



B-cycle Collector, Sorter and Recycler

Accreditation Application



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1. B-cycle and this application

The Battery Stewardship Council's (BSC) B-cycle Scheme has been developed in collaboration with industry to deliver the best outcomes for businesses, workers, community safety and the environment to facilitate every Australian to be able to drop off used batteries for recycling.

This document specifies the requirements for becoming an accredited Collector, Sorter or Recycler within the B-cycle collection and recycling network. It has been prepared to implement the requirements of the Battery Stewardship Scheme as authorised by the ACCC and ensure the Scheme operates in an effective, efficient, safe, and transparent manner. It ensures that committed Battery Stewards involved in the collecting, sorting and recycling of used batteries meets their general and specific commitments.

2. B-cycle participant accreditation process

Accreditation provides the foundation of the B-cycle Scheme and includes both general commitments for all participants and additional commitments specific to a participant’s role in the battery value chain. The focus of this document is on the accreditation requirements for the B-cycle collection and recycling network specifically.

The steps for an applicant to receive B-cycle accreditation are outlined below.

Step	Who
<p style="text-align: center;">↓</p> <p style="text-align: center;">Organisation commits to becoming a B-cycle Battery Steward, indicating which participant category they are seeking accreditation.</p>	<p style="text-align: center;">Organisation</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">BSC issues Organisation application form for accreditation (this form).</p>	<p style="text-align: center;">B-cycle / BSC</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Organisation completes application form and returns to BSC.</p>	<p style="text-align: center;">Organisation</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">BSC reviews application form and schedules site audit (if required).</p>	<p style="text-align: center;">BSC / B-cycle</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Independent auditor completes audit (if required), requests further information / evidence from Organisation and provides BSC recommendation on audit outcome for Organisation’s accreditation</p>	<p style="text-align: center;">Independent Auditor & Organisation</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Organisation provide any further outstanding information, documentation or evidence to support accreditation application and audit findings.</p>	<p style="text-align: center;">Organisation</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Pending all final information and documentation and audit report recommendation, B-cycle accreditation granted to applying Organisation.</p>	<p style="text-align: center;">BSC / B-cycle</p>

3. Obligations

Participants have committed to general obligations and specific obligations depending on their role in the battery value chain, these are documented below and in the B-cycle [Battery Steward Commitment](#) document.

General obligations for all Battery Stewards	Collectors
Give purchase and/or supply preference to other accredited B-cycle participants.	Provide collection services that conform to B-cycle approved standards for quality, environment health and safety, (e.g., packing, tracking, safety & quality assurance), e.g. AS 5377, ISO 14001, and/or ISO 45001.
Ensure that all used batteries are provided to B-cycle accredited recyclers for environmentally sound disposal.	Guarantee all used batteries received go to a B-cycle accredited Sorter and/or Recycler
Give priority to the purchase of batteries manufactured using recycled content where appropriate.	Accept collected batteries only from B-cycle accredited organisations.
Promote the Scheme to the community, other businesses and organisations; and use B-cycle approved Scheme branding and logo as appropriate and adhere to the conditions that apply to that use.	Acknowledge that legacy batteries from stockpiles are not eligible for the rebate without prior consent.
Comply with legal and other requirements including B-cycle standards and procedures for quality, traceability, environmental, Work, Health and Safety.	Maximise the use of domestic markets for battery recycling.
Cooperate with random or risk-based audits as instigated by the BSC and with surveys undertaken from time to time.	Use the B-cycle approved tracking system to ensure accurate tracking of batteries collected for recycling.
Retain and make accessible to the BSC records to demonstrate these obligations and related B-cycle procedures and guidance are being met.	Report to the BSC on collection rates and costs.
Give appropriate access to relevant records for audit purposes as appropriate	Report fire, contamination, and other relevant significant incidents to the relevant authorities and the BSC to enable a better understanding of the risks to improve collection systems.
Ensure that used batteries generated through own operations are disposed of through accredited battery stewards.	Be a member of the Australian Battery Recycling Initiative (ABRI).
Sorters	Recyclers
Provide sorting services that conform to the B-cycle approved quality, environment, health and safety standards and laws for example AS 5377, ISO 14001, and/or ISO 45001.	Provide processing services that conform to the B-cycle approved quality, environment, health and safety standards and laws for example AS 5377, ISO 14001, and/or ISO 45001.
Accept collected batteries only from B-cycle accredited organisations.	Only accept batteries from B-cycle accredited drop-off points, Collectors and Sorters to recycle collected batteries.
Guarantee all used batteries received go to a B-cycle accredited Recycler for environmentally sound disposal.	Guarantee all used batteries received are processed by a B-cycle accredited reprocessing facility for environmentally sound disposal.
Maximise the use of domestic markets for battery recycling.	Ensure the environmentally sound use of commodities obtained from the recycling of batteries and maximise the use of domestic markets for process outputs.
Acknowledge that legacy batteries from stockpiles are not eligible for the rebate without prior consent.	Acknowledge that legacy batteries from stockpiles are not eligible for the rebate without prior consent.
Use the B-cycle approved tracking system to ensure accurate tracking of batteries collected for recycling.	Use the B-cycle approved tracking system to ensure accurate tracking of batteries collected for recycling.
Report to the BSC on sorting categories, chemistries, rates, and costs.	Report fire and other relevant incidents to the relevant authorities and the BSC to enable a better understanding of the risks to improve collection systems.
Report fire, contamination, and other relevant significant incidents to the relevant authorities and the BSC to enable a better understanding of the risks to improve sorting systems.	Report to BSC on collection and recovery of batteries processed (quantity, chemistry, fate, and costs).
Be a member of ABRI.	Be a member of ABRI.

4. Accreditation Collectors, Sorters and Recyclers Application Form

Successful B-cycle accreditation requires that BSC verify information and activities from participants in the following categories.



- | | |
|---|-------------------------------------|
| 1. Organisational & operational information | 7. Battery transport |
| 2. Management systems | 8. Battery sorting |
| 3. Regulatory compliance | 9. Battery processing |
| 4. Container safety | 10.Chain of custody |
| 5. Drop off point management | 11.Environmentally sound management |
| 6. Battery storage | 12.Cost of service |

Please complete the accreditation application checklist below to progress your accreditation. This checklist, subsequent evidence provided, and audit (if required) will review your conformance against the following B-cycle Scheme principles, and requirements, including:

- + commitment to the B-cycle Scheme
- + meeting compliance being legislation and regulations: general statement in meeting all required legislation and regulations, specific regulations for batteries recycling
- + risk management (HS&E, contamination, fire, and other incidents): introducing a risk framework as the basis for the program
- + safety transport and consolidation of batteries
- + verification of battery recycling: introducing a chain of custody model.

Conformance with these principles is required to operate within the B-cycle Scheme.

5. B-cycle Collector, Sorter and Recycler Accreditation Application Checklist

Date of submission	
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5.1 Primary Contact

Company			
Primary Contact		Mobile	
Position		E-mail	

The Battery Stewardship Council (BSC), Battery Stewardship Scheme, now known as ‘B-cycle’, was authorised by the Australian Competition and Consumer Commission (ACCC) on the basis that the Scheme will deliver public benefit in a transparent manner. This includes obtaining information to ensure that participants of the Scheme operate in a safe and responsible manner and confirming that batteries are collected, sorted, and processed.

The purpose of this checklist is to confirm the information BSC requires to verify these activities. You are required to complete all sections within the Checklist Form unless otherwise stated.

Please contact us directly if you would like to establish a non-disclosure agreement prior to submission of information.

5.2 B-cycle status

- B-cycle Battery Steward Commitment signed and submitted.**

5.3 Organisational and operational information

BSC requires participants to disclose organisational and operational information in order to identify battery and related affiliations and site and vehicle ownership. The purpose is to avoid the potential for legacy and illegal stockpiles being submitted for rebates claims.

Requirement	Collectors	Sorters	Processors	Standard / documentation requirements	Response	B-cycle verified
1. Provision of the ASIC listing of all parent and subsidiary companies.	●	●	●	+ ASIC listing.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
2. Provision of the listing of Directors of all parent and subsidiary companies.	●	●	●	+ List of parent and subsidiary companies.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
3. Provision of the listing of all company sites. Include aggregations sites, storage & processing facilities.	●	●	●	+ List of current sites, including aggregations sites, storage & processing facilities.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
4. Evidence of site ownership and / or lease arrangements of all listed sites.	●	●	●	+ Copies of titles or lease agreements.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
5. Company names and contacts of any sub-contractors used.	●	●	●	+ List of contractors and sub-contractors.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No sub-contractors	<input type="checkbox"/>
6. Please provide details of your fleet ownership/ leasing arrangements.	●	●	●	+ List of fleet and statement of lease arrangements.	<input type="checkbox"/> Own <input type="checkbox"/> Lease	<input type="checkbox"/>
7. Membership of the Australian Battery Recycling Initiative (ABRI) to demonstrate your participation in the development of best practices.	●	●	●	+ Current ABRI membership certificate.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
8. Workers Compensation Insurance.	●	●	●	+ Current Workers Compensation Insurance Certificate.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
9. Public and Products Liability Insurance.	●	●	●	+ Current Public and Products Liability Insurance Certificate.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>

5.4 Management systems

The Battery Steward Commitment includes a commitment to the collection and storage of batteries in accordance with management systems and processes. These are important to the B-cycle scheme to ensure that risks associated with collecting and sorting of used batteries are well understood by employees, are minimal and mitigated appropriately.

Requirement	Collectors	Sorters	Processors	Standard / documentation requirements	Response	B-cycle verified
10. Management system (e.g. ISO 14001, ISO 45001, ISO 9001, or equivalent (specify)).	●	●		+ Submission of certificates to BSC to demonstrate certified system or equivalent. + Evidence of effective system implementation.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
11. E-waste certification (e.g. AS 5377; R2).			●	+ Certified system or equivalent. + Evidence of effective system implementation.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
12. Copies of recent certification audit & internal audit reports.	●	●	●	+ Evidence of an effective system.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
13. Assessments and procedures, or similar, for example: <ul style="list-style-type: none"> + Job Safety Analysis + Safe Work Method Statements + Risk Assessments. 	●	●	●	+ Evidence of an effective risk and hazard analysis. + Evidence of procedures to ensure safe work related to operations and safety. + Evidence of employee understanding of relevant risks, including battery safety, electrical safety and manual handling.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
14. Fire / Emergency Plans and controls.	●	●	●	+ Evidence of clear plan, understanding & implementation of battery fire & emergency response system(s).	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
15. Pollution prevention and management plans.	●	●	●	+ Evidence of effective stormwater and air quality manage controls.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
16. Manual handling procedures.	●	●	●	+ Evidence of effective manual handling procedures including safe lifting procedures.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
17. EHS Incident investigation and management procedures.	●	●	●	+ Incident response incident management and continual improvement process.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
18. Employee training register.	●	●	●	+ Evidence employees are aware of relevant responsibilities including battery safety, fire risk and fire management, and chain of custody.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
19. PPE requirements.	●	●	●	+ Evidence that PPE requirements are suitable for battery operations and emergency response.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>

5.5 Regulatory compliance

The Battery Steward Commitment includes a commitment to national, state, and/or territory regulatory compliance for battery collection, transport, storage, handling, and processing. The following information is required by BSC to verify your collection processes are compliant with existing collection and transportation regulations.

Requirement	Collectors	Sorters	Processors	Standard or documentation required	Response	B-cycle verified
20. Compliance with local jurisdiction(s) and federal legal requirements for transporting batteries.	●	●	●	+ Evidence of relevant transport permits and licenses relating to fire and emergency services, transport / ADG Code, and environmental regulators.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
21. No history of wilful violations and evidence that regulatory infringements have been successfully resolved or there is a clear and agreed plan with regulators. Note: Any decision to accredit or revoke accreditation based on infringements will be subject to confirmation by the BSC Board.	●	●	●	+ Records of any current relevant legal notices, instructions, directives, or fines.	<input type="checkbox"/> Yes, attached. <input type="checkbox"/> No, n/a	<input type="checkbox"/>
				+ Records of any council warnings, infringements, notices, penalties, or fines.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
				+ Records of any of EPA clean-up Notices, Provisional Improvement Notices, or Pollution Abatement Notices	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
				+ Records of any Worksafe or WorkCover notices, Site reports / letters, Penalties, Infringement notices.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
				+ Fire Authority Instructions or Directives, Site visit reports / letters, Revocation notices, penalties, or fines.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
				+ Transport / Licensing infringement notices. Road authorities and / or any transport authorities, including notice of vehicle accidents.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
22. Compliance with the Australian Heavy Vehicle National law.	●			+ Evidence of vehicle and driver compliance with the Heavy Vehicle National law. + For all vehicles with a combined vehicle and load weight of 4.5 tonnes	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
23. Compliance with State and Territory legal requirements for tracking, reporting, and recording transport of used batteries.	●	●	●	+ Evidence of registration and compliance with required State/Territory-based waste tracking systems (if applicable).	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard or documentation required	Response	B-cycle verified
24. No history of links to organisations or individuals with a history of illegal stockpiling. Note: Any decision to accredit or revoke accreditation based on stockpiling history will be subject to confirmation by the BSC Board.	●	●	●	+ Organisations, previously linked organisations, or Directors of an organisation with a track record of stockpiling or negligent behaviours, will not be eligible for accreditation.	<input type="checkbox"/> Confirm, no history <input type="checkbox"/> Yes, attached <input type="checkbox"/> N/A	<input type="checkbox"/>
25. Prevention of stockpiled materials without prior arrangement with the BSC. Note: Any decision to accredit or revoke accreditation based on stockpiling will be subject to confirmation by the BSC Board.	●	●	●	+ A system of controls will be established to prevent acceptance of stockpiled materials.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

5.6 Container safety

Container safety is an important responsibility for the collection and recycling network and is essential for the ongoing the safety across the B-cycle community. The following information is required by BSC to verify your collection containers are minimise the risk of an incident and protect community and workers safety.

Requirement	Collectors	Sorters	Processors	Standard or documentation required	Response	B-cycle verified
26. Drop off container conform to the requirement in the B-cycle Container Protocols	●			+ Evidence that Drop off bins meet relevant regulatory requirements and standards.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
27. A risk assessment has been conducted for chosen Drop off containers (see template example).	●			+ Provision of risk assessment that identifies relevant risks associated with Drop off bins, their use, & location.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
28. A risk assessment has been conducted for storage containers used for aggregation.	●	●	●	+ Record of risk assessment that identifies relevant risks associated with storage containers, their use, and location.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
29. Drop off containers address identified risks, including risk of fire.	●			+ Evidence that Drop off bins address identified risks.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
30. Drop off containers are regularly maintained to ensure they: + Remain in good condition + Prevent harm to human health and the environment; and + Support B-cycle brand integrity.	●			+ Evidence that demonstrates Drop off containers are regularly maintained and serviced.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard or documentation required	Response	B-cycle verified
31. Battery storage and aggregation containers comply with regulatory requirements and standards.	●	●	●	+ Evidence battery storage containers meet relevant regulatory requirements and/or standards.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
32. Battery storage and aggregation containers are designed to address identified risks including risk of fire.	●	●	●	+ Evidence battery storage containers address identified risks.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
33. Battery storage containers will be properly labelled to indicate contents and comply with applicable legal requirements.	●	●	●	+ Evidence battery storage containers a properly labelled.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>

5.7 Drop off point safety and transparency

To achieve accreditation, participants are required to demonstrate Drop off points under their management are done so in a safe and transparent manner. The following information is required by BSC to verify Drop off point safety and transparency.

Requirement	Collectors	Sorters	Processors	Standard / documentation required	Response	B-cycle verified
34. Ensure all Drop off points are accredited	●			+ Signed Drop off point Code of Practice provided to BSC or BSC delegated agent. + Upon request, provide evidence of completed Drop off point Safety training and Drop off point Risk Assessment and Safety Plan.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
35. A list of all public Drop off points / Pick- up points for all sites a participant collects from, with contact details	●			+ Identification of all sites you collect from are B-cycle accredited Drop off points. + Declaration of Public Drop off points uploaded into the B-cycle website for promotion.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard / documentation required	Response	B-cycle verified
<p>36. Provide a list of all of private pick-ups.</p>	●			<ul style="list-style-type: none"> + Declaration of all private Pick-up points not to be promoted in the B-cycle web portal. + If this information is considered commercially sensitive, BSC will work with participants to address confidentiality concerns. + Private Drop off point must meet all B-cycle Drop off point accreditation requirements including: <ul style="list-style-type: none"> + be accredited + upload signed Drop off point Code of Practice + upon request, provide evidence of completed Drop off point: <ul style="list-style-type: none"> + Safety training + Safety Plan + Risk Assessment. + System of controls to ensure traceability of private pick-ups including nomination of private sites in the B-cycle App and associated information, including: <ul style="list-style-type: none"> + company / entity name and address + contact name, phone, and email. 	<p><input type="checkbox"/> Yes, attached</p> <p><input type="checkbox"/> No, n/a</p>	<input type="checkbox"/>
<p>37. Control of postal collection services.</p>	●			<ul style="list-style-type: none"> + For one-time postal collections, accreditation is not required. + For regular postal collections, Collectors are required to ensure: <ul style="list-style-type: none"> + Drop off point accreditations for regular postal collections (> 1 per year) are in place. + Box/packaging has been specifically designed for safe transport of used batteries. + Postal / courier service satisfactorily meets the BSC traceability requirements. + Chain of custody starts when the customer registers with the Collector and the box is provided to the customer. + Note: Batteries posted in non-compliant box or packaging will not be eligible for a rebate. 	<p><input type="checkbox"/> Yes, attached</p> <p><input type="checkbox"/> No, n/a</p>	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard / documentation required	Response	B-cycle verified
38. Control of one-off Pick ups.	●			<ul style="list-style-type: none"> + Establish and implement a system of controls to ensure one of picks are defined (<10 kgs per year). + First time a new private Pick up point is used, they don't have to be accredited, but they do have to provide contact name and contact details to enable BSC to contact the customer and verify the transaction. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
39. Process for ensuring all Drop off points / Pick up Points sign the Drop off point Code of Practice (this can be managed by B-cycle or by the Collector).	●			<ul style="list-style-type: none"> + Records of signed Code of Practice for all Collector Drop off points / Pick up points prior to accreditation. + Ensure records of signed Code are uploaded to the B-cycle App once in place. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
40. Process for ensuring Drop off points / Pick up Points provide evidence that B-cycle Drop off point safety training has been completed (this can be integrated into corporate training or managed by B-cycle).	●			<ul style="list-style-type: none"> + Training records for all Collector Drop off points / Pick up points are available. + Ensure records of signed Code are uploaded to the B-cycle App once in place. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
41. Risk assessment and safety plans prepared for Drop off points	●			<ul style="list-style-type: none"> + Risk assessments will be provided if requested during a Drop point Heath Check. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
42. Provision of containers that address identified risks including risk of fire.	●			<ul style="list-style-type: none"> + Evidence Collector Drop off bins address identified risks. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
43. Bin/containers have appropriate B-cycle branding that meet Bin Container Protocols branding requirements.	●			<ul style="list-style-type: none"> + Provide photographs of bins showing B-cycle label affixed (or printed on the bins) consistent with the B-cycle Style Guide. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

5.8 Receiving and storing batteries

To achieve accreditation, participants are required to demonstrate safe storage of batteries during operations and transit. The following information is required by BSC to verify battery storage is safe and compliant.

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
<p>44. Evidence that you receive batteries from accredited Collectors and provide them to accredited recyclers only.</p>		●		<ul style="list-style-type: none"> + Agreements to sort batteries from accredited collectors. + Agreements for sorted batteries to be processed by accredited recyclers. + Your tracking system confirms that you have received batteries only from accredited collectors and sorters. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
<p>45. Battery chemistries collected are consistent with the BSC Scheme scope.</p>	●			<ul style="list-style-type: none"> + Declaration of batteries chemistries collected. + Declaration of battery types collected. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
<p>46. Regular reporting of battery collections.</p> <p>Note that this report can be generated through the B-cycle App.</p>	●			<ul style="list-style-type: none"> + Monthly and annual reports of battery collected including volumes (kg) by <ul style="list-style-type: none"> + month + state or territory + chemistry + type + non-conforming loads + incidents. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
<p>47. Restrict size of customer battery drop off at any time are no greater than limits</p> <ul style="list-style-type: none"> + Retail Drop off point or similar: 1 kg + Transfer stations or similar: 10 kg + Other upon agreement with the BSC. 	●			<ul style="list-style-type: none"> + Records of communication with Drop off points and Pick up points. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
<p>48. Implemented process for ensuring the non-conforming loads are not submitted for a rebate.</p>	●			<ul style="list-style-type: none"> + Procedure for managing non-conforming loads. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
<p>49. Process for verifying your Drop-off points do not stockpile used batteries (>1,000 kg).</p>	●			<ul style="list-style-type: none"> + Process for ensuring you reject loads from unaccredited entities attempting to dispose of stockpiles including notification of the BSC. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
50. Declare any sites where you aggregate used batteries >1,000 kg at any one time, including those with aggregated volumes.	●	●	●	<ul style="list-style-type: none"> + Declaration of sites where batteries may be aggregated, including where batteries may be: <ul style="list-style-type: none"> + stored or aggregated + stored in excess of 1000 kgs at any one time. + Evidence that legal storage time limits are met. 	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
51. Declare stockpiles i.e. aggregated volumes >1,000 kg.	●	●	●	<ul style="list-style-type: none"> + Declaration of stockpiles and if yes provide a stockpile management action plan approved by relevant regulators, including: <ul style="list-style-type: none"> + source, history, extent, & nature stockpiles + stockpile management practices + timeline for treatment and processing. 	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
52. Process that confirms all used collected batteries are not stored beyond legal time limits.	●	●	●	<ul style="list-style-type: none"> + Declaration of all sites where you aggregate used batteries for transportation purposes and associated legal storage limits. 	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
53. Forklift safety - in general and to prevent damage of batteries.	●	●	●	<ul style="list-style-type: none"> + Forklift safety procedures and maintenance programs are implemented. 	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>

5.9 Battery transport

To achieve accreditation, participants are required to demonstrate safe and compliant transport of used batteries. The following information is required by BSC to assist in the verification of transport activities.

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
54. Number and type of vehicles you manage.	●			<ul style="list-style-type: none"> + Submission of documents to BSC for document review. + Include vehicles that your sub-contractors may use. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
55. Use of suitably qualified drivers.	●			<ul style="list-style-type: none"> + Evidence of process to ensure driver qualifications and that drivers have safe driver record. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
56. Vehicle accident response procedures.	●			<ul style="list-style-type: none"> + Evidence of effective vehicle accident preparedness and response process. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
57. Documented procedures for Safe Battery Transport.	●			<ul style="list-style-type: none"> + Submission of documents to BSC for document review. + Effective procedures for safe battery transport. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
58. Documented procedures, including controls, for loading and unloading of batteries to Sorters or Recyclers.	●			<ul style="list-style-type: none"> + Submission of documents to BSC for document review. + Safe loading and unloading practices. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
59. Documented procedures for battery/ container spills during transport.	●			<ul style="list-style-type: none"> + Submission of documents to BSC for document review. + Effective spill management system. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

5.10 Battery sorting

If you are also seeking B-cycle Sorter accreditation, information on how your sorting processes meets the sorting specifications of your receiving B-cycle accredited recycler is required. This includes confirming what battery chemistries you sort to and how you comply with sorting specifications established by BSC and your B-cycle accredited recycler. The following information is required by BSC to verify sorting activities.

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
60. Business arrangement with processor including sorting specifications and process for managing non-conforming materials including out of scope batteries.		●		<ul style="list-style-type: none"> + Current contract or agreement with processor including sorting specifications and process for managing non-conforming materials including out of Scope batteries. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
61. Total monthly and annual volumes sorted, in accordance with specifications set by receiving B-cycle battery recycler. <ul style="list-style-type: none"> + Note that this report can be generated through the B-cycle App. 		●		<ul style="list-style-type: none"> + Monthly and annual reports of battery collected including volumes (kg) by: <ul style="list-style-type: none"> + Month + state or territory + chemistry + non-conforming loads + incidents. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
<p>62. Identification of B-cycle battery chemistries sorted e.g.</p> <ul style="list-style-type: none"> + Alkaline only + Li-ion only + Li primary + LFP + NiMH + NiCd + Mercury + Other: 		●		+ Declaration of all battery chemistries sorted.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
<p>63. Sorters that are exporting batteries will ensure that they are done so in conformance with the following section on battery processing.</p>		●		+ System of controls for managing offshore downstream vendors.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

5.11 Battery processing/recycling

If you are also seeking B-cycle Processor accreditation, information on how your processing activities conform to BSC protocols and AS 5377 or equivalent is required. This includes confirming the final fate of all battery materials collected, sorting and processed in your value chain. The following information is required by BSC to verify processing activities.

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
<p>64. Evidence that you receive batteries from accredited Collectors or Sorters.</p>			●	<ul style="list-style-type: none"> + Agreements to process batteries from accredited collectors and sorters. + Your tracking system confirms that you have received batteries only from accredited collectors and sorters. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
<p>65. Declaration of battery chemistries processed:</p> <ul style="list-style-type: none"> + Alkaline only + Li-ion only + Li primary + LFP + NiMH + NiCd + Mercury + Other: 			●	+ Record of all battery chemistries processed.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
66. Provision of monthly and annual processing capacity by site and by weight and chemistry type.			●	<ul style="list-style-type: none"> + Record of monthly and annual processing capacity by site and by weight and chemistry type 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
67. Site operations have the capacity to process all batteries received in a 12-month period.			●	<ul style="list-style-type: none"> + Evidence confirming that your site(s)' operations have the capacity to process all batteries received in a 12-month period. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
68. Recovery rates and end of life markets consistent with BSC Scheme design and protocols.			●	<ul style="list-style-type: none"> + Declaration of current recovery rate. + Records from downstream vendors conforming receipt and recovery rates achieved. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
69. Evidence of appropriate disposal or recovery of all battery materials in accordance with environmentally sound management (including process for landfilling where appropriate).			●	<ul style="list-style-type: none"> + Processing is conducted according to environmentally sound management (see Definitions section). + Rebate claims must be able to demonstrate recovery rates greater than 80% recovery rate unless approved by the BSC (e.g. in the case of problematic chemistries). 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
70. Provide verification from your Downstream vendors that all materials are reprocessed/ recycled legally, that includes in accordance with local and international environmental regulations.			●	<ul style="list-style-type: none"> + Certificates of recycling. + Certifications and accreditations of DSV. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

5.12 Chain of custody

If you are also seeking B-cycle accreditation, traceability is a core commitment. This includes maintaining the chain of custody from received to final processing either onshore or offshore. The following information is required by BSC to verify chain of custody.

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
71. B-cycle accredited partners agree to only receive or transfer batteries from accredited parties and to accredited parties.	●	●	●	+ Current contract or similar with accredited partners.	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>
72. Verify that collected batteries are only transferred from and to other B-cycle accredited partners.	●	●	●	+ Evidence that batteries are only received or transferred from accredited parties and to accredited parties. + Evidence required to confirm transfer includes: + Use of the B-cycle App directly or indirectly (i.e. using your own system to capture the evidence and later uploading the equivalent evidentiary requirements). + Geo-tagged photograph + Independent verifiable evidence of transfer e.g. receipt or manifest signed by Pickup Point contact. The Collector's own organisation cannot provide this evidence.	<input type="checkbox"/> Yes, attached. <input type="checkbox"/> Yes, can confirm will utilise the B-cycle app or equivalent.	<input type="checkbox"/>
73. In the case one-off, post-back services of <10 kg accreditation is not required, however, of chain of custody is still required through the use of BSC approved transporters.	●			+ Evidence of consignment / tracking number verifying pick-up and drop-off to accredited Sorter or Processor through an approved courier.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
74. Reporting to BSC consistent with AS 5377 (2022) including value chain mapping of collected batteries including all downstream vendors involved.		●	●	<p>+ For processors (and sorters that export) provide flow chart or table documenting the flow of batteries consistent with the Value Chain Mapping required in AS 5377, including for:</p> <ul style="list-style-type: none"> + B-cycle in scope batteries by chemistry + contact details, activity undertaken, outputs, + batteries out of scope or covered by other schemes: + Small Sealed Lead acid batteries + Batteries covered by the NTCRS + Batteries covered by Mobil Muster + Batteries covered by ExitCycle + waste materials, including sand, vermiculate + hazardous waste e.g. water. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
75. Ensure Chain of Custody for all batteries received are processed.	●	●	●	<p>+ Chain of custody can be demonstrated for all batteries collected, sorted, and processed by implementing internal processes that confirm that the chain of custody can be tracked using, where applicable:</p> <ul style="list-style-type: none"> + internal inventory and tracking system + fate map & mass balance (sorters and recyclers only) + invoicing systems + shipment records such as bills of lading, acknowledgements of receipt and invoicing. 	<input type="checkbox"/> Yes, attached	<input type="checkbox"/>

5.13 Environmentally sound management

If you are seeking B-cycle accreditation, environmentally sound management is a core commitment. This includes ensuring that all batteries collected are ultimately processed, whether onshore or offshore, in an environmentally sound manner and in accordance with BSC recovery rate criteria. The following activities will be conducted to verify this obligation is met.

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
76. Confirmed business relationships with Downstream Vendors that receive and process batteries to ensure battery materials are destined for environmentally sound end markets.		●	●	<ul style="list-style-type: none"> + Current contract or similar with Downstream Vendors to receive and process your batteries to final disposition + Traceability and transparency of downstream processing. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
77. Battery materials exported legally.		●	●	<ul style="list-style-type: none"> + If exporting batteries, export licenses for all chemistry types. + Final processing complies with all legal requirements for export, transit and import. + Export licenses provided. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
78. For each exporting shipment there are records that demonstrate meeting all shipping/transit requirements.		●	●	<ul style="list-style-type: none"> + Records will include Bills of Lading, acknowledgements of receipt, shipping numbers. + Evidence of exported used batteries, shipping and consignment documents, including Export Declaration Number (EDN), for each shipment and reports from Integrated Cargo System (ICS). 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
79. Confirmed destination and processing outcomes.		●	●	<ul style="list-style-type: none"> + Confirmed recipient and processing of used batteries by nominated OS processors including received consignments, purchase orders / receipts and Certificates of Recycling. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>
80. Verification that Downstream Vendor is appropriately processing used batteries to a high environmental standard and value.		●	●	<ul style="list-style-type: none"> + Photos of site (to confirm site exists) + Evidence that the Downstream Vendor: <ul style="list-style-type: none"> + complies with international legal requirements + operational permits + environmental health and safety. + operates in a responsible manner + Corporate systems + International environmental accreditations. 	<input type="checkbox"/> Yes, attached <input type="checkbox"/> No, n/a	<input type="checkbox"/>

5.14 Cost reporting

Your Battery Steward Commitment includes a commitment to disclosing the costs of service. Financial information on both your service fees and costs are important to ensure rebate payments collected from importer levy payments are contributing ongoing financial sustainability of the scheme. BSC will be using aggregated data to analyse the costs of the Scheme and will not be publishing company specific market sensitive financial information. The following information is required in order for BSC to verify this obligation is met.

Requirement	Collectors	Sorters	Processors	Standard required	Response	B-cycle verified
81. Disclosure of service fees.	●	●	●	<ul style="list-style-type: none"> + Service fee information to be made available to independent financial auditor. + independent financial auditor.to meet with participants to obtain assist with establishing standard reporting framework for reporting the cost of the Scheme. + Independent financial auditor.to provide BSC with aggregated high-level. 	<input type="checkbox"/> Yes, provided through independent financial auditor.	<input type="checkbox"/>
82. Disclosure of cost information to enable BSC to evaluate adequacy of rebate rates.	●	●	●	<ul style="list-style-type: none"> + A report on the cost of your participation in the Scheme (as applicable) to be provided independent financial auditor, including direct and indirect costs such as: <ul style="list-style-type: none"> + containers + collection (transport), sorting + processing of used batteries by: <ul style="list-style-type: none"> + chemistry (per kg) + location (metro vs regional) + battery type + employment + Indirect costs + capital costs + administrative costs + Other related costs or income 	<input type="checkbox"/> Yes, provided through independent financial auditor.	<input type="checkbox"/>
83. Provide corroborating information to support the cost of service.	●			<ul style="list-style-type: none"> + Contracts, agreements, or service relationships with other accredited parties and downstream vendors (if used) to be provided to independent financial auditor initially and when they change. 	<input type="checkbox"/> Yes, provided through independent financial auditor. <input type="checkbox"/> No, n/a	<input type="checkbox"/>

6. Addendum: Definitions and acronyms

For the purposes of this document, the following terms, definitions, and acronyms apply.

Table 1. Table of terms and definitions

Term	Definition
Accreditation	Recognition by the Battery Stewardship Australia (BSC) that a business or organisation has made a commitment to, and meets the requirements of, the Scheme.
Battery	A container or cell which primarily consists of casing, cathode, anode, electrolyte, and terminals that together act as a source of energy.
Battery importers	Businesses or organisations that are engaged in importing or manufacturing batteries or other products that include batteries to the domestic Australian market.
Battery Stewardship Scheme	B-cycle, an arrangement between parties in the battery value chain to share responsibility for the long-term management of end-of-life batteries in Australia, as set out in this document.
Battery Collector	An individual, business or organisation that arranges collection bins, pick up and transport of used batteries in any part of Australia for the purposes of recycling, reuse or disposal. For the purposes of the Scheme, a transporter is a collector. A Battery Collector is not a Drop off point.
Recycler	Any business or organisation that recovers metals, metallic compounds (including those of Lithium, Cobalt, Nickel, Cadmium, Potassium, steel, Copper, etc.), graphite, plastic and other component materials and processes them into a form whereby they can be used as intermediate products in the manufacture of derived products.
Used battery	A battery that is deemed no longer capable of performing the function for which it was originally made, this may include both single-use and rechargeable battery types.
Pick up point (Public Drop off point)	A site that allows members of the general public to drop batteries off for recycling. For example: a supermarket that has a dedicated Drop off point.
Pickup Point (Private Drop off point)	A site that provides a Drop off point for a target group which is not made available to the general public. For example: a facilities company that changes batteries in smoke alarms, mail-back programs and pick-ups from residents and businesses.
Environmentally sound management	Means all practical steps are taken to ensure that used batteries are processed in a manner which will protect human health and the environment against the adverse effects that may result from them.
Pick up - Postal	This applies to postal services provided by a Collector, in which case the rebate claim starts when the box is posted/provided to the customer.

Term	Definition
Pick up – One-off	This means a one-off only pick up for a container contained < 10 kgs once per year batteries requiring recycling that does NOT allow members of the general public to drop. First time a new private pick-up point is used, they don't have to be approved, but they do have to provide contact name and contact details to enable BSC To contact the customer and verify the transaction.
Drop off public event	A one-off public Drop off event supported by an accredited Collector.
Environmentally sound use	The use of whole, part or recovered components of used batteries for applications that minimise or prevent environmental, health and safety damage or harm. Processing outcomes works progressively to providing high value material outcomes and onshore processing.
Equivalent Battery Unit (EBU)	A unit of weight which enables batteries of different sizes to be compared. For the purposes of this Scheme, the assumed weight of one new EBU is taken to be 24g which is approximately a AA Lithium rechargeable battery.
Fleet operator	An entity that owns or operates a fleet of vehicles, including private and government fleet operators.
Landfill	Waste disposal sites used for the authorised deposit of solid waste onto or into land.
Participant	A business or organisation that has received accreditation from the Battery Stewardship Council and made a commitment to meet the requirements of the Scheme.
Non-conforming materials	Batteries covered by other schemes, materials that are not batteries, and waste materials.
Recycling	A process to recover constituent materials from end-of-life batteries and use those materials to produce new products.
Resource recovery	The process of extracting materials or energy from a waste stream through reuse, recycling or recovering energy from waste.
Retailer	A business or organisation that offers products for sale at retail through any means, including sales outlets, catalogues, or the Internet.
Sorter	A participant who receives batteries, sorts them to BSC and recycler specifications.

Table 2. Table of acronyms

Acronym	Terminology
ABRI	Australian Battery Recycling Initiative
ACN	Australian Company Number
BSC	Battery Stewardship Council
EBU	Equivalent Battery Unit
E2E	enterprise-to-enterprise
NTCRS	National Television and Computer Recycling Scheme
PSO	Product Stewardship Organisation
ULAB	Used lead acid batteries (automotive)