

PROTECT WHAT MATTERS. BE BATTERY SAFE.

Pre-shipping - Tip Sheet

Thank you for your ongoing commitment to responsible battery management. As a Call2Recycle collection partner, you play a critical role in protecting workers, facilities, communities, and the environment by prioritizing battery safety during the [pre-shipping process](#).

Let's work together to create a safer environment by incorporating this [Be Battery Safe](#) checklist into your daily operations.

Pre-Shipment Preparation: Battery Safety Checklist

1

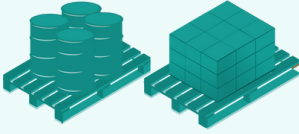
Double-check Bulk Containers: Confirm that the following were properly addressed during receiving:



- All lithium-ion (Li-Ion), small sealed lead acid (SSLA), lithium, alkaline over 12V, and button/coin cells are terminally protected (bagged or taped). Refer to the [terminal protection guidelines](#).
- No damaged/defective batteries (swollen, bloated, burn marks, cracks, leaking, or corrosion). If found, isolate and follow DDR special procedures [here](#).
- No batteries exceed 5 kg unless used to power e-mobility devices (e-bikes, scooters, hoverboards, skateboards). Follow e-mobility battery handling procedures [here](#).
- All non-conforming materials have been removed - including industrial batteries, wet cell batteries, needles, bullets, vapes, electronics, other hazardous materials, and garbage.

2

Prepare for Shipment:



- Ensure your total shipment weighs at least 230 kg.
- Securely close and seal drum lids.
- Safely place and secure shipping containers on pallet(s). (Note: each pallet must NOT exceed 1,135 kg).

3

Shipping Documents:



- Visit greentrax.call2recycle.org to get the provincial-specific shipping documents. You will need your Call2Recycle username and password. If you need assistance, please contact Tatiana Espinosa-Merlano at tespinosa-merlano@call2recycle.ca.
- Print and complete the provided documents.
- Attach a completed copy to each container.
- Make sure all labels are visible and legible.

4

Schedule Shipment:



- Once your shipment is ready and meets all requirements, follow the online instructions at greentrax.call2recycle.org to schedule your shipment.

Additional Resources

- Prepare Batteries for Shipping & Recycling: [Guidelines for Bulk Shipping](#)
- Order more collection material: [Re-Order Collection Materials](#)
- Safety Resources: [Safety Resources](#)
- Request Program Assistance: customerservice@call2recycle.ca