

**Batteries Disposal Procedure**

**Scope**

The Business Support Team in Facilities Support Services of the University is working with a company called Valpak for the disposal of our used batteries.

This procedure gives instructions to University personnel on the process for the disposal of batteries.

There will be battery boxes within the following locations:

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| Telford Reception (Angad Paul Building)  Wolverhampton (Harrison Learning Centre)  Wolverhampton (The Forum Reception Area)  Wolverhampton (George Wallis Reception Area)  Wolverhampton (Millennium City Building)  Wolverhampton (Alan Turin Building)  Wolverhampton (Housman Building Ground Floor)  Wolverhampton (Housman Building MX207)  Wolverhampton (Housman Building MX307)  Walsall Reception (Jerome K Jerome Building)  Walsall Reception (The Performance Hub Building)  Science Park Reception (Technology Centre)  Science Park Reception (Creative Industries Centre)  Accommodation Services (Lomas Street) |

Quarterly checks will take place to remove the batteries from the boxes to be storage in MX003, Housman Building via our facilities staff.

Staff can raise a helpdesk job on the HRAMS Helpdesk system for a collection of their battery box contents via the helpdesk system. [www.incidentmanagement.kimspweb.uk](http://www.incidentmanagement.kimspweb.uk)

Battery recycling is free of charge to the University as we are under a battery compliance scheme, for sustainability we will arrange for the logistics company Ecobat [www.ecobatgroup.com](http://www.ecobatgroup.com) to collect from one location.

A waste certificate of destruction will be provided at the end of each destruction service. The certificate is retained on file for a two year period, within the Business Support Department, Housman Building, City Campus.

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