



Laguna Pest Control SOP-002 Battery Recycling

Document Title: SOP 002 – Battery Recycling

Effective Date: 01/07/2025

Version: 1.0

Prepared by: Laguna Pest Control Operations Manager

Approved by: Laguna Pest Control Owner

Review Date: 01/07/2027

1. Purpose

This SOP outlines the procedures for the safe collection, storage, and recycling of used household and rechargeable batteries at Laguna Pest Control, in compliance with Queensland environmental legislation and supported by national recycling initiatives such as B-cycle.

2. Scope

This SOP applies to all Laguna Pest Control staff responsible for using, replacing, storing, or disposing of batteries from devices, tools, or other equipment.

3. Definitions

- **Battery:** Any single-use or rechargeable power cell used in devices, tools, or equipment.
- **B-cycle:** Australia's national battery recycling scheme providing free drop-off points for used batteries.
- **Hazardous Waste:** Batteries that may leak, corrode, or present fire hazards, especially if damaged.

4. Responsibilities

- **Office Staff** are responsible for placing used batteries in designated collection containers.
- **Administration Manager** coordinates battery recycling drop-offs and record-keeping.
- **Director** ensures compliance with regulations and monitors recycling volume

5. Procedure

5.1 Battery Collection

- After replacement, used batteries must be placed in a designated battery collection container located in the office.
- Keep different types of batteries separate where possible (e.g., lithium, alkaline, rechargeable).
- Do not place used batteries in general waste bins.





5.2 Storage

- Store battery collection containers in a cool, dry, and well-ventilated area, away from direct heat, flames, or sunlight.
- Do not crush, dismantle, or attempt to recharge non-rechargeable batteries.
- If a battery is leaking, place it in a sealed plastic bag before placing it in the collection container.

5.3 Recycling and Disposal

- Full containers must be taken to a **B-cycle collection point** (e.g., participating Officeworks, ALDI, or other registered locations).
- Record each drop-off, including:
 - Date
 - Number and type of batteries
 - Drop-off location
 - Name of staff member
- Retain drop-off confirmation (if provided) and file records for compliance tracking.

5.4 Emergency Procedures

In the event of a battery leak or fire risk:

- Wear gloves to avoid contact with battery chemicals.
- If a battery is overheating or swelling, isolate it in a fireproof container (e.g., metal bucket with sand).
- Report any incident immediately to the Administration Manager.

6. *Legal and Regulatory References*

- Waste Reduction and Recycling Act 2011 (QLD)
- Environmental Protection Act 1994 (QLD)
- Work Health and Safety Regulation 2011 (QLD)
- B-cycle Battery Recycling Guidelines

7. *Staff Training*

All relevant staff will be trained on:

- Proper battery handling and storage
- Identifying batteries that can/cannot be recycled
- Emergency response procedures for leaks or overheating
- Training is included in staff induction and reviewed annually.





8. Auditing and Review

- The Office / Operations Manager will conduct annual checks of recycling volumes and compliance.
- This SOP will be reviewed every 2 years or upon any change in recycling provider, regulations, or company battery usage practices

