



Verification	Originator	Approved	Issued
Initials	<b>CMB</b>	<b>ST</b>	<b>ST</b>
Date	<b>7/27/2015</b>	<b>Pending</b>	<b>Pending</b>

TITLE: COFL-FF-EP-4.4.6-2 SOP11 Radio Communication Related Battery Storage & Disposal

<b>System: Battery(s) (Storage and Disposal)</b>	<b>Procedure No. : SOP 11</b>
<b>Subsystem: Training</b>	<b>Page No. : Page 1 of 3</b>
<b>Person Responsible: Communication Manager</b>	<b>Revision No. :</b>
	<b>Revision Date :</b>

Information Technology Services Radio Communications Services

**1. Definitions**

RCS- Radio Communication Service

ZFAS- Zetron Fire Alerting System

UPS- Uninterrupted Power Supply

PA- Public Address

**2. Purpose:**

This SOP has been developed to promote safe work and responsible environmental practices related to the environmentally responsible storage and disposal of radio communication related batteries, and to provide for the proper management of these batteries, including compliance with regulations and reducing the potential for negative environmental impacts.

**3. Scope:**

- a. To establish procedures for the safe storage and disposal of radio communication related batteries.

**4. Responsibility:**



- a. The **Communications Manager** shall ensure that employees responsible for the storage, handling and disposal of radio communication related batteries are properly trained.
- b. Adherence to these written procedures will be the responsibility of City employees, responsible for the storage and disposal of radio communication related batteries.
- c. This includes related maintenance of record keeping.

## 5. **Procedure/process:**

Radio communication related Battery(s) must be used, stored and disposed in accordance to manufacturer, RCS's SOP and/or environmental regulations.

### 1. **Battery(s) Disposal (Two-way and small rechargeable)**

a. Two-way radio (nickel metal hydride and Lithium-ion battery(s)) and small rechargeable battery(s),(cellphone, alkaline etc.) shall be dispose utilizing the Call2Recycle program. Call2Recycle collects rechargeable batteries in a no-cost recycling program in the United States. Call2Recycle convert the waste into a variety of re-usable products and materials. Call2Recycle provides RCS with pre-paid and pre-addressed United Parcel Service (UPS) or FedEx shipping label.

b. Call2Recycle Kits are located at the RCS, Police's Property Control and Fire Rescue's Logistic Facility.

c. All batteries shall be packaged and shipped according to the guideline sheet with safety instruction contain with each recycling kit provided by Call2Recycle.

d. Call2Recycle Kits are tracked by Call2Recycle. RCS is provided twelve(12) kits, upon receipt of receiving the assigned Call2Recycle Kits from the City; Call2Recycle shall replace the quantity of Call2Recycle Kits.

### 2. **Battery Disposal (UPS, ZFAS, PA System Battery(s))**



- a. All Uninterrupted Power Supply and Zetron Fire Alerting, Beach PA System Battery(s) shall be disposed by in accordance to the RCS's SOP.
- b. Battery(s) utilizes in this section shall be disposed by utilizing the awarded vendor to replace existing batteries.
- c. Battery(s) utilizes in this section that are not disposed shall be disposed by placing the battery(s) in the Hazmat Pro Cabinet located at the City's Facility Warehouse.

## 6. Training/Education

- a. Employees connected with storage, handling and disposal of radio communication related batteries must review and fully understand this SOP.
- b. This SOP is reviewed with employees connected with the storage and disposal of radio communication related batteries on a yearly basis and documented in the employee training log.

## 7. Consequences

Failure to comply with this SOP may:

- Result in fines for non-compliance to environmental laws and regulation relative to the discharge of hazardous waste.
- Violate COFL policy.

## RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time

## REVISION LOG

Revision No.	Revision Date	Description of Change(s)



<b>AUTHORIZATION</b>		
<b>Name</b>	<b>Title</b>	<b>Date</b>