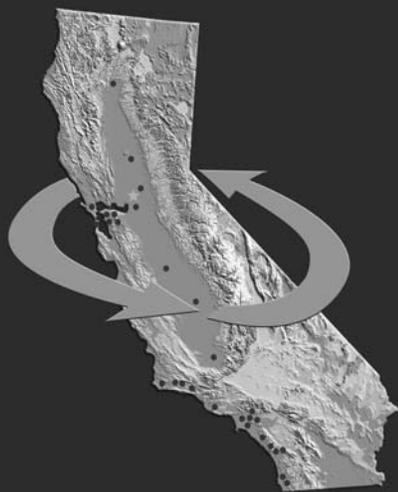


# California Take-It-Back Partnership batteries retailer's tool kit



Department of Toxic Substances Control / California Integrated Waste Management Board

California Environmental Protection Agency

## California Take-It-Back Partnership



DEPARTMENT OF TOXIC  
SUBSTANCES CONTROL



INTEGRATED  
WASTE  
MANAGEMENT  
BOARD

Thanks for your interest in the California Take-It-Back Partnership. Through the California Take-It-Back Partnership, sponsored by the California Environmental Protection Agency's Department of Toxic Substances Control (DTSC) and the Integrated Waste Management Board (CIWMB), local governments, businesses, and the state work together to provide consumers with free and convenient ways to return used batteries, fluorescent lamps and/or electronic waste for recycling.

The California Take-It-Back Partnership provides your business or organization with branding and marketing opportunities to bring customers to your retail location.



This tool kit is designed to assist you in understanding the basic requirements for setting up a collection program for batteries.

The basic steps you need to perform are:

1. Determine which batteries to collect from the public.
2. Notify the DTSC & CIWMB
3. Plan the Program
4. Set Up Facilities
5. Start Collecting Batteries
6. Ship Off Site
7. Keep Records

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## 1

### Step 1. Determine which batteries to collect from the public

Among the batteries that should no longer be disposed of in the trash are "A" batteries (A, AA, AAA), "B" batteries, "C" batteries, and batteries used for watches, hearing aids, and other small devices.



### Step 2. Notify the DTSC & CIWMB

Contact the DTSC or the CIWMB and register as a partner in the California Take-It-Back Partnership.

As a partner, your company's logo will be placed on a state-sponsored Web site, along with your address and a list of devices you accept.

## 2



# 3

## Step 3. Plan the Program

Collection programs can be established by a Take-it-Back partner or by a contractor.

If a contractor is chosen, ask how the service will ensure compliance with notification, management and reporting requirements.



Also review the [www.dtsc.ca.gov](http://www.dtsc.ca.gov) Web site as a resource to find recyclers, local government programs, and nonprofits that may be able to assist.

Partnerships help to defray costs and resources, thus enabling even more people to be served.

**Costs:** On-site costs are likely to be minimal (i.e. floor space, collection containers).

There will be additional costs for the pickup or shipping and recycling of batteries.

The price may vary depending on volume, kind of materials, and location relative to recyclers.



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## Step 4. Set Up Facilities

The following elements should be considered either by you or with the assistance of your contractor:



### Acquire appropriate containers:

You must store and ship batteries in containers that are structurally sound and strong enough to prevent the batteries from breaking open and leaking.



### Labeling:

Battery containers should be labeled with either ***“Universal Waste Batteries”*** or ***“Waste Batteries.”***

### Train employees:

Be sure your employees are thoroughly familiar with how to handle the batteries collected and what to do if they leak or break.

Staff must be made aware of the nature of the program and how it is implemented at your location.

Training could include informational posters, photocopy hand outs, or short training sessions demonstrating the proper management of batteries and appropriate response to leaks.

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## 5

### Step 5. Start Collecting Batteries

When customers drop off their spent batteries, follow these general rules:

#### Receiving:

Put batteries received into storage or shipping containers. Use packing materials if appropriate to prevent the batteries from falling out of the container or breaking.

**Note:** If you plan to collect lithium batteries (commonly used in cameras and watches), there are some additional safe handling practices to be aware of. The recycling company where you will be sending batteries should be able to give you information on safe collection of lithium batteries.

#### Storage Time Limit:

Batteries can be stored for one year from the time you placed the first battery into the collection container.

Some contractors will provide boxes for storage of batteries. One method to keep track of storage time is to include the date on the container's label.



## Step 6. Ship Off Site

Batteries can be shipped to an intermediate handler of universal waste or to a facility that recycles them.



If your business has multiple locations, you may ship batteries from these locations to a central location for shipment to a recycler.

### Transporting:

Batteries can be transported in company vehicles, a personal vehicle or by any common carrier.

Containers may also be sent through a package shipping company. Contact your recycling vendor or shipping company to identify shipping options.

### Program Benefits

The decision to be part of California's Take-It-Back Partnership is one that sets your organization apart from so many others. This role in a voluntary program is evidence of your customer service focus and commitment to a better California. The Partnership is easy to join. The materials in this tool kit show how easy it is to get started. Kits relating to battery and fluorescent lamp recycling, as well as other supporting documents may be found on the Partnership web site at [www.TakeltBack.org](http://www.TakeltBack.org). We can make a difference to customers and citizens alike; we can make a difference to the future of California and generations to come. Thank you for being part of the California Take-It-Back Partnership.



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## Step 7. Keep Records

You must keep records of the waste batteries you ship off site for three years. The records may take the form of a log, invoice, manifest, bill or shipping document. The records must include the following information:

1. The name and address of the handler or destination facility, where batteries were shipped.
2. The quantity of batteries shipped
3. The date of shipment

Some contractors provide a “certificate of recycling” for batteries sent for recycling. Although not required, we encourage that you ask for a certificate and keep it with the above records.



For additional information on the requirements for operating a take-back program, please contact DTSC Chief Deputy Director Leonard Robinson at (916) 324-2471.

For information on becoming a partner in the California Take-It-Back Program, please call Bill Ryan at (916) 322-5919.

For information on contractors or recycling facilities that can assist you in setting up Take-It-Back programs, click on [www.dtsc.ca.gov](http://www.dtsc.ca.gov)

**Note:** DTSC does not endorse or promote any specific recycling company.

**Disclaimer:** Persons who manage fluorescent light tubes are responsible for complying with all applicable requirements. This Guidance summarizes some of the requirements that may apply; it does not replace or supersede any statutory or regulatory requirements. In the event of an inconsistency, the statutes and regulations govern.