

[Organization logo]

[Organization name]

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GUIDELINE FOR USED BATTERIES AND ACCUMULATORS MANAGEMENT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [14A2]: Adapt to the existing practice in organization.

Distribution list

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Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

Table of contents

1. PURPOSE, SCOPE AND USERS	3
2. REFERENCE DOCUMENTS	3
3. MANAGING USED BATTERIES AND ACCUMULATORS.....	3
3.1. WASTE BATTERIES AND ACCUMULATORS WASTE CLASSIFICATION ON THE PLACE OF GENERATION	3
3.2. TEMPORARY WAREHOUSING OF WASTE BATTERIES AND ACCUMULATORS.....	3
3.3. WASTE BATTERIES AND ACCUMULATORS DEPLOYMENT	4
4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT.....	4

1. Purpose, scope and users

The purpose of this document is to define the process of classification at the place of generation, temporary warehousing, and deployment of used batteries and accumulators.

This document applies to all activities and processes of [organization name] that generate used batteries and accumulators.

Users of this document are all employees of [organization name].

2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Environmental Objectives and Targets
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control of Significant Environmental Aspects
- List of Interested Parties, Legal and Other Requirements

3. Managing used batteries and accumulators

Batteries and accumulators are sources of electrical energy produced by direct conversion of chemical energy, which consists of one or more primary battery cells or one or more secondary battery cells.

3.1. Waste batteries and accumulators waste classification on the place of generation

Batteries, coin-cell batteries and accumulators are marked and classified by [job title] according to the content of hazardous substances (mercury, cadmium, and lead).

3.2. Temporary warehousing of waste batteries and accumulators

[job title] ensures that:

- In temporary storage of used batteries and accumulators, it is not allowed to disassemble or remove fluid from the accumulator.
- Used batteries and accumulators are not to be burned or exploited in any way.

Commented [14A4]: Adapt to the legal requirements.

[organization name]

Waste and scrap of waste batteries and accumulators after treatment or recycling can be disposed of in accordance with the [name of the law].

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3.3. Waste batteries and accumulators deployment

[Job title] is responsible to ensure that batteries and accumulators are disposed of in accordance with applicable laws and regulatory standards. [name of the law].

Commented [14A6]: Adapt to the legal requirements.

[Job title] creates the Deployed Waste Report after waste deployment.

Commented [14A7]: Or use form determined by law.

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.08.13	2 years	[office of [job title]]	[job title]

Commented [14A8]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.