





## ***TABLE of CONTENTS***

- I. Purpose
- II. Definitions
- III. General Procedure for PEDs
  - A. Operation
  - B. Parking Requirements
- IV. Lithium Battery Guidelines
  - A. Charging
  - B. Storage
  - C. Handling and Use
  - D. Disposal
- V. Laptops and Similar Devices
- VI. Emergency Procedures

The intent of this procedure is to provide requirements for Personal Electric Devices (PEDs) and Lithium batteries. This document applies to all students, faculty, staff, and visitors on University

A. Operation

- x PEDs may not be operated inside any University building.
- x PEDs may be carried or walked inside a University building if exterior storage is not available.
- x PEDs that are temporarily carried indoors must not be parked or stored in any manner that blocks access to entrances or exits to buildings including, stairways, or hallways of any University building, including residence halls, as well as aisles or walking paths in classrooms and office space, nor should these items be stored in common areas such as lounges, lobbies, study rooms, etc.
- x The use of cell phones, tablets, or any other electronic device which may serve as a distraction is prohibited while operating a PED.
- x PEDs are to be used for mobility purposes only. Racing, stunts, and trick riding are prohibited on the University of Northern Colorado campus.
- x PED operators shall be mindful of their safety, the safety of others, and shall be alert to pedestrians and other vehicles. PED operators shall exercise due care and reasonable caution to prevent collisions, injury to others, injury to -0.002 Tw -23.36002 l, .002 Tr14 (04 Tw [i]1

- o on a street or in a bike lane, or in any other location that impedes the flow of vehicular or pedestrian traffic, including parking lots,
- o at the top or bottom of any stairs or steps,
- o in any manner that would impede ADA access,
- o adjacent to or affixed to structures, architectural elements, or artwork including but not limited to handrails, fences, benches, light poles, sign poles, sculptures, etc.,
- o in a manner that causes damage to UNC property.

- x Chargers should be plugged directly into wall receptacles without the use of extension cords.
- x Make sure that batteries do not exceed manufacturers recommended operating temperatures during charging or discharging.
- x Use caution if charging a battery that is still warm from usage, or using a battery that is still warm from charging.

B. Storage

Proper lithium battery

- x UNC lithium batteries can be collected by Environmental Health and Safety (EHS) for recycling through the Universal Waste Management Program. Submit a Facilities Management work request to schedule a pickup.

Lithium batteries found in laptops, cell phones, and similar devices usually, if from a reputable manufacturer, require no user input for charging other than connecting it to the provided charging cable. They contain a Battery Management System (BMS) in the battery pack that controls the charging process. The following guidelines should be followed:

- x Use the supplied charging cable and AC adapter from the manufacturer.
- x Do not use if there are any signs of damage to the charger or power cord.
- x Do not use if the battery shows signs of damage such as heating, discoloration, deformation, bulging or swelling.
- x Follow all manufacturer recommendations and be alert for anomalies like unusually hot batteries.

Follow these steps if there is evidence of a battery malfunction or damage (e.g., swelling, heating, or irregular odors).

- x If batteries are showing evidence of thermal runaway failure, be very cautious because the gases may be flammable and toxic and failure modes can be hazardous.
- x Disconnect the battery (if possible)
- x Remove the battery from the equipment/device (if possible)
- x Place the battery in a safe location free from combustible materials