Li-ion/LiPo CHECKLIST

**BEST PRACTICES**

☐ Always purchase batteries from a reputable manufacturer or supplier known to provide quality batteries

☐ Read all the documentation supplied with your battery

☐ Always inspect the battery for signs of damage (puffy, leaking,...) If damaged, do not use them and discard immediately

☐ If you need to transport the battery protect the terminals and any uninsulated connections

☐ If you are carrying your batteries around, keep them in a hard plastic container that will prevent puncture and shorting

☐ Don't leave the battery in a hot car in the sun or hot environment

**CHARGING/DISCHARGING**

☐ Consider placing batteries in a fireproof bag

☐ Ensure that the charger and charger settings are correct

☐ Surface is heat-resistant, nonflammable and non conductive (Best ceramic, concrete, glass...)

☐ Remove all flammable materials (NO wood, carpet, or gasoline containers - YES ceramic or concrete surface)

☐ Remove all sharp objects that might puncture the battery

☐ Ambient temperature between 15°C and 35°C (60°F-95°F)

☐ Do not overcharge or over discharge the battery

**STORAGE**

☐ Remove the battery from the device before storing

☐ Charge or discharge the battery to 3.8V (use the charger set on "storage mode" or use a voltmeter to check the V)

☐ Protect cell terminals with insulating material (e.g. plastic, electrical tape)

☐ Place the battery in a fire proof bag/container

☐ Have a "Li-ion battery ONLY" storage area

☐ Room temperature and NO heat sources

☐ Dry and well ventilated area

☐ Remove all flammable materials (NO wood, carpet, gasoline containers - YES ceramic or concrete surface)

☐ Have an ABC or water fire extinguisher nearby, and know its location

**DISPOSAL**

☐ Discharge the cell/battery to 0V (Use charger on "discharge mode" or put the battery in a 3% salt water sol.)

☐ Inspect battery for damage or leak

☐ Tape or enclose the battery terminals

☐ Recycle at the MIT facilities that accept Li-ion batteries

☐ If the battery is damaged contact EHS Office

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For emergencies dial 100 from any MIT phone or call MIT Police at 617-253-1212