



## Deploying a Rechargeable Battery Program in Your Agency

The Executive Order 4 (EO4) Battery Specification covers all AAA, AA, and D batteries. The goal is to reduce costs and waste by limiting the need to purchase and use batteries where possible and requiring a conversion from single-use batteries to rechargeable batteries when it's not possible (i.e., emergency or medical equipment).

### Why Switch to Rechargeable Batteries?

Single-use alkaline batteries are a burden on New York State—costing tens of thousands of dollars while adding approximately 61,000 lbs. of unnecessary landfill waste annually. Replacing traditional alkaline with rechargeable batteries can save a considerable amount of money as well as reduce the environmental impact.

[Read the EO4 Battery Specification](#)



### How to Get Started

- Determine staff who will be responsible for inventorying and replacing alkaline batteries with rechargeables. You may want multiple people to dispense batteries and handle recharging (e.g., help desk and facilities staff).
- Inventory all rooms and workspaces for battery-operated equipment to determine the number of rechargeable batteries needed (e.g., keyboards, TV/video remotes, etc.).
- Identify and purchase EO4 compliant charging units as well as rechargeable batteries using the [Quick Guide to Buying and Using Batteries](#) as guidance.
- Begin implementation at headquarters to manage any challenges that arise, then set a timeframe with key stakeholders for expansion to other locations (e.g., IT Department, Facilities, etc.) to ensure the program stays on track.
- Provide clear instruction to the staff responsible for collecting depleted batteries to ensure they do not confuse alkaline and rechargeable battery recycling practices. Rechargeable batteries should be recharged until they are at their true end-of-life (approximately 500-800 charges). After that time, rechargeable batteries must be recycled. By law, rechargeable batteries cannot be thrown in the trash.
- Use a rechargeable battery recycling service for end-of-life management.
- Avoid self-service strategies for staff returning depleted batteries, at least until all alkaline batteries are out of circulation.
- If applicable, update signage on existing alkaline battery recycling bins to explain that rechargeable batteries are to be recharged and redeployed by staff designated to manage the battery program. Use images of rechargeable versus alkaline to illustrate the differences between the two.
- Create labels for all wireless equipment stating that it contains rechargeable batteries and include information on where to get replacements when depleted.
- Incorporate the rechargeable battery program in an IT or purchasing policy at your agency so all appropriate staff are aware that single-use batteries should no longer be purchased. State that rechargeable batteries should be purchased when inventory is low and include the EO4 specification as well as plans for end-of-life management.
- Be conscious of your energy use and avoid adding too many chargers, which will increase building plug-load and conflict with other sustainability directives. Place them in key locations and advise staff not to leave chargers plugged in longer than necessary since some models will continue to draw power.
- Notify all staff of the rollout of the rechargeable battery program in an email from your IT Department or in an agency newsletter. Make sure to explain why it's happening and where to bring depleted batteries to receive replacements.

Find more green tips at [ogs.ny.gov/greenny](https://ogs.ny.gov/greenny).