



B-cycle Drop off point Code of Practice & Battery Steward Commitment Form

It is important that B-cycle accredited Drop off points provide and maintain a safe, effective environment for disposal and recycling of used batteries. This Code clarifies your responsibilities as a B-cycle accredited Drop off point.

This form is for use by organisations that only provide Drop off points and do not Import or Retail batteries. There are additional responsibilities for those organisations. Email contact@bcycle.org.au if you are an Importer or Retailer seeking Drop off point accreditation.

Commitments

As a B-cycle accredited Drop off point, we agree to support the objectives of the B-cycle Scheme to:

- + increase resource recovery and recycling
- + minimise the environmental, health and safety impacts of used batteries generated in Australia
- + develop Australia's battery recycling industry and markets for battery-derived products.

B-cycle general commitments

- + Give preference to buying batteries, where appropriate:
 - + from B-cycle accredited brands and retailers
 - + that contain recycled content.
- + Ensure all used batteries generated through your operations are disposed of through B-cycle accredited battery stewards.
- + Promote the Scheme and use B-cycle approved logo and branding in accordance with the B-cycle Style Guide.
- + Comply with legal and B-cycle requirements, including procedures for quality, traceability, environment, and work, health, and safety.
- + Retain and make accessible to B-cycle, records to demonstrate these obligations and related B-cycle procedures and guidance are being met.
- + Cooperating with random or risk-based audits as instigated by the BSC and with surveys undertaken from time to time.

Drop off point commitments

- + Provide a safe Drop-off point for batteries left by consumers.
- + Acknowledge that legacy batteries from stockpiles are not eligible for the rebate without prior consent.
- + Ensure all used batteries received at the Drop off point go to B-cycle accredited Collectors, Sorters and Recyclers.
- + Work with your Collector to ensure that the B-cycle approved tracking system is used to accurately track batteries collected for recycling.
- + Report fire and other significant relevant incidents to the appropriate authorities and the BSC to enable a better understanding of the risks to improve collection systems.

Drop off point - Code of Practice

This Code states the responsibilities to both public and private B-cycle Drop off points.

Partner with a B-cycle accredited Collector

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

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 accredited drop off bin.

Fire safety first

By providing a battery Drop off you are managing a small but real risk of fire. This risk can be reduced by:

- + always using bins provided by your B-cycle Collector
- + consistently communicating to users of the bin about the importance of protecting battery terminals prior to placing them in the bin. B-cycle recommends:
 - + taping the terminals of each individual battery terminal keeping the battery label visible
 - + using clear sticky tape, non-conductive electrical or duct tape in order to prevent sparking
 - + not taping batteries together.



This Scheme is authorised by the Australian Competition & Consumer Commission (ACCC), accredited by the Australian Government, and has received financial support from the Australian Government and Industry.

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Use only approved bins

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

Drop off bin location

Work with your B-cycle accredited Collector to determine the best methods for managing your Drop off bin and making it easy to receive used batteries.

This will include locating the bin:

- + in a safe and visible place with easy access by consumers (if for use by the public)
- + in well-ventilated areas, indoors or undercover, and away from direct sunlight or heat
- + in a fixed location, easily accessible for collection by a B-cycle accredited Collector
- + to prevent other waste being disposed of into bins.
- + Incidents can occur if batteries are exposed to inclement or excessively hot weather.

Maintain your drop off bins

- + It is important to properly maintain your Drop off 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.
- + Notify your B-cycle accredited Collector immediately if there is any damage or a reason to remove a public B-cycle battery Drop off bin from its location.

Bin pick up

Work with your B-cycle accredited Collector to ensure collections occur in a timely manner and any damage to a bin is fixed or the bin is replaced as soon as possible.

Keep your Collector informed

- + Ensure your Collector is aware when your bin is full.
- + If you are concerned about the quality or safety of your drop off collection process, contact your Collector to let them know.
- + If there is any change that would prevent a collection from occurring as planned at a Drop off point, you agree to notify your B-cycle accredited Collector with at least 14 days advance notice. For example:
 - + relocating the drop off bin
 - + relocation or closing your business
 - + changing operating hours or access.

Evidence of collection

- + B-cycle accredited Collectors are required to take a geo-tagged photo of the bin collection as proof of pick up.
- + This is to prevent fraudulent rebate claims.
- + It is important for employees to be aware that photos may be taken.
- + B-cycle or our independent auditors may also contact Drop off points to verify pick-ups have occurred as claimed.

Avoiding double counting

- + Drop off points that collect electronic and other waste products that may contain batteries and keep these batteries/products separate from B-cycle in-scope batteries and document the procedure.
- + These batteries cannot be submitted for the B-cycle rebates.
- + Participants must provide data on out-of-scope batteries collected and processed to confirm double counting of batteries does not occur.

Drop off point health checks

- + B-cycle will conduct audits of accredited Collectors that may include occasional visits to Drop off points to assess safety and management of the Drop off point services.

Risk assessment & safety plan

- + Work with your B-cycle accredited Collector to prepare and implement a risk assessment and safety plan that identifies hazards at your site and the means by which you will minimise these risks.

Drop off point safety training

- + It is important that Drop off point managers are aware of how to safely manage Drop off points. B-cycle has created a Drop off Point Safety Training which can be conducted
 - + via the B-cycle portal
 - + through your B-cycle accredited Collector
 - + or integrated into your internal training system. Evidence of training completion is to be made available.

Need more information?

Additional information on the Scheme and on battery safety can be found at www.bcycycle.com.au.

Thank you!

For being part of the B-cycle Community as we work to solve the battery waste problem and create a circular economy for batteries that sees no battery go to waste!



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Your Drop off point Commitment

I have the authority to sign this document on behalf of the organisation named below, and/or its Parent Company in Australia.

In doing so, I am authorised to commit this organisation, and the Parent Company in Australia, to uphold the requirements as detailed in this document.

By signing this document, I confirm that the organisation and/or its Parent Company in Australia is an organisation that (select applicable):

- does not import or sell batteries or battery related products.
- imports and/or sells batteries or battery related products and is an Accredited Participant to the B-cycle Scheme (if selected, complete the Battery Steward Commitment and Code of Practice forms instead of this form).

Authorising Signatory

| | |
|-----------------------------|----------|
| Organisation | ABN |
| Parent Company in Australia | |
| Name | Position |
| Signature | Date |

Battery Steward Contact Details

| | | |
|-----------------|----------|----------|
| Organisation | | |
| Website | Phone | |
| Primary Contact | Position | |
| Email | Mobile | |
| Address | | |
| Suburb | State | Postcode |
| Second Contact | Position | |
| Email | Mobile | |

BSC Membership

The Battery Stewardship Council (BSC) is the governing body operating the B-cycle Scheme. Membership of BSC is optional, please select one of the following.

- Associate Membership**
- + Demonstrate your support for Battery Stewardship
 - + Stay Informed with Battery Related news
 - + No fee
- Full Membership**
- + Associate Membership plus:
 - + Access to voting rights
 - + Eligibility to nominate for the BSC Board
 - + No fee for manufacturers or importers
 - + \$1000.00 per annum for all other Battery Stewards
- I do not wish to be a BSC Member**

Please return completed form and a high-quality digital logo to: contact@bsc.org.au

REF: B-cycle Drop off point Commitment Form 20220601



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