or users
 - + are not overflowing with batteries
 - + are regularly serviced or picked up.
- + If there is any damage or a reason to remove a public B-cycle battery drop off bin(s) from its location,
 - + notify B-cycle and your B-cycle accredited Collector, immediately.
- + Work with your B-cycle accredited Collector to ensure that collections occur in a timely manner and that any damage to the bin is fixed or the bin is replaced as soon as possible.

Photos

B-cycle Collectors are required to take a geo-tagged photo of the bin collection as proof of pick up. This is important to prevent fraudulent rebate claims.

Keep B-cycle informed of changes

If you are concerned about the quality or safety of your drop off collection process, please contact B-cycle and let us know.

- + If there is any change that would prevent a collection from occurring as planned at a Drop off point, you will notify B-cycle and your B-cycle accredited Collector with at least 14 days in advance notice.
- + For example, relocating the B-cycle drop off bin(s), relocation of closing your business, changing operating hours or access.

Your commitment

Please check that you have read and understood each section above. Contact B-cycle if you have questions.

- Yes, I commit to the B-cycle Code of Practice.
- I understand that B-cycle is not responsible for any damages or consequences incurred to any individual or organisation as a result of our hosting and managing a B-cycle drop off point and associated bin.

Name:

Organisation:

Date: