

# Battery Storage Policy

**Effective Date:** 1.01.2025

**Applies To:** All staff, vendors, facilitators, and temporary event operators.

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## ◆ 1. Purpose

This policy ensures the **safe storage, handling, and disposal of batteries** (including alkaline, lithium-ion, and rechargeable types) to prevent fire hazards, chemical leaks, and injury.

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## ◆ 2. Scope

Covers all locations where batteries are stored or used within the organization, including:

- Classrooms and science labs
  - Event kit storage rooms
  - Offices and technical areas
  - Mobile event kits
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## ◆ 3. Types of Batteries Covered

- Alkaline (AA, AAA, 9V, etc.)
  - Rechargeable (NiMH, NiCd)
  - Lithium-ion (used in power banks, tools, gadgets)
  - Coin and button cells
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## ◆ 4. Storage Requirements

### ◆ *General*

- Store in a **cool, dry, well-ventilated space**
- Keep batteries in **non-conductive, labeled containers**
- **Do not mix** battery types or charge levels in one container
- **Keep out of reach of children**
- Store away from flammable or explosive materials

### ◆ *Lithium-Ion Specific*

- No lithium batteries are allowed to be stored in any camp/party facility

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## ◆ 5. Handling & Usage

- Use **insulated gloves or tongs** when handling leaking or damaged batteries
- **Do not crush, puncture, or short-circuit** batteries
- Never leave batteries unattended while charging
- Label devices and kits with "**Battery Inside – Do Not Disassemble**"

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## ◆ 6. Used & Damaged Battery Protocol

- Place used batteries in a **designated “Used Battery” bin**
- **Tape terminals** of 9V batteries with electrical tape
- Store used batteries separately and dispose of them through **NEA-approved e-waste channels**
- Leaking batteries must be handled with **PPE** and sealed in plastic bags before disposal

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## ◆ 7. Emergency & Incident Response

- Report battery-related incidents immediately to the **Safety Officer**

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## ◆ 8. Compliance & Monitoring

- Monthly inspection of battery storage areas by designated staff
  - Logbook must track:
    - Quantity of stored batteries
    - Inspection dates
    - Disposal records
  - Non-compliance may result in disciplinary action or suspension of equipment use
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