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**To: <contact’s name>  
From: <your name>  
Date: <insert date>**

**Subject:** Promote Worker Safety with BCI’s New Lithium Battery Training Toolkit

As a leader in the battery industry, you’re aware of the potential dangers, to both people and equipment, that can occur when a lithium battery enters the lead battery recycling stream. You are also aware of the additional costs associated with properly sorting and disposing lithium batteries.

The human, economic and reputational costs of ignoring the dangers of undetected lithium batteries within the lead battery recycling process is high. Explosions resulting from a single undetected lithium battery on a lead battery pallet can:

* severely injure or take the life of employees;
* damage equipment;
* and shut down facilities while equipment is repaired.

Additionally, when you sign the Bill of Lading for a battery pallet, you are certifying that your lead battery shipment meets all of the requirements of the Department of Transportation and the Resource Conservation and Recovery Act. One key requirement is that lithium batteries cannot be included in your lead battery shipment. Failure to comply can result in significant fines and proper disposal costs, while also jeopardizing your business relationships with lead battery recyclers.

For these reasons, we strongly encourage you to incorporate lithium battery training into our company’s new employee onboarding programs, employee training programs and learning management systems. In an effort to make this process as easy as possible, Battery Council International (BCI) has created a free [lithium battery training toolkit](http://www.batterycouncil.org/lithiumsafety) for distribution to and use by scrap yards, used auto parts companies, and other battery handlers. The toolkit includes a video, poster and flyer, each developed to aid battery sorters and handlers in identifying batteries.

You can access the lithium battery training toolkit at [www.batterycouncil.org/page/LithiumSafety](https://batterycouncil.org/page/LithiumSafety), along with additional resources.

Please help us safeguard our employees and businesses by ensuring lithium batteries do not enter the lead battery recycling stream. You can contact BCI Headquarters for additional information at [info@batterycouncil.org](mailto:info@batterycouncil.org).

Sincerely,

**<your name>**