

The **Battery Broker Environmental Services Inc.**

11 Tupper Avenue, Etobicoke, Ontario M8Z 5H5

Tel: 416-255-3321

Email: administration@batterybroker.on.ca

Fax: 416-255-7707

www.batterybroker.on.ca

The Battery Broker Shipping Guidelines Small Package Battery Shipments

1. Small Package battery shipments can include any of the following container types;
 - a. 20 Gallon Pails
 - b. Recycle Bins
 - c. 12" x 12" x 8" cartons.
2. The Generator shall be responsible for complying with all Federal, Provincial, and local laws and regulations related to the packaging, labeling and transportation of waste batteries until such time as those batteries are accepted by The Battery Broker and unloaded.
3. To guard against fire it is imperative that the generator take precautions to prevent the batteries from short-circuiting. The generator should do at least one of the following:
 - a. Place plastic non-conductive electrical tape over the terminals.
 - b. Package batteries so that the terminals will not short-circuit during storage or transport.
 - c. Place in plastic bag: Batteries may be placed separately in plastic bags so the terminals will not come in contact with other batteries or metal during storage or transport.
 - d. Discharge Cells: This should be done only by a knowledgeable engineer or technician. Consult your battery supplier for instructions on how to discharge cells completely and properly.
4. Batteries may only be picked up or delivered to the Battery Broker in approved containers
 - a. Choose a container that will hold the batteries without leaving any empty space so as to reduce the possibility of the contents shifting during transport. Only if absolutely, fill in any empty space with vermiculite. Do not use paper or flammable material.
 - i. Where possible place only one type of battery in each container.
 - ii. The pail should be securely sealed with a lid.
5. The following paperwork must be completed for each shipment.
 - a. Ontario Hazardous Waste Manifest. With the exception on lead acid batteries, all batteries must be shipped on a manifest. For more information on filling out the manifest please visit the environment Canada website.
 - b. Lead Acid Batteries (wet and sealed) can be shipped on a Bill of Lading. Bills of Lading may be purchased from your local stationary store if you do not have a company form. Attach the completed form to the outside of the shipping container in an envelope or plastic sleeve.
 - i. At a minimum, the Bill of lading must include the following:
 1. Name and address of the shipper,
 2. Name and address of the Battery Broker,
 3. The proper shipping name for the battery types. (See proper shipping names section below)
 4. The weight of each battery type shipped.
 - c. If the Battery Broker will be picking up your shipment, we will provide all required paperwork.
6. Each Container Identification must include:
 - a. TDGA approved documentation,
 - b. The Proper Shipping name for the type of battery in the container.
 - c. Sequential numbering of the containers (ex: Pail 1 of 4, 2 of 4 etc).

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7. Receiving Times – 8:00 am to 4:00 pm, Monday through Friday. Trucks are processed on a “First Come First Serve” basis.
8. Safety Equipment is required at all times. Drivers must provide their own safety equipment. It is the generator’s responsibility to convey this to the driver.
9. Non-Compliance with above instructions can result in delays, service charges or rejection of the load at the generators expense. The Battery Broker is not responsible for any demurrage charges which may be incurred.

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The Battery Broker Shipping Guideline Bulk Battery Shipments

1. The Generator shall be responsible for complying with all Federal, Provincial, and local laws and regulations related to the packaging, labeling and transportation of waste batteries until such time as those batteries are accepted by The Battery Broker and unloaded.
2. To guard against fire it is imperative that the generator take precautions to prevent the batteries from short-circuiting. The generator should do at least one of the following:
 - a. Place plastic non-conductive electrical tape over the terminals.
 - b. Package batteries so that the terminals will not short-circuit during storage or transport.
 - c. Place in plastic bag: Batteries may be placed separately in plastic bags so the terminals will not come in contact with other batteries or metal during storage or transport.
 - d. Discharge Cells: This should be done only by a knowledgeable engineer or technician. Consult your battery supplier for instructions on how to discharge cells completely and properly.
3. Large wet cell batteries are to be shipped stacked, with wood or cardboard sheeting between the layers, and banded or shrink wrapped on the pallets.
 - a. Pallet size: approximately 44" x 44" with 4 way entry, constructed from hardwood.
 - b. Tops: ¾" to 1" thick
 - c. Bottoms: 2" x 4" stringers
 - d. Pallet Height: Not to exceed 2 layers. Please note: some wet cell batteries should not be stacked.
4. Smaller batteries **MUST** be delivered packed in TGDA approved steel drums. Drums should be full. If the drum is not full, the empty space should be filled with vermiculite, a fire retardant packing material. Drums should be banded or shrink wrapped to the pallet to allow handling by forklift.
5. The following paperwork must be completed for each shipment.
 - a. Ontario Hazardous Waste Manifest. With the exception on lead acid batteries, all batteries must be shipped on a manifest. For more information on filling out the manifest please visit the environment Canada website.
 - b. Lead Acid Batteries (wet and sealed) can be shipped on a Bill of Lading. Bills of Lading may be purchased from your local stationary store if you do not have a company form. Attach the completed form to the outside of the shipping container in an envelope or plastic sleeve.
 - i. At a minimum, the Bill of lading must include the following:
 1. Name and address of the shipper,
 2. Name and address of the Battery Broker,
 3. The proper shipping name for the battery types. (See proper shipping names section below)
 4. The weight of each battery type shipped.
 - c. If the Battery Broker will be picking up your shipment, we will provide all required paperwork.
6. Each Container Identification must include:
 - a. TDGA approved documentation,
 - b. The Proper Shipping name for the type of battery in the container.
 - c. Sequential numbering of the containers (ex: Pail 1 of 4, 2 of 4 etc).
7. Receiving Times – 8:00 am to 4:00 pm, Monday through Friday. Trucks are processed on a “First Come First Serve” basis.

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The Battery Broker Shipping Guide Proper Shipping Names

Wet Lead Acid Batteries

Proper Shipping name:

**WASTE BATTERIES, WET, FILLED WITH ACID,
ELECTRIC STORAGE
CLASS 8, UN 2794, PACKING GROUP III
E.R.G. # 154**

Sealed Lead Acid Batteries

Proper Shipping name:

**WASTE BATTERIES, WET, NON-SPILLABLE,
ELECTRIC STORAGE, CLASS 8,
UN 2800, PACKING GROUP III
E.R.G. # 154**

Wet Ni/Cad Batteries

Proper Shipping name:

**WASTE BATTERIES, WET, FILLED WITH ALKALI,
ELECTRIC STORAGE
CLASS 8, UN 2795, PACKING GROUP III
E.R.G. # 154**

Dry Cell Batteries

Proper Shipping name:

Including: Alkaline, Ni/Cad, Nickel Metal

**WASTE BATTERIES, DRY,
CONTAINING POTASSIUM HYDROXIDE,
SOLID, ELECTRIC STORAGE
CLASS 8 UN 3028, PACKING GROUP III
E.R.G. # 154**

Mercury Batteries

Proper Shipping name:

**WASTE MERCURY, CONTAINED IN MANUFACTURED
ARTICLES,
CLASS 8, UN 2809, PACKING GROUP III
E.R.G. # 172**

Magnesium Batteries

Proper Shipping name:

**WASTE, WATER REACTIVE SUBSTANCES,
SOLID, N.O.S.*(MAGNESIUM BATTERIES)
CLASS 4.3, UN 2813, PACKING GROUP II (III)
E.R.G.# 138**

Lithium Batteries

Proper Shipping name:

**WASTE LITHIUM BATTERIES
SOLID CATHODE
CLASS 9, UN 3090, PACKING GROUP II
E.R.G. # 138**

OR AS

**WASTE LITHIUM BATTERIES
LIQUID CATHODE
CLASS 9, UN 3090, PACKING GROUP II
E.R.G. # 138**