



# B-cycle Drop off point Code of Practice

It is important that B-cycle accredited Drop off points provide and maintain an appropriate environment for the safe and effective recycling of used batteries.

This Code states the responsibilities to both public and non-public 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 guide you on choosing bins that meet the *B-cycle Container Protocols*, where to locate your bins and how to arrange for battery pick-ups. They will also provide guidance on maintaining safety in and around the bin.

## Prevent theft and injury

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 bins. It is expected that Drop off points, however, monitor use of bins to ensure the public do not retrieve disposed batteries from B-cycle bins.

## Fire safety first

By providing a B-cycle Drop off bin for used batteries you are managing a small but real fire risk. This risk can be reduced by:

- + always using bins provided by your B-cycle Collector. B-cycle Collectors are responsible for ensuring your bins meet the *B-cycle Container Protocols*.
- + consistently communicating the importance of protecting battery terminals prior to placing them in the bin.
- + B-cycle recommends the following messaging:
  - + Tape battery terminals with clear sticky tape for fire prevention and child safety

## Use bins that meet B-cycle Container Protocols.

- + Only use bins provided by your accredited B-cycle Collector. All bins used must meet the *B-cycle Container Protocols*, including the completion of a risk assessment.

## Drop off bin location

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

This will include locating the bin:

- + in a safe and visible place with easy access for users (for both public and non-public sites)
- + 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
- + in a location that prevents other waste being disposed of into bins.
- + In an area where batteries are not 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 the public face of the Scheme.
- + Ensure that the bins are:
  - + kept in good condition
  - + not overflowing with batteries
  - + regularly serviced or picked up
  - + do not have the potential to cause harm to the community or users.
- + Notify your B-cycle accredited Collector immediately if there is any damage to a B-cycle Drop off bin or any other reason for it to be removed from the 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.

## 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.



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## Keep your Collector and B-cycle 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 B-cycle Collector to let them know.
- + If Collections at your Drop off point have to temporarily cease, contact B-cycle immediately to ensure the database of accessible Drop off points is updated for the Australian public.
- + If there is any change that would prevent a collection from occurring as planned at a Drop off point, 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.

## 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 for your specific site and containers, including how 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 mandatory Drop off point Safety Training for Drop off point sites that 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.bcycle.com.au](http://www.bcycle.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.

### 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

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