

Packaging Instructions

For businesses, councils, retailers, collection hubs and workplaces



1: IMPORTANT

Standard Collection Package ONLY

This Batteryhold packaging system is intended for apparently intact, non-damaged used batteries and equipment containing batteries that are being sent for recycling under ADG Special Provision 377 and Packing Instruction P909.

Never place swollen, leaking, vented, burnt, crushed, punctured, unusually hot, smoking, hissing or otherwise damaged or defective batteries in this package.

The Consignor Remains Responsible

Batteryhold supplies the approved packaging system and these use instructions.

The person or business offering the completed package for transport is the consignor and remains responsible for correctly classifying the contents, selecting the applicable UN number and proper shipping name, packing the contents, marking and labelling the package, preparing any required transport documentation, and complying with all applicable laws and carrier requirements.

Document number	BH-PI-002
Version	V0726
Based on	Australian Dangerous Goods Code, Edition 7.9; Batteryhold test report ACL1642
Approved package	4G/Y23/S/23/AUS/BATTERYHOLD 4G/Y23/S/24/AUS/BATTERYHOLD 4G/Y23/S/25/AUS/BATTERYHOLD 4G/Y23/S/26/AUS/BATTERYHOLD
References	
ADG 7.9 SP377	Lithium batteries transported for recycling or disposal.
ADG 7.9 P909	Packing instruction for recycling/disposal batteries
ADG 7.9 SP376 and P908/P911.	Damaged or defective batteries
ADG 7.9 SP384 and Chapter 5.2 -	Class 9A hazard label, marking and labelling.
Batteryhold / Australian Compliance Laboratory Test Report ACL1642, issued 5 December 2023.	
Contact Batteryhold	
03 9357 8343	sales@batteryhold.com.au
Batteryhold.com.au	



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2: Before Using this Package

Only use the standard Batteryhold package when all of the following are true

1. The batteries or battery-powered items are used and are being sent for recycling.
2. They appear intact and show no sign of swelling, leakage, venting, burning, scorching, crushing, puncture, serious deformation, unusual heat, smoke, hissing or odour.
3. There is no known safety recall, internal defect or other reason to classify the battery as damaged or defective.
4. The battery condition can be reasonably assessed before packing.
5. The completed package can be prepared exactly as described in these instructions.
6. The completed gross mass will not exceed 23 kg, and the battery contents will not exceed Batteryhold's recommended maximum of 20 kg.

The consignor remains responsible

Batteryhold supplies the approved packaging system and these use instructions.

The person or business offering the completed package for transport is the consignor and remains responsible for correctly classifying the contents, selecting the applicable UN number and proper shipping name, packing the contents, marking and labelling the package, preparing any required transport documentation, and complying with all applicable laws and carrier requirements.

Do not use this package for

- Damaged or defective lithium batteries requiring ADG SP376 and P908.
- Batteries liable to rapidly disassemble, dangerously react, produce flame or dangerous heat, or emit toxic, corrosive or flammable gases or vapours; these require the specialist P911/LP906 pathway or competent-authority-approved conditions.
- A battery that is hot, smoking, hissing, burning, actively leaking or otherwise presenting an immediate risk.
- Large traction, electric vehicle, industrial or other batteries that do not fit within the package or approved gross-mass limit.
- Any dangerous goods not compatible with the packaging materials or with the other contents.

If in doubt, do not pack it!

Quarantine the battery in accordance with your site's emergency and dangerous-goods procedures and obtain advice from the manufacturer, a competent dangerous-goods adviser, the carrier or the relevant regulator.

For an immediate fire, smoke or injury risk, isolate the area and contact emergency services.



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3: Approved Components & Limits

Component / limit	Requirement	Why it matters
Outer carton	Batteryhold approved 4G fibreboard carton only	The UN performance approval applies to the tested design.
Inner bag	Batteryhold fibreglass bag supplied for this carton	The bag and carton were tested as a combination package.
Tape	48 mm wide transparent plastic packaging tape with rubber adhesive	This is the sealing method recorded in the approval test report.
Battery contents	Maximum recommended contents: 20 kg	Allows for the carton, inner bag and any permitted packing material.
Completed gross mass	Maximum 23 kg	This is the tested gross mass. Include carton, bag, contents, cushioning and tape.
Bag closure	Close the hook-and-loop flaps once only	Repeated opening and closing may affect the tested performance.

Do not substitute another bag, carton, liner or sealing method.
The laboratory report states that other packaging methods or components may invalidate reliance on the performance tests.

4: Inspect & Prepare Batteries

1. Place the empty carton on a dry, stable surface away from ignition sources, heat, moisture and vehicle traffic.
2. Inspect each battery or battery-powered item before it enters the package.
3. Reject and quarantine any item showing a damaged/defective warning sign listed in Section 1.
4. Prevent short circuits. Protect exposed terminals using a suitable non-conductive method, such as correctly applied electrical insulation tape, terminal caps, individual inner packaging or another method that prevents terminal-to-terminal and terminal-to-conductive-material contact.
5. Do not use conductive tape, metal ties, metal wool or conductive cushioning.
6. Switch off equipment and prevent accidental activation. Secure switches or controls where necessary without damaging the equipment.
7. Keep batteries dry and free from loose metal objects, liquids, chemicals, flammable materials and incompatible dangerous goods.
8. For mixed collections, segregate or protect items so they cannot crush, puncture or damage one another.

Always follow best practice

Individually tape or cap exposed terminals wherever practicable, including batteries that appear flat or discharged.
A discharged battery may still retain enough energy to short circuit and generate heat.



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5: Assemble & Fill the Batteryhold Package Correctly

1. Form the carton correctly. Fold the bottom flaps into their normal closed position without tearing, crushing or weakening the fibreboard.
2. Seal the bottom flaps with one piece of 48 mm wide transparent plastic packaging tape.
3. Place the approved Batteryhold fibreglass bag upright inside the carton. Ensure the bag is fully open, seated flat and not punctured, cut or damaged.
4. Place prepared batteries and equipment gently into the bag. Do not drop or throw items into the package.
5. Distribute the mass evenly. Protect contents against movement and contact. Use only electrically non-conductive and non-combustible cushioning where cushioning is required.
6. Do not overfill. The bag flaps must close freely and the carton top flaps must close without bulging, forcing or crushing the contents.
7. Confirm that the battery contents do not exceed 20 kg and that the completed gross mass, including all packaging and cushioning, does not exceed 23 kg.
8. Close the fibreglass bag by bringing the bag flaps together and securing them to the hook-and-loop fastener strip once only. Fasten the reinforcing strap and clip as supplied.
9. Close the carton top flaps and seal them with one piece of the same 48 mm tape, using the approved sealing arrangement.

6: Mark & Label the Completed Package

Before transport, the consignor must ensure the package displays all marks and labels required for the actual contents.

Preprinted artwork does not remove the consignor's responsibility to verify that every displayed mark is correct and that irrelevant marks are fully covered or removed.

Required item	Batteryhold instruction	Consignor action
Class 9A lithium-battery hazard label	Use the Model 9A label, minimum 100 mm x 100 mm.	Ensure labels remain visible, legible, weather-resistant and unobscured. Batteryhold recommends display on two opposing sides.
Recycling wording	Display "LITHIUM BATTERIES FOR RECYCLING".	Do not use recycling wording where the actual destination is disposal.
Proper shipping name and UN number	Display only the entry or entries that actually describe the contents.	Select from UN3090, UN3091, UN3480 and UN3481, as applicable, and add the corresponding proper shipping name.
Australian name/address	A compliant package must show the name and address in Australia of the manufacturer or consignor, or their agent, where required by ADG 5.2.1.1.1.	Complete the consignor details panel before transport.
UN packaging approval mark	Do not cover, alter or obscure the authorised 4G/Y23/S/... mark.	Check the mark remains legible and the carton is within the approved gross mass.



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Selecting the UN number

UN number	Proper shipping name	Typical example
UN3090	LITHIUM METAL BATTERIES	Loose, non-rechargeable lithium metal or lithium alloy batteries.
UN3091	LITHIUM METAL BATTERIES CONTAINED IN EQUIPMENT / PACKED WITH EQUIPMENT	Equipment containing or packed with non-rechargeable lithium batteries.
UN3480	LITHIUM ION BATTERIES	Loose rechargeable lithium-ion or lithium-polymer batteries.
UN3481	LITHIUM ION BATTERIES CONTAINED IN EQUIPMENT / PACKED WITH EQUIPMENT	Equipment containing or packed with rechargeable lithium-ion batteries.

A mixed package may require more than one UN number and proper shipping name.

Do not display every possible UN number unless every displayed entry actually applies to the contents.

7: Always Complete this Consignor Checklist Before Handover

- ☐ I have inspected the contents and excluded damaged, defective or unstable batteries.
- ☐ All exposed terminals are protected against short circuit.
- ☐ Equipment is switched off and protected against accidental activation.
- ☐ The approved Batteryhold carton and fibreglass bag have been used without substitution.
- ☐ The bottom and top flaps have been sealed with the specified 48 mm tape using the approved method.
- ☐ The bag has been closed once only and the reinforcing strap/clip is secured.
- ☐ The battery contents do not exceed 20 kg and the completed gross mass does not exceed 23 kg.
- ☐ The contents are secured against excessive movement and cannot crush, puncture or short circuit one another.
- ☐ The Class 9A label is correctly displayed and unobscured.
- ☐ "LITHIUM BATTERIES FOR RECYCLING" is clearly displayed.
- ☐ Only the applicable UN number(s) and proper shipping name(s) are displayed.
- ☐ The consignor's Australian name and address are displayed where required.
- ☐ The UN packaging approval mark is visible and unaltered.
- ☐ Any required dangerous-goods transport document has been completed accurately.
- ☐ The carrier has been told that the consignment contains Class 9 lithium batteries and has accepted the consignment.
- ☐ Vehicle load, segregation, restraint, placarding, emergency information and other transport requirements have been checked.



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8: Storage Before Collection

- Store the packed carton in a cool, dry, secure and well-ventilated area away from heat, direct sunlight, ignition sources and combustible stock.
- Protect the carton from rain, water, impact, crushing, forklifts and other traffic.
- Keep the package upright and do not exceed safe stacking limits. Do not stack damaged, wet, crushed or distorted cartons.
- Restrict access to trained personnel and maintain clear emergency access.
- Inspect the storage area regularly. If heat, odour, smoke, hissing, leakage or carton damage is detected, do not move the package unless directed by emergency services or a competent adviser.
- Arrange collection promptly. Do not use the package as indefinite storage.

9: Incident, Damaged Package or Rejected Item

- Stop work and keep people away from any battery or package showing heat, smoke, flame, hissing, venting, leakage or a strong unusual odour.
- Do not place the affected item into the standard Batteryhold carton.
- Follow the site's emergency plan and safety data or manufacturer instructions where available.
- Contact emergency services where there is an immediate risk to people, property or the environment.
- Notify the carrier and obtain specialist dangerous-goods advice before any further transport.
- Do not transport a wet, punctured, crushed or otherwise compromised Batteryhold carton as though it were an approved package.

10: Responsibilities

Batteryhold	Consignor / package user
• Supply the approved carton and inner bag as the tested system. • Maintain the authorised packaging specification and UN approval marking. • Provide current assembly and use instructions. • Identify the intended and excluded uses of the standard package.	• Assess and classify the actual batteries and equipment. • Exclude damaged/defective or unstable batteries. • Prepare, pack and secure the contents correctly. • Select and apply the correct UN number(s), proper shipping name(s), marks and Class 9A label. • Prepare transport documents and provide accurate information to the carrier. • Comply with storage, handling, workplace safety, load restraint, segregation, placarding and transport laws. • Confirm the packaging remains suitable and undamaged at the time of transport.



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11: Important Legal Terms & Limitations

Instructions form part of the conditions of use

Purchase, possession or use of the Batteryhold packaging system constitutes acceptance that the user will follow the current Batteryhold packaging instructions, the ADG Code, applicable State or Territory law, workplace safety requirements and carrier conditions.

No classification or transport service

Batteryhold supplies packaging only. Unless separately agreed in writing, Batteryhold does not inspect the user's batteries, classify dangerous goods, act as consignor, prepare transport documentation, select a carrier or warrant that a particular consignment is lawful for transport.

User assessment and information

The user is responsible for obtaining accurate information about battery chemistry, watt-hour rating, condition, recalls, equipment status and destination. The user must not rely solely on the external appearance of a battery where the circumstances indicate that specialist assessment is required.

Approved configuration only

Any substitution, alteration, reuse, repair, overloading, repeated opening and closing of the inner bag, or departure from the approved assembly and sealing method is outside Batteryhold's instructions and may invalidate reliance on the packaging approval.

No damaged or defective batteries

The standard Batteryhold collection package is not represented or warranted as meeting P908, P911, LP904 or LP906. The user must not place damaged, defective or unstable batteries in it unless Batteryhold has provided a separate written instruction expressly applicable to that product and circumstance.

No guarantee of fire prevention or containment

The fibreglass bag and UN-tested carton are risk-control components. They do not eliminate the possibility of short circuit, heat, thermal runaway, fire, smoke, toxic gas, property damage or injury, and are not represented as a fireproof vault, suppression system or P911 thermal-runaway containment package.

Inspection on receipt and before use

The user must inspect all components on receipt and immediately before use. A wet, crushed, cut, punctured, delaminated, contaminated, altered or otherwise damaged component must not be used.

Compliance changes

Dangerous-goods laws, codes, regulator interpretations and carrier requirements may change. The user must confirm that the instructions and carton artwork are current at the date of packing and transport. The current version should be obtained through the QR code or Batteryhold website.



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11: Important Legal Terms & Limitations [cont]

Limitation of liability

To the maximum extent permitted by law, Batteryhold is not liable for loss, damage, injury, delay, regulatory action, clean-up cost or third-party claim caused or contributed to by incorrect classification, damaged/defective contents, incompatible contents, overloading, inadequate terminal protection, improper assembly, altered packaging, storage conditions, carrier handling, or any failure to follow these instructions or applicable law.

Exclusion of consequential loss

To the maximum extent permitted by law, Batteryhold excludes liability for indirect, special or consequential loss, including loss of profit, revenue, opportunity, production, reputation or business interruption, arising from use or inability to use the packaging system.

Liability cap where permitted

Where liability may lawfully be limited, Batteryhold's aggregate liability in connection with the supplied packaging is limited, at Batteryhold's option, to replacement of the affected packaging, supply of equivalent packaging, repair where applicable, or reimbursement of the purchase price paid for the affected packaging.

Indemnity for misuse

To the extent permitted by law, the user indemnifies Batteryhold and its related entities, officers and personnel against claims, costs and liabilities arising from the user's breach of these instructions, unlawful transport, misdescription of the contents, inclusion of damaged/defective batteries, alteration or misuse of the packaging, except to the extent caused by Batteryhold's negligence, breach of law or other liability that cannot be excluded.

Australian Consumer Law

Nothing in these instructions excludes, restricts or modifies any consumer guarantee, statutory right or remedy that cannot lawfully be excluded, restricted or modified. Where the Australian Consumer Law permits a remedy to be limited, the limitation in the preceding clause applies.

No waiver

A failure by Batteryhold to enforce any requirement on one occasion does not waive that requirement or any other right.

Severability

If any part of these terms is invalid or unenforceable, it is to be read down to the minimum extent necessary, and the remaining terms continue to apply.

Governing law

These instructions and conditions are governed by the laws of Victoria, Australia, and the parties submit to the courts of Victoria and courts entitled to hear appeals from them, subject to any mandatory law that applies otherwise.

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