Steelcase Batteries
Packaging & Shipping Instructions

Steelcase batteries are flooded lead acid cells with a heavy outer metal casing. They have vents and are rechargeable. These are commonly used in industrial machinery and forklifts.

Correctly Packaged Steelcase Batteries

1. Prepare Shipment
   - Heavy-duty 3-rung pallet
   - Wood slats added as “bumpers” to keep cells from moving on pallet
   - Cardboard insulation below and on top
   - Banded to pallet with high-strength banding
   - Proper labeling

2. Package Pallet
   - Create “bumper” out of wood to hold batteries in place on pallet.
   - These batteries can be extremely heavy and may have a tall, easily-tipped profile. Be careful in securing these batteries to pallets strong enough to hold their weight, as insufficient pallet or band strength can result in batteries shifting during storage or transport.

3. Label & Ship
   - Use high-strength banding to secure to pallet.

Incorrectly Packaged Steelcase Batteries

- Weak pallet
- Insufficient cardboard (less than three layers) on top or bottom of cells
- Must be insulated with cardboard OR a non-conductive material, such as plywood
- Exposed terminals or use of steel banding
- Insufficient banding OR not banded to the pallet
- Not protected from sliding off pallet with wooden “bumpers”
- Incorrect labeling
These instructions must be followed exactly.

These instructions are for steelcase lead acid batteries only. If you are unsure of the type of batteries that you have, please contact us for assistance.

Getting Started

Under the Universal Waste Law, you must contact Battery Solutions before sending a shipment of universal waste batteries to us so we may assign a recycling authorization tracking number to the shipment.

We will provide you with the address of the nearest recycling center for your shipment and arrange transportation and handling, as needed.

When calling please inform us:

- Of your specific pick-up hours.
- If you do or do not have a loading dock or lift truck to load the batteries for shipment.
- If you do not have an asphalt or concrete loading area.

If batteries are damaged or leaking, or if you are unsure if batteries are damaged, please call the Battery Solutions for instructions

Preparing Batteries for Shipment

Any vents or spark arresters on the battery must be capped or plugged to prevent leaking during shipping or storage.

Pallet Limitations

- Only use heavy-duty 3-rung pallets, insufficient pallets may not be able to support the weight of these batteries.
- Pallet Size should not exceed 40” x 48”.
- Pallet weight should not exceed 2800 lbs.
- Pallet heights should not exceed 48” tall.
- The whole pallet with the layers should never be taller than it is wide.

Packaging Pallet to Ship

- The top surface of the pallet itself should have multiple 2” x 2” wooden strips nailed to the pallet surrounding the base of the batteries to prevent the batteries or drums from sliding off the pallet during transit.
- All types of cardboard are acceptable.
  - Do not use styrofoam packaging material, i.e. peanuts, foam padding, flow-foam products, etc. in the battery boxes or in the pallets.
- All batteries must be packaged on a pallet in individual boxes or with an ample amount of cardboard to separate the layers of batteries and protect all the terminals.
- When packaging the batteries on the pallet, if the batteries are not in boxes, place one layer of batteries upright, then place an ample layer of cardboard on top of that layer before you put another layer of batteries on the pallet.
- Place more cardboard over the top layer to ensure that foreign materials cannot cause a short across the batteries.
- When shipping batteries over 16” tall, only put one layer high on each pallet.
- All batteries should be carefully banded to a strong wooden pallet with high-strength vinyl banding ensuring the banding does NOT come in contact with battery terminals.
- When shipping wet cell batteries with acid or alkali electrolyte, use a corrosive Class 8 placard on opposite sides of each pallet. Battery Solutions can supply you with these labels if needed.

Shipping

Have the driver of the trucking company sign the bill of lading that was provided to you. Keep a signed copy for your records.