1. Purpose

1.1 Certain types of batteries (those containing Lead, Nickel Cadmium and Mercury) and fluorescent tubes are classed as Hazardous Waste. If not disposed of correctly they represent a risk to the environment due to the toxic chemicals and heavy metals contained within them. For this reason their disposal is governed by the Hazardous Waste Regulations 2005.

2. Scope

2.1 Sections 3 to 5 of this procedure cover the disposal, storage and collection of all types of battery from the Canterbury and Medway campuses.

2.2 Section 6 details the procedure for the disposal, storage and collection of fluorescent tubes from the Canterbury and Medway campuses.

3. Responsibility

1. Certain types of batteries (those containing Lead, Nickel Cadmium and Mercury) and fluorescent tubes are classed as Hazardous Waste. If not disposed of correctly they represent a risk to the environment due to the toxic chemicals and heavy metals contained within them. For this reason their disposal is governed by the Hazardous Waste Regulations 2005.

2. Sections 3 to 5 of this procedure cover the disposal, storage and collection of all types of battery from the Canterbury and Medway campuses.

2. Section 6 details the procedure for the disposal, storage and collection of fluorescent tubes from the Canterbury and Medway campuses.
3.1 It is the responsibility of individuals to ensure batteries are placed in the dedicated bins.

3.2 It is the responsibility of Heads of Schools and Department Directors to ensure that the Estates Department is notified when battery bins become full.

3.3 It is the responsibility of the Estates Department to ensure that batteries are collected upon request, stored correctly and collected by licensed waste carriers in accordance with these instructions.

4. End-User Procedure

4.1 Dry cell batteries (general purpose, button cell and rechargeable)

4.1.1 Used batteries should be placed in the nearest battery recycling bin. To aid battery recycling, battery collection areas are located around the University. To find your nearest collection point please go to www.kent.ac.uk/estates/recycling

4.1.2 Batteries should be placed directly into the bin and not contained within any other bag or container.

4.1.3 Leaking or damaged batteries should not be placed in battery bins. Please call ex.3775 for further advice.

4.1.4 Once bins are full collection by the Estates Department can be arranged by calling ex. 3775. For the Medway campus call ex. 8906.

4.2 Other Batteries (wet cell, automotive)

4.2.1 These should not be placed in battery bins or stored without suitable containment. Contact the Estates Department on ex.3775 to arrange collection as soon as the battery is no longer required.

5. Collection and Storage Procedure
5.1 Once collected, battery bins should be emptied into the designated storage containers within the Estates Department, Maintenance yard.

5.2 Wet cell batteries should be stored in secure containers within the Estates Department stores.

5.3 Containers should be covered and impermeable in accordance with the Hazardous Waste Regulations 2005.

5.4 Hazardous Waste Consignment Notes must be completed and retained on site for a minimum of 5 years.

6. **Fluorescent Tubes**

6.1 Fluorescent tubes are changed by the Estates Department, Maintenance team and stored in the Estates Department, Maintenance yard in special crates supplied by the waste contractor in accordance with the Hazardous Waste Regulations 2005.

6.2 The Estates Department, Waste & Cleaning Services team has prime responsibility for arranging collection of the waste tubes by a licensed contractor.

6.3 All Hazardous Waste Consignment Notes must be completed and retained on site for a minimum of 5 years.

**Battery Disposal Flow Diagram**

What type of Battery would you like to recycle?

- Dry Cell (general purpose, button cell or rechargeable)
- I don’t know
- Wet Cell (industrial, automotive or other)
Battery and Fluorescent Tube Waste Disposal

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If the bin is full contact the Estates Department on ex. 3775 to arrange a collection.

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Place loose batteries into your nearest battery recycling bin. See www.kent.ac.uk/recycling for details of locations.

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Collect batteries upon request

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Empty battery bin or collect batteries on request

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If the bin is full notify the Estates Department, Waste & Cleaning Services team

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Arrange collection by licensed contractor and ensure all DoC paperwork is filed correctly and kept on site for a minimum of 5 years

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If the bin is full contact the Estates Department on ex. 3775 to arrange a collection (ex. 8906 for Medway)

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Contact Estates on ex. 3775 for further advice

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Contact Estates on ex. 3775 to arrange a collection (ex. 8906 for Medway)

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Place batteries into secure containers in the Estates stores and inform the Waste & Cleaning Services team.

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Arrange collection by licensed contractor and ensure all DoC paperwork is filed and kept on site for a minimum of 5 years

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Place batteries into one of the two 120 litre battery barrels in the Estates Maintenance yard

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Are the batteries leaking or damaged?

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No

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Yes

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Contact Estates on ex. 3775 for further advice

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