



NSA Monterey
ENVIRONMENTAL MANAGEMENT

Standard Operating Procedure (SOP)
for
Accumulation and Disposal of Used Batteries
At Naval Support Activity (NSA) Monterey

Purpose: To ensure that the accumulation and disposal of used batteries at NSA Monterey is accomplished in accordance with the NSA Monterey Hazardous Waste (HW) Management Plan and applicable federal, state, and local regulations.

Ref: (a) NSA Monterey Hazardous Waste Management Plan
(b) Title 22 CCR Chapter 23 Sections 66273.1 – 66273.77

Scope: This procedure applies to used batteries generated at NSA Monterey. Battery types include: alkaline, zinc carbon, mercury, lead-acid, lithium, Ni-Cad, and NiMH. Batteries from home are NOT allowed to be accumulated and disposed of at NSA Monterey. All used batteries generated at NSA Monterey will be disposed of through the HW Turn-in process and via the installation Hazardous Waste Program Manager (HWPM).

Procedure: Accumulation

1. Plastic containers (1, 2.5 or 5 gallon) will be provided to an activity representative (tenant or department personnel) by the HWPM and placed in an agreed upon location for the accumulation of batteries. The activity representative is asked to make sure that staff know where the container is kept, monitor accumulation time period, communicate needs to the HWPM, and provide this SOP to staff as needed.
2. The container lid must remain secured except when batteries are being added.
3. Containers will be labeled by the HWPM with the words “Universal Waste”, “Batteries”, and include a start/empty date.
4. Batteries accumulation cannot exceed 9 months before being turned in for disposal. When batteries are picked up by the HWPM, he/she will record both the pick-up date and new accumulation start date on the container, which will begin the 9 month accumulation time period again.
5. The type of battery must be legible on all batteries placed into container. Batteries that are not clearly identifiable should be kept separate until they can be identified. It is recommended to

either contact the manufacturer directly or explore the manufacturer's web site to assist in battery determination. Batteries that are unknown shall be turned in separately as a hazardous waste.

6. All used battery sizes, **except** AA, AAA, C, D, 9-Volt, & Button Type Batteries, must have terminals taped to prevent battery terminals from coming into contact and subsequently discharging during accumulation, handling or transportation. Improperly packaged batteries present volatile hazards.

a. All battery terminals must be taped **BEFORE** placing into a designated container. The tape should not obscure battery identification. Clear tape for small batteries is ideal.

7. If a large lead acid battery cannot fit into the provided container, place next to the container with both terminals taped and contact the HWPM for additional disposal guidance.

8. Contact the HWPM for additional disposal guidance on batteries that are corroded or leaking fluid.

Procedure: Disposal

1. When the container is full or accumulation time period has reached 9 months a HW Turn-In form must be filled out and electronically submitted to the HWPM william.baier@navy.mil.

2. A Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) is **NOT** required for the turn-in of batteries referred to in this SOP.

3. The HWPM should be contacted for disposal guidance for any type of battery not included in this SOP (e.g. water reactive types).

4. If large numbers of lead-acid batteries are regularly accumulated, contact the HWPM at 831 656-2841 for site specific procedures.

Training: All personnel dealing with batteries must be trained annually on the proper accumulation and disposal process for batteries. Training records will be maintained by the NSA Monterey HWPM and a copy provided to the Activity Representative. The NSA Monterey Safety Office (831 656-3117) may provide additional information on proper handling upon request.

Point of Contact: If you have any questions regarding this SOP or training please contact the Environmental Division HWPM, William J. Baier, at 831 656-2841 or William.baier@navy.mil.