

Dear Customer or Customer representative

Please complete this form in as much detail as possible; ensuring it is signed by an authorised and responsible representative of the Waste Producer.

If your answers in the red shaded categories are 'Yes' or 'Don't know' we shall endeavour to contact you for further information to ensure adequate information is provided before we can accept your material. The 'red factors' could increase fire risks associated with downstream battery management and therefore we require your cooperation in managing the risks for our business as well as for yours. Where the materials are deemed high risk, we also require **photographic evidence and written assurance** of adequate packaging and storage arrangements for such materials to enable us to manage the risks appropriately.

It is our company policy to deal with high risk batteries within 24 hours of their arrival on site and therefore we may impose a receipt limit on collections of batteries which are deemed to be high risk.

To summarise our requirements:

1. A fully completed copy of the control form (below)
2. One photograph per metric tonne identifying the battery contents.
3. One photograph per metric tonne of the packaged batteries awaiting collection.
4. A statement per photograph (or set of photographs) confirming that the photograph(s) are a true representation of the load to be collected.

Note 1: A single photograph of packaging and a single photograph of battery contents could be supplied for a multi-tonne load, providing the written assurance specifies that the photographs are representative of every unit packaged for the whole load.

Note 2: In some circumstances it may be necessary to provide more than one photograph to enable the whole load to be truly represented.

Note 3: Material received not in accordance with that advised on the Control form may result in us returning the material to you at your cost and/or the levying of additional charges. (see terms and conditions).

Thank you for your co-operation.

Contact details for queries and for completed form returns:

Tel 01527 512400

Email: sales@steatite.co.uk

PLEASE COMPLETED IN BLOCK CAPITALS or TYPEFACE			No. of attached sheets:	
Customer Name:				
Contact Name:				
Contact Telephone No.:				
Email:				
Lot size (tonnes):		Packaging:		Frequency of shipment:
Material description:		Battery chemistries		
		Manufacturer		
Process from which material is derived:				
Will the waste/material vary significantly between shipments? YES / NO if yes, in what way?				
Does the waste/material smell? YES / NO if yes, give possible cause(s)				
Please complete the table below as accurately as possible.				
Hazards	Present			Our Comments
Sharps, Needles, etc...	Don't know	YES	NO	Sorting batteries involves manual intervention so we need to know if there is a potential to cause needle stick or cut injuries to our staff
Liquid contamination	Don't know	YES	NO	We need to consider environmental management and also liquid electrolyte from batteries can cause burns or contain toxic/harmful substances
Excess Water from external storage	Don't know	YES	NO	Rainwater can be a carrier for hazardous substances so again we need to consider environmental and safety consequences to both people and the local environment
Batteries are completely discharged	Don't know	YES	NO	Batteries can short circuit giving rise to fires – if the batteries are not fully discharged then there is substantial risk of a battery fire from short circuits
Terminal Wires connected to batteries	Don't know	YES	NO	A battery fire has the greatest potential when relatively high energy is passed through wires during a short circuit – the wires will spontaneously combust when touched together which will then lead to a battery fire
Ruptured /Damaged Batteries	Don't know	YES	NO	These can leak electrolyte which can be hazardous and in some instances a ruptured battery can catch fire (e.g. primary lithium batteries)
Button Cell batteries	Don't know	YES	NO	These batteries have the potential to rupture and catch fire due to possibility of short circuits – this is because there is a high surface area contact ratio between the anode and cathode of the battery
Cadmium, Mercury or Lead	Don't know	YES	NO	Many substances are potentially harmful to health or the environment – the more we know then the better prepared we will be to minimise risks to all
Explosives, munitions, or Flares, etc...	Don't know	YES	NO	Some explosive devices can be deposited with batteries (e.g. munition cartridges can sometimes look like batteries) and also we have known explosive devices (such as flares) contain batteries. If we know about them we can put the necessary precautionary measures in place
Metal packaging	Don't know	YES	NO	A metal band-it strap across a pallet of batteries can cause short-circuit of the batteries or short another layer of batteries should the metal band-it come into contact with the battery terminals
Lithium Batteries – Primary or Rechargeable	Don't know	YES	NO	Lithium batteries tend to be more hazardous than other batteries due to their ability to retain their electrical capacity for long periods and because they contain elemental lithium any rupturing / short circuits can lead to explosive/high temperature fires
Asbestos (or other hazardous materials)	Don't know	YES	NO	Asbestos is a known cause of Lung damage and causes a condition commonly referred to as asbestosis (a pneumoconiosis) so we need to protect any person coming into contact with this. Any other materials known to cause hazards to health should also be advised below.
Polychlorinated Biphenyls (PCB) or equipment containing PCB	Don't know	YES	NO	PCBs pose a threat to health and the environment because of their toxicity, and because of their bio-accumulation – once in the environment, humans or animals it is very difficult to get rid of them. You also need to register/declare them with the EA
Additional Information				
Packaging Information				
<ul style="list-style-type: none"> • All batteries should be fastened in such a way that during transit they cannot become dislodged or spill or come into contact with other batteries to create a possible short-circuit • Any packaging materials used should be non-conductive and Batteries should be packaged in such a way that they cannot give rise to short circuit • Wet filled batteries should be stored upright and in leak proof containers • Any batteries with exposed terminal lugs (i.e. protruding above the top of the battery body) and packaged in a single tier should not have other batteries placed on top of them 				

ON BEHALF OF THE WASTE PRODUCER/CONSIGNOR:

Signature:

Name:

Job Title:

Date:
