



B-cycle Incidental Receivers Code of Practice

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

This Code states the responsibilities for Incidental Receivers.

Partner with a B-cycle accredited Collector

- + B-cycle Incidental Receivers are required to:
 - + work with B-cycle accredited Collectors.
 - + ensure batteries are provided to a B-cycle accredited Collector, Sorter or Recycler in accordance with their specifications and legal requirements.
- + 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 injury

To prevent injury, ensure that only B-cycle accredited Collectors are permitted to collect the contents of B-cycle Incidental Receivers' site(s).

Fire safety first

By receiving and aggregating on-site used batteries, for B-cycle Incidental Receivers' there is a small but real fire risk in used battery collection containers. This risk can be reduced by:

- + always using bins agreed to and provided by your B-cycle Collector.
- + B-cycle Collectors are responsible for ensuring your bins meet the *B-cycle Container Protocols*.
- + Storing and packing your used batteries safely for legal transport to B-cycle Sorter or Recycler.

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*, the completion of a risk assessment.
- + Ask to see the container risk assessment to confirm that the bins meet the *B-cycle Container Protocols* and suit your site specific needs.

Storage and aggregation bin location

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

This will include locating the bin:

- + 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 contamination from other waste streams collected by your services.
- + In an area where batteries are not exposed to inclement or excessively hot weather.

Maintain storage and aggregation bins

- + It is important to properly maintain your battery bins.
- + 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 your on-site staff.
- + Notify your B-cycle accredited Collector immediately if there is any damage to a battery 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

- + In most cases, 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 Incidental Receivers 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 storage and aggregation battery bin and process, contact your B-cycle Collector to let them know.
- + If there is any change that would prevent a collection from occurring as planned at an Incidental Receiver site, notify your B-cycle accredited Collector with at least 14 days advance notice. For example:
 - + relocation or closing your business
 - + changing operating hours or access.

Avoiding double counting

- + Incidental Receivers 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.

Incidental Receiver health checks

- + B-cycle will conduct audits of Incidental Receiver sites to assess safety and management of the site in relation to battery storage and aggregation.

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.

Incidental Receiver safety training

- + It is important that Incidental Receiver site managers are aware of how to safely manage battery storage and aggregation sites. B-cycle has mandatory Safety Training that can be conducted:
 - + via the B-cycle portal
 - + or integrated into your internal training system. Evidence of training completion is to be made available.

Educate customers about appropriate disposal of batteries

- + Incidental Receivers of batteries are asked to discourage incidental disposal by users and promote B-cycle accredited Drop off points as the most appropriate disposal option for batteries.

Need more information?

Additional information on the Scheme and on battery safety can be found at 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 Incidental Receiver 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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