

**Bulletin #: M-2-0321-M0301**

Take Note     Take Action

Retail Operator

Sales Pre-Owned

Business Manager

Parts & Accessories

General Manager

Sales New Car

Service

Administration

Name:

Phone Number:

Title: Chemical & Battery Program Manager

Source: Aftersales Business Development, Technical Service



**Date: March 19, 2021**

**Supersedes:**

# HV BATTERY RECALL RETURN PROCESS

## TAKE NOTE

- High Voltage Battery Recalls require Dealers to ship dangerous goods/hazardous materials.
- ITAP is our new logistics partner that will facilitate these recalled HV battery returns.
- Recalled parts that are removed from MINI vehicles cannot be used for resale! The recalled parts are the property of MINI USA. Your Center is responsible for the proper identification, storage, and documentation of these parts. They must be held in a secure retention area until notification of claim payment is made by MINI USA through DCSnet.

## TAKE ACTION

- Review the instructions in the subsequent pages to prepare shipments for high voltage battery modules removed from vehicles affected by Recall 20V-601, Bulletin M61 07 20. If you have any questions regarding the preparation of the shipment, please use the ITAP contacts listed below.
- If your Dealer has not completed the required supplemental HV Battery recall training, please reference bulletin M-2-0321-M0301 prior to attempting to arrange for recalled HV battery returns. ITAP will require proof of training completion prior to setting up any module return.
- **Please ensure that the Warranty Part Tag is attached to your module if it has been issued and follow the details on this bulletin for the correct process of disposal.**
- **If battery modules are listed on your scrap report, please continue to follow the details on the bulletin for the correct process of disposal.**
- Please do not contact ITAP until you have **9 modules** ready for return, or all recalls in your PMA have been completed.

## MORE QUESTIONS?

Required training information is available in bulletin M-2-0321-0301.

**ITAP Contacts:**

**Aftersales Business Development Contacts:**

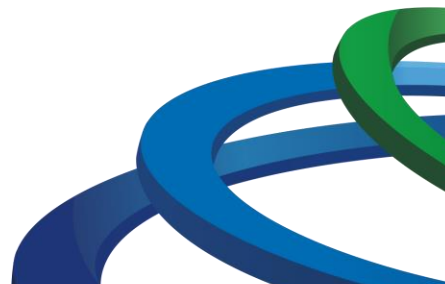
Name	Phone	Email	Title
			Chemical & Battery Program Manager
			Chemical, Battery & Oil Program Sales Manager
			Aftersales Business Development Manager – Service and Parts



## **Defective, Damaged, or Recalled (DDR) Lithium-ion Battery Module Packaging, Labeling/Marking, & Palletizing Instructions**

*ITAP provides these recommended instructions & referenced photos for DDR lithium-ion batteries in line with DOT regulations 49 CFR 173.185 (f). Process must be performed by a hazardous material trained individual. Please read instructions in its entirety before starting.*

- 1. The following materials will be found inside each provided 16-Gallon Steel Drum (PG I Rated = 1A2/X150) weighing approximately 36 lbs.:**
  - a. Loose perlite sitting at base of drum (5”).
  - b. Bag of Perlite sitting on top of loose perlite.
  - c. Empty plastic bag for battery module.
  - d. A stretch wrap roll (on or in between drums – not in drum).
- 2. The following markings/labels & quantities will be provided per pallet inside drums:**
  - a. UN3480 Lithium-ion Batteries/Class 9  
Qty. = (1) per drum & (2) per pallet.
  - b. Defective/Damaged Lithium-ion Battery  
Qty. = (1) per drum, (2) per pallet
  - c. Overpack  
Qty. = (2) per pallet.
  - d. Shipper/Consignee Name & Address  
Qty. = (1) per drum, (1) per pallet  
Note: Regarding drums only; if generic adhesive markings/labels are already affixed on delivered drums, no markings/labels will need to be affixed or supplied. Contrastingly, a “Shipper/Consignee Name & Address” label will always be provided per drum.
- 3. The following are materials needed onsite to perform instructions:**
  - a. Mallet.
  - b. Torque wrench/socket for 15/16” bolt head.
  - c. Measuring tape or ruler.
  - d. Electrically non-conductive tape for directly covering terminals or added protection in applying over existing proprietary terminal covers.
  - e. Electrically non-conductive tape or plastic tie wrap/zip tie for sealing bagged module.
  - f. Plastic tie wrap/zip tie for securing battery module cable lead.
  - g. Tape for applying Shipper/Consignee Name & Address label on exterior of drum & stretch wrapped pallet.
  - h. Permanent marker for writing on applicable labels/markings.
  - i. Dust mask is not required but recommended in working with perlite as it can become dusty when pouring into drum.
- 4. Packaging of DDR battery module; (1) battery module per each plastic bag:**
  - a. First inspect each individual battery module to ensure it is safe/stable to ship, having no evidence of physical damage or potential issues that could cause a short circuit, evolution of heat, or fire.





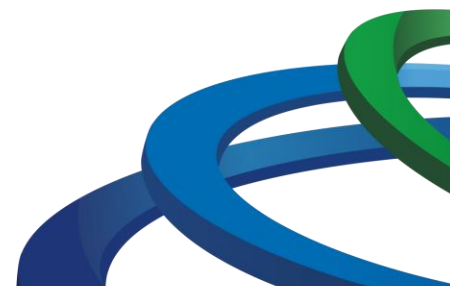
- b. Ensure terminals are thoroughly covered with proprietary cover & electrically non-conductive tape to ensure no portion of terminals are exposed. **SEE PHOTO 4b. #1 & #2.**
- c. With electrically non-conductive tape, tape any cable leads that may be extending from the battery module. Attach cable to module with tie wrap/zip tie, like new module. **If the plastic cable end is intentionally “pinched”, it could create a short circuit.** Then cut off the excess length of tie wrap/zip tie. **SEE PHOTOS 4c #1 - #3.**

**5. Drum preparation for battery module placement:**

- a. First remove stretch wrap; then inspect drums/pallet to ensure there is no sign of damage that impairs integrity. Some pallet(s) may have more wear than others – not considered damaged. In the case there was damage created on delivery shipment, take photos and email to ITAP at the designated email address. ITAP team will follow up & advise next steps.
- b. When there are (7) – (9) drums per pallet, there will be a non-accessible drum at the center of pallet. Select the single drum on the perimeter that when removed allows the best access to the closure mechanism of the center drum. The selected drum will need to be temporarily removed off the pallet in order to perform/complete process on center drum first. Once the center drum is processed through section 9.e, the displaced drum can be replaced on the pallet at its original position.
- c. If applicable, select center drum first; using wrench, unscrew closure mechanism & remove lid from drum.
- d. Remove labels/markings found inside drum & place in safe location for use after packaging & drum closure is completed.
- e. Remove empty plastic bag from drum & place on a platform where the battery module can safely be handled/inserted into bag.

**6. Place & seal battery module into empty plastic bag:**

- a. Lay the battery module vertically with cable lead side facing upward. Do not lay module where cable lead side is at the bottom bearing weight of module – there shouldn't be any unnecessary weight on this component that could cause damage to cable lead as mentioned in section 4.c. **SEE PHOTO 6a. (Actual module in photos is not part of this project - only an example. Module in photos do not have a cable lead)**
- b. Place plastic bag over the battery module & pull bag down completely to base of module where there is no excess bag room on top side of module.
- c. Then carefully lay module horizontally with its plastic cover/terminals facing upward – never lay battery module on plastic/terminal side facing down bearing module weight.
- d. Then lift horizontally laying module on the open side of the bag sufficient to pull bag so module is inserted completely, providing ample bag length to close and seal bagged battery module.
- e. In its current horizontal position, proceed to closing/sealing bag. If using tape to seal bag, fold the battery bag where there is no longer an opening, and excess air has been removed from bag. Then tape it thoroughly so that it is sealed. If using a zip tie, place the zip tie at the center point of the excess portion of the bag opening to not stretch/rip bag, remove excess air from bag, & then zip tie the bag closed. Keep battery module laying horizontally. **SEE PHOTO 6e. (Module in photo does not include a cable lead. This photo is only an example of a closed/sealed bag. THE PROCESS OF CLOSING/SEALING MODULE NEEDS TO BE PERFORMED WHILE LAYING HORIZONTALLY AS DESCRIBED ABOVE).**





## 7. Placing (1) bagged/sealed battery module per each drum:

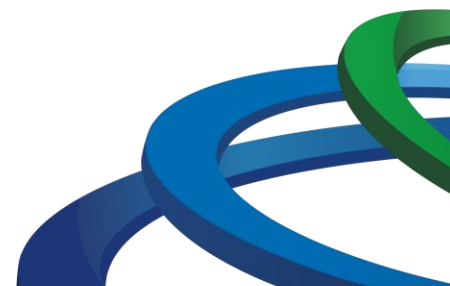
- a. Remove bag of perlite from selected drum & place on the floor temporarily.
- b. Then with the cable lead end of the module facing upward, place the bagged/sealed battery module vertically at the center of the drum on the base of loose perlite material, so that cable lead end of module is on top. With the module properly centered, the space between the module & inside wall of drum should be ~ 3.5" (no closer than 3") on one axis, & ~4.5" (no closer than 4") on the other; space measurements are based off the center of the drum and the module per axis. **SEE PHOTO 7b. (module in photo does not have a cable lead).**
- c. Open the bag of perlite & begin gently pouring the perlite material in the space around the battery module that is between the battery & the inner wall of the drum till you have reached the height of battery module. **SEE PHOTO 7c.**
- d. During this process, should there be any movement of the bagged battery where it is no longer at the center of the drum, please repeat this process till the module remains at the center as described above. Always keep a 5" base of perlite beneath module.
- e. Then pour the balance of the perlite material onto the drum, completely filling the drum. **SEE PHOTO 7e.**
- f. Then fold the empty bag & place on top of open drum for return.

## 8. Drum closure instructions:

- a. Place cover on the drum, making sure that the gasket is in place.
- b. Snap the closing ring over the cover & top lip of the drum. Make sure that the ring's lugs point down below the ring. Also, make sure the bottom edge of the closing ring engages under the lip of the drum.
- c. Insert the bolt completely through the lug without thread. Then screw the bolt into the threaded lug.
- d. While tightening the bolt, tap the along the entire perimeter of the ring with a mallet, starting directly across from the bolt.
- e. Tighten the bolt with a torque of 60 ft-lbs., leaving a gap of 1/8" to 5/8" on closing ring.
- f. The cover & ring should not spin, & the free ends of the ring should not touch.
- g. Once the drum has been properly closed, turn the drum back as it was before where bolts are facing inward on the pallet so as to protect the bolts from any potential damage while being handled logistically.

## 9. DRUM LEVEL – Labels/Markings placement instructions (do not apply on rings of drums):

- a. With drum's closure mechanism facing inward, place the below listed labels/markings on the drum, **opposite side** of the closure mechanism, facing outward. **SEE PHOTO 9.a**
- b. Place additional labels/markings safely aside for placement on pallet after it is stretch wrapped.
- c. **UN3480 Lithium-ion Battery/Class 9** - affix (1) adhesive label/marking onto **drum**. Place as a square on point. If this label/marking is already present on drum, disregard this step.
- d. **Defective/Damaged Lithium-ion Battery** - before affixing to drum, with a permanent marker, write "ION" on the blank space of this adhesive label/marking & allow time to dry. On the same side of drum, affix (1) adhesive label/marking onto **drum**. If this label/marking is already present on drum, disregard this step.
- e. **Shipper/Consignee Name & Address label** - before affixing to drum, clearly write & fill in empty spaces with requested information. Using tape, securely affix onto same side of drum as other labels/markings.





#### 10. Repeat process on remaining modules/drums:

- a. If applicable, replace temporarily moved drum back onto original pallet location.
- b. Then repeat sections **5.c – 9.e** for remaining modules/drums; one module/drum at a time.
- c. Once pallet of all modules/drums are completed, move onto palletizing.

#### 11. Palletizing instructions:

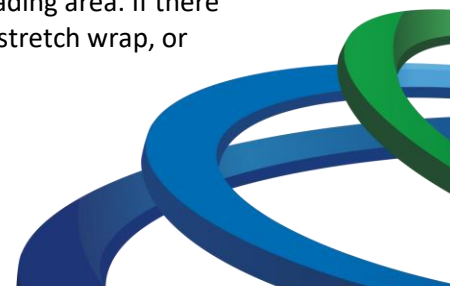
- a. If pallet was received with any cardboard or other material inserts in between drums, inserts should be repositioned as received.
- b. Inspect pallet & ensure no drums are extending beyond the perimeter of the pallet.
- c. Starting at any corner of the pallet, insert shrink wrap through the underside of a corner & pull out the other perpendicular side of the corner & tie a strong knot. **SEE PHOTO 11c.**
- d. Then start making rounds (5 rounds total) on the pallet itself at the base, wrapping only the pallet & its corners. This reinforces the stretch wrap with extra layers on the pallet corners to secure it from ripping when being pulled with relative force on the next 7 rounds for drums. **SEE PHOTO 11d.**
- e. Once 5 rounds have been completed at the base of the pallet itself, then continue to the additional (7) rounds on the drums themselves for a total (12) rounds, working your way up to where the stretch wrap overlaps over the top corner of the drums partially. **SEE PHOTO 11.e #1 & #2.**
- f. **When stretch wrapping actual drums, pull with relative force at every turn/corner of the pallet in order to create enough tension and strength in the wrapping package. Otherwise, the stretch wrap will be loose & not strong enough for shipping.**
- g. Once the (12) rounds are complete, cut the stretch wrap and tape the end of the stretch wrap onto the stretch wrapped pallet.

#### 12. PALLET LEVEL – Labels/Markings placement instructions:

- a. Retrieve additional labels/markings found in drums.
- b. **UN3480 Lithium-ion Battery/Class 9** - affix (2) adhesive labels/markings on opposing sides of stretch wrapped pallet.
- c. **Defective/Damaged Lithium-ion Battery** - before affixing to drum, with a permanent marker, write "ION" on the blank space of this adhesive label/marking & allow time to dry. Then affix (2) adhesive labels/markings on opposing sides.
- d. **Overpack** – affix (2) adhesive labels/markings on opposing sides.
- e. **Shipper/Consignee** - before affixing to drum, clearly write & fill in empty spaces with requested information. Using tape, securely affix onto same side of drum as other labels/markings.

#### 13. Notification to ITAP & shipping documentation:

- a. Once all batteries have been packaged, labeled/marked & palletized, notify ITAP via email of the number of pallets & the number of batteries/drums per pallet.
- b. ITAP will confirm receipt of pickup request & begin to arrange logistics.
- c. ITAP will send completed BOL & written emergency response information (ERG 147 or SDS) in connection with provided information.
- d. Review BOL to ensure it matches the number of pallets & batteries/drums/packages per pallet. If there is any discrepancy, alert ITAP immediately via email & phone call & describe the issue. ITAP will then make needed changes & return it to you.
- e. On the day of pick-up, please have the pallets placed at your designated loading area. If there are any weather conditions (rain, snow, high winds, etc.) where the pallet, stretch wrap, or





applied labels/markings can potentially be compromised, keep the pallets indoors (away from weather) till driver arrives. Print out & sign a copy of the BOL & written emergency response information (ERG 147 or SDS) beforehand so that documentation is ready to hand over to driver upon arrival.

**14. Battery module shipment preparation checklist:**

- Hazmat employee handled preparation.
- Markings & labels properly placed, including the additional damaged battery label as prescribed by 49 CFR 173.185(f).
- Packaged battery(s) into plastic bag & sealed.
- All free space in drum is occupied by filler material (perlite).
- Lid properly closed.

**15. Contact information:**

IT Asset Partners will be more than pleased to assist in any way necessary to successfully complete your return shipment. The points of contact listed below can assist in scheduling the pickup of batteries, suggesting proper packaging techniques, further explaining the packaging techniques described above, &/or answering any questions related to the process of returning batteries.

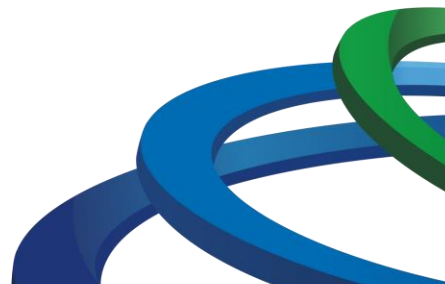
**Contact info:**

**DISCLAIMER:**

The preceding packaging guidelines consist of recommendations only & are only recommendations for US domestic ground shipments. The offeror of transportation, remains responsible for properly storing batteries safely & properly shipping batteries in accordance with [49 CFR Part 173.185\(f\)](#).

Environmental & transportation regulations are subject to change & AS A RESULT THESE RECOMMENDATIONS MAY BE SUBJECT TO CHANGE WITHOUT NOTICE. The offeror is ultimately responsible for staying compliant with all current laws & regulations.

IT ASSET PARTNERS IS NOT RESPONSIBLE FOR ANY INJURIES OR DAMAGES, WHETHER DIRECT OR INDIRECT, SUFFERED AS A RESULT OF THE SHIPPER FOLLOWING THE RECOMMENDATIONS CONTAINED HEREIN.



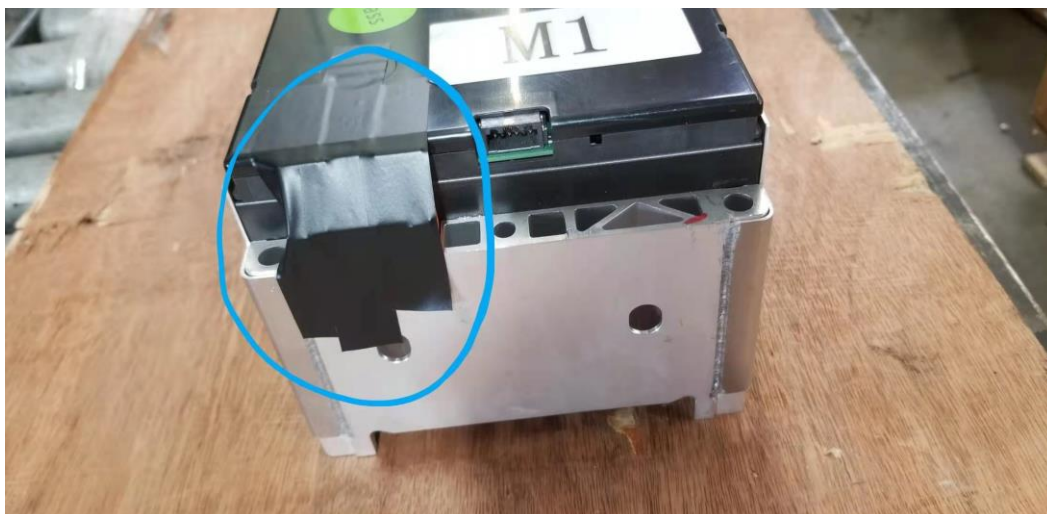


**Defective, Damaged, or Recalled (DDR) Lithium-ion  
Battery Photos Referenced on Instructions (*only photos  
4c. are actual BMW modules*)**

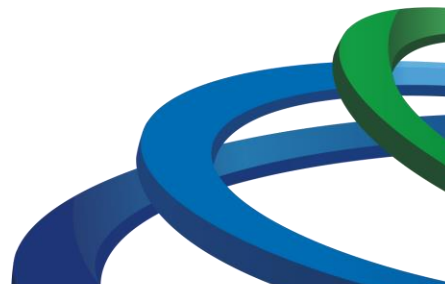
**Section 4:**



**(Photo 4b. # 1 above)**



**(Photo 4b. #2 above)**





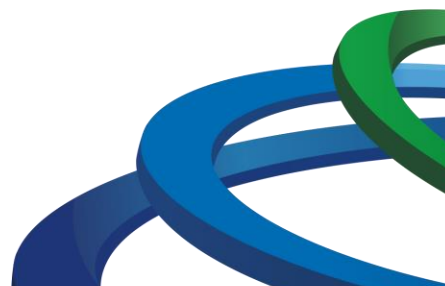
## Section 4 continued: actual BMW module (4c. photos)



**(Photo 4c. #1 above)**



**(Photo 4c. #2 above)**







## Section 4 continued:



(Photo 4c. #3 above)

**Section 6:** PER BAGGING/SEALING INSTRUCTIONS IN SECTION 6, WHEN POSITIONING THE MODULE VERTICALLY OR HORIZONTALLY, NEVER PLACE (1) THE CABLE LEAD SIDE OF THE MODULE, NOR (2) THE TOP SIDE (TERMINAL/PLASTIC SIDE) AT THE BOTTOM, BEARING WEIGHT OF MODULE. THIS PHOTO EXAMPLE CONTAINS A MODULE THAT DOES NOT HAVE A CABLE LEAD, SO IT WAS ABLE TO BE PLACED VERTICALLY ON BOTH SIDES. THAT IS NOT THE CASE WITH THIS PROJECT'S BATTERY MODULES.



(Photo 6a. above)

IT Asset Partners, Inc.  
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**Section 6 continued:**

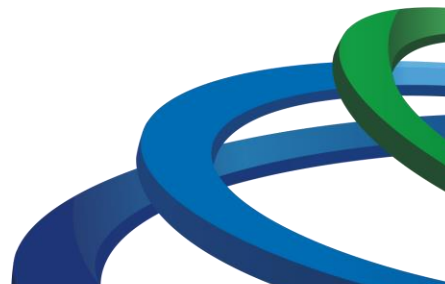


**(Photo 6e. above)**

**Section 7:**



**(Photo 7b. above)**



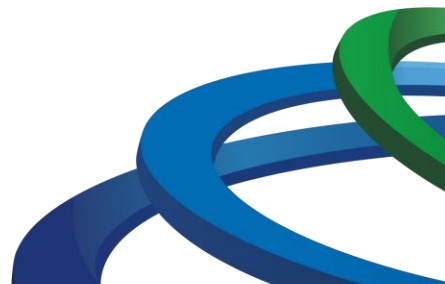
**Section 7 continued:**



**(Photo 7c. above)**



**(Photo 7e. above)**





## Section 9:

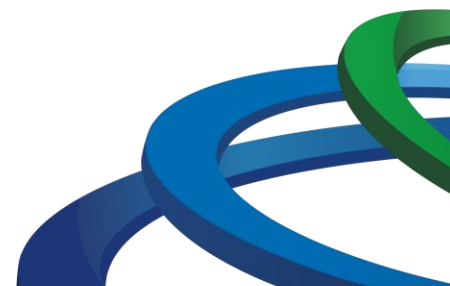


(Photo 9a. above)

## Section 11:



(Photo 11c. above)





**Section 11 continued: photo illustration only of stretch wrapping/palletizing instructions. Per section 9, labels/markings need to be placed on each drum before stretch wrapping drums/pallet(s).**



**(Photo 11d. above)**



**(Photo 11e. #1 above)**





**Section 11 continued: photo illustration of properly stretch wrapped/palletized pallet. Per section 12, additional labels and markings need to applied after this step is completed.**



**(Photo 11e. #2 above)**

