DOT HAZARDOUS MATERIALS TRAINING
Lithium-Ion E-Bike Battery – Ground Transport by Sales Representative

1. Purpose

This document provides required DOT hazardous materials training for employees who **pick up and transport a new, non-defective lithium-ion e-bike battery by passenger vehicle** as part of company business.

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2. Applicability

This training applies **only** when ALL of the following are true:

- Battery is **lithium-ion**
- Battery is **new, undamaged, and not recalled**
- Battery is transported **by car (ground only)**
- Battery is moved **from a bicycle shop to a company warehouse**
- Battery is **not defective, damaged, leaking, swollen, or overheated**

If any condition above is not met, **do not transport the battery** and notify your manager.

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3. Regulatory Basis (Awareness)

Lithium-ion batteries are regulated hazardous materials under:

- **49 CFR Parts 171–180**
- **49 CFR §173.185 (Lithium batteries)**

Improper handling or transport may result in fire, injury, or regulatory penalties.

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4. Employee Responsibilities (Function-Specific)

The employee is responsible for:

1. Inspecting the battery before transport
2. Packaging the battery correctly
3. Securing the battery inside the vehicle
4. Responding appropriately to damage or emergency conditions

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5. Battery Inspection (Before Transport)

DO NOT TRANSPORT the battery if any of the following are observed:

- Cracks, dents, punctures
- Swelling or bulging
- Leaking fluid or residue
- Burn marks or discoloration
- Excessive heat
- Strong chemical odor
- Recall notice or damaged packaging

If any condition is present:

- Stop immediately
- Isolate the battery
- Notify your supervisor

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6. Required Packaging

The battery **must be packaged as follows**:

1. **Terminal Protection**
    - Battery terminals must be fully covered or insulated
    - Use terminal caps, non-conductive tape, or original protective covers
2. **Inner Protection**
    - Battery placed in foam, molded insert, or padding
    - Battery must not move freely
3. **Outer Packaging**
    - Rigid outer box (original manufacturer box preferred)
    - Box must be intact and able to withstand normal transport
4. **Short-Circuit Prevention**
    - Battery must not contact metal objects
    - No loose items inside the package

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7. Vehicle Transport Requirements

- Transport **by car only**
- Place battery package flat and stable
- Do not stack heavy items on top
- Secure package to prevent tipping or sliding
- Do not leave battery unattended in extreme heat
- Do not smoke or expose battery to open flame

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8. Marking and Documentation

- Use original manufacturer packaging whenever available
- No shipping papers required for this activity
- Lithium Battery Mark should remain on packaging if present
- Do not remove labels or warnings

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9. Emergency Procedures

If any of the following occur during transport:

- Battery becomes hot
- Smoke, odor, or hissing is detected
- Package is damaged in transit

Immediately:

1. Pull over safely
2. Exit the vehicle
3. Move away from the vehicle
4. Call emergency services if fire or smoke is present
5. Notify your supervisor

Do not attempt to open, cool, or repair the battery.

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10. Prohibited Actions

- Do not transport damaged or defective batteries
- Do not open battery casing
- Do not charge battery during transport
- Do not transport with loose metal objects
- Do not ship by air

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11. Training Certification

By performing this task, the employee confirms:

- This document has been read and understood
- The employee is trained for their specific function
- The employee agrees to follow all procedures described

Employee Name: _____
Employee Signature: _____
Date: _____
Trainer / Employer Representative: _____
Training Date: _____