

 Albemarle County Public Schools			 Subject: Battery Recycling		
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1.0 PURPOSE

This Standard Operating Procedure (SOP) is a guideline for the recycling of used, rechargeable non-alkaline and alkaline batteries within Albemarle County Public Schools. Batteries meeting the criteria in Sections 2.1, 2.2 and 2.3 below will be recycled by Building Services.

2.0 PROCEDURE

2.1 Rechargeable Batteries that **Must** be Recycled

Rechargeable batteries from laptops, hand-held power tools, and communication/emergency-related equipment must be recycled. These are small, dry cell, rechargeable batteries, including:

- Nickel Cadmium (Ni-Cd)
- Lithium Ion (Li-ion)
- Nickel Metal Hydride (Ni-MH)
- Small Sealed Lead (Pb), weighing <2 lbs

2.2 Alkaline Batteries

Alkaline batteries (Types A, AA, AAA, B, C & D, etc.) generated from Division equipment can be recycled at the following locations within Albemarle County Public Schools. These containers are not for batteries from employee or student households. Batteries must be placed in individual bags or taped on both ends.

- Building Services Inventory Area
- Monticello High School, Room G201
- Western Albemarle High School, School Technology Office
- Albemarle High School, Custodial Office
- Albemarle County Resource Center
- School Technology Trailer

2.3 Recycling Procedure for Batteries

2.3.1 Laptop Batteries: Call School Technology at [975-9443](tel:975-9443) to report any used/dead rechargeable batteries described in Section 2.1 that need to be recycled.

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- A representative from School Technology will determine if the laptop batteries need to be recycled. All used laptop batteries will be taken by School Technology to the Inventory Counter at Building Services to be recycled.

- 2.3.2 Power Tools:** Deliver all used rechargeable batteries from power tools (i.e., drills, nailers, etc) to the Inventory Counter at Building Services to be recycled.
- 2.3.3 Communication/Emergency Equipment:** Deliver all used rechargeable batteries from the PA system, emergency wall packs, fire alarms, exit lights, master clocks, and two-way radios, to the Inventory Counter at Building Services to be recycled.
- 2.3.4 Alkaline Batteries from School Division Equipment:** If you are unable to use one of the collection locations listed in Section 2.2, please submit a work order to Building Services to request a battery pickup for recycling.