

Battery Collection Guidance for Agencies and Organizations

Zero Waste Marin Household Hazardous Waste Program

Purpose

This document provides guidance for agencies and organizations in the county of Marin participating as public battery collection sites. The goal is to ensure safe collection, handling, storage, and transfer of batteries to the HHW facility while protecting staff, the public, and the environment. This guidance is available for download at <https://marinhhw.com/contact-marin-hhw/>

Program Overview

Agencies and organizations serve as convenient public drop-off locations for household batteries. This program helps Marin County residents dispose of batteries responsibly and safely.

- Batteries collected are considered public household waste.
- Material is not subject to small business (Very Small Quantity Generator) Pricing.
- Full containers must be transported to the HHW facility by agency or organization staff.

Public Drop-Off Instructions

- Collection containers include instructions for the public.
- Residents are encouraged to:
 - Tape battery terminals (especially rechargeable batteries, lithium-ion and 9-volt batteries) to prevent sparks or fires!
 - Place batteries in designated drop-off area
 - Car batteries are not accepted.
 - Other household hazardous waste is not accepted.
 - Damaged or broken batteries are not to be accepted.

Note: Containers should be accessible to the public.

Agency and Organization Staff Responsibilities

1. Collection Management

- Agency or organizations staff should oversee and manage battery placement.
- Staff, not the public, should place batteries into internal containers when feasible.
- Do not allow loose or improper disposal outside the designated container.

ZERO WASTE HHW PROGRAMS

- By participating in this program, you understand the associated risks of battery collection. Damaged or broken batteries are not to be accepted.
 - Encourage residents to drop off damaged, defective, or recalled (DDR) batteries directly at their appropriate HHW Facility.
 - San Rafael HHW Facility (*All Marin residents except Novato*)
565 Jacoby Street
San Rafael, CA 94901
(415)-456-2665
Residential Hours:
Tuesday – Saturday 8:00 a.m. -3:30 p.m.
Closed, Sunday, Monday & Select holidays.
[San Rafael Household Hazardous Waste Facility | Drop-off Information](#)
 - Novato HHW Facility (*Novato residents only*)
7576 Redwood Blvd
Novato, CA 94945
(415) 892-7344
Open four days a month. See website for current dates and hours.
[Novato Household Hazardous Waste Facility | Drop-Off Information](#)
- When collection liners are full, please transfer batteries to 5-gallon buckets provided to you by Zero Waste Marin and contact The Marin Household Hazardous Waste Facility to schedule a drop-off appointment.
 -  (415) 456-2665
 -  Email: <https://marinhhw.com/contact-marin-hhw/>

2. Containers

- Battery Collection Bins have three compartments.
 - Three 3-gallon plastic bag liners
 - ZWM HHW Programs will provide you with an additional two 5-gallon buckets.
 1. Use the 5-gallon buckets if there is a missed collection of batteries or other unforeseen circumstances to store additional batteries.
 - Store in a cool, dry, well-ventilated area away from flammable materials
 1. Please use the lids provided to you to keep 5-gallon buckets closed.

3. Labeling Requirements

- Storage and labeling:
 - Please ensure the accumulation date label is updated every time the white battery container is serviced.
 - If label needs to be replaced, agencies and organization staff will communicate with ZWM HHW Staff for replacement.



Email us at zero.waste@marincounty.gov

- ZWM will provide:
 1. The storage labels.
 2. Replacement buckets and liners.
 3. Signage and guidance.
 4. Please email us if any of these need to be replaced.
- All containers must be properly labeled for collection and transportation.
- Universal Waste-Battery(ies)
 1. Space for:
 - a. Site name
 - b. Site address
 - c. Accumulation start date

Universal Waste-Battery(ies)

Site Name _____

Address _____

City, State, Zip _____

Accumulation date

Month	Day	Year
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/
/	/	/

- Transportation:
 - Agency or organization staff will self-haul batteries in buckets provided by ZWM. ZWM does not handle any transportation.
 1. Update the date on the Universal-Waste Battery(ies) label each time you transport to the HHW facility.
 - a. Site name
 - b. Site address
 - c. Accumulation start date
 2. When transporting please ensure:
 - a. Buckets are sealed with lid.
 - b. Transport in an upright position.

Battery Drop-Off Location

Marin Household Hazardous Waste Facility

565 Jacoby Street
San Rafael, CA 94901

*Appointments are required.

Schedule appointments Monday–Friday, 8:00 a.m. to 4:00 p.m.

Phone: 415-456-2665

4. Recommended Safety Practices

- Always assume batteries may be damaged or reactive.
- Use gloves when handling batteries.
- Immediately isolate:
 - Leaking batteries
 - Swollen or damaged lithium batteries
- Keep a Class D Fire Extinguisher or appropriate fire suppression method accessible if available.
- Never mix batteries with other waste.

5. Handling & Storage

- Avoid crushing, puncturing, or compacting batteries.
- Keep containers:
 - Upright
 - Closed

6. Training

- Provided by ZWM HHW Team upon request.

ZERØWASTE HHW PROGRAMS

- Training will include:
 - Filling out label
 - Assessing damaged batteries