

Warren County Board of Supervisors

RESOLUTION No. 232 OF 2026

RESOLUTION INTRODUCED BY SUPERVISORS RUNYON, CROCITTO, DRISCOLL, ETU, MADAY, TURNER AND CONOVER

ADOPTING THE WARREN COUNTY LITHIUM-ION BATTERY AND CELL POLICY

WHEREAS, the Risk and Safety Committee recommended and the Personnel Committee agreed to approve the Warren County Lithium-Ion Battery and Cell Policy and recommended that the same be advanced to the Board of Supervisors for consideration and adoption, now, therefore, be it

RESOLVED, that the Warren County Lithium-Ion Battery and Cell Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Warren County Lithium-Ion Battery and Cell Policies, Resolutions or parts thereof inconsistent with the annexed Warren County Lithium-Ion Battery and Cell Policy are hereby repealed effective June 18, 2026, and be it further

RESOLVED, that the Warren County Lithium-Ion Battery and Cell Policy will automatically be incorporated into the Warren County Risk and Safety Manual which was adopted by the Warren County Board of Supervisors on January 16, 2026.

“SCHEDULE A”

WARREN COUNTY LITHIUM-ION BATTERY AND CELL POLICY

I. Purpose

Lithium-ion batteries and cells are regulated under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and the General Duty Clause requiring employers - the County to manage the risks of fire, explosion, and chemical exposures present during the use and storage of lithium-ion batteries. The County shall adopt the following guidelines to provide employee users of lithium-ion (Lithium-ion) and lithium polymer (LiPo) cells and battery packs with enough information to safely handle them under normal and emergency conditions. The County urges caution be taken in Lithium-ion battery storage, use, management, and disposal due to the potential for fire and injury if these batteries are misused, damaged and/or stored incorrectly.

II. Lithium-ion Battery Basics

Lithium-ion batteries supply power to many kinds of devices including smart phones, laptops, e-scooters and e-bikes, e-cigarettes, smoke alarms, toys, and even cars. If not used correctly, or if damaged, these batteries have the potential of catching on fire or exploding.

Lithium-ion batteries are easily rechargeable and can store large amounts of energy in a small space. If not treated properly, lithium-ion batteries can overheat, creating thermal runaway, which causes large, violent fires.



Damaged, defective, or uncertified lithium-ion batteries have a greater risk of causing thermal runaway fires or explosions.

If the cells and batteries are correctly handled, the risk of fire developing from a lithium-ion battery from a reputable manufacturer is very low. Most incidents involving lithium-ion batteries find a root cause in the mishandling or unintended abuse of such batteries. Possible causes of lithium-ion battery fires include over charging or discharging; unbalanced cells; excessive current discharge; short circuits; physical damage; excessive hot storage; the storage of multiple lithium-ion cells in a pack; and poor electrical connections when in use.

The following generic criteria should be used when handling and using lithium-ion batteries and cells:

- Always purchase batteries and chargers from a reputable manufacturer or supplier. Cheap or counterfeit batteries and chargers may not undergo the same quality control processes and have a higher likelihood of failing.

- Be sure to read all documentation supplied with your battery.
- Use the battery designed for your device.
- Stop using the battery if it's damaged.
- Never burn, overheat, disassemble, short-circuit, solder, puncture, crush or otherwise mutilate battery packs or cells for use of a device.
- Immediately disconnect the batteries if, during operation or charging, they emit an unusual smell, develop heat, change shape, or behave abnormally.
- Do not leave batteries connected to chargers after charging is complete or over-charge them.

Industry standards recommend the following protocols for lithium-ion batteries and cells:

- Store batteries in a dry and well-ventilated place at room temperature whenever possible. Don't leave them in a hot car, in direct sunlight, or in freezing temperatures. Storage areas should be maintained free from any materials which can catch fire such as wood tables, carpet, or gasoline containers. The ideal surface for storing lithium-ion batteries is concrete, metal, or ceramic or any non-flammable material.
- Batteries can be stored in a metal cabinet such as chemical-storage cabinet, make sure that batteries are not touching each other.
- Always inspect batteries for any signs of damage before use. Never use and promptly dispose of damaged or puffy batteries. Contact Building and Grounds for proper disposal.
- Do not mix different types of batteries or mix new and old ones together (e.g. in a power pack).
- Do not open the battery system or modules.
- Store lithium batteries with no more than 30-50% of their charge for long-term storage.

III. Responsibilities

Department Heads and/or their designees who purchase lithium-ion batteries for County use shall be responsible for:

- Implementation of all applicable provisions of this policy and its protocols.
- Ensure employees in possession of County provided lithium-ion batteries are trained on this procedure and its proper response actions.
- Conduct an analysis of what lithium battery technology is maintained within their department and where.
- Ensure purchasing of lithium-ion batteries and chargers comply with this policy.

Employees who use County supplied lithium-ion batteries shall be responsible for following the policy as outlined.

IV. Shipment and/or Disposal of County Owned Lithium-ion Batteries and Cells

Only trained and authorized personnel are allowed to prepare, package, and ship lithium-ion batteries and cells. If you are planning to ship lithium-ion batteries, with or without equipment, please follow the manufacturer's directions for shipment and/or disposal.

It is unlawful to throw out lithium-ion batteries in the County's regular waste. By law, lithium-ion batteries and cells must be recycled. Damaged lithium-ion batteries require special disposal methods. Please contact the County Building and Grounds department for proper disposal.

V. Emergency Procedures Involving Lithium-ion Batteries and Cells

A. Warning Signs of a Lithium-ion Battery and Cells Fire:

- **If the device is hot:** It is normal for batteries to generate some heat when they are charging or in use. If your device's battery feels extremely hot to your touch, it is likely defective and at risk to start a fire.
- **If the device is swelling or bulging.**
- **If the device is making a noise:** Device is making a hissing, cracking, or popping sound.
- **If the device has an odor:** Pay attention to any strong or unusual odors coming from the battery. Lithium-ion batteries emit toxic fumes when they fail.

If you notice any of the warning signs noted above from a County purchased lithium-ion battery or cell:

- Stop using the device and turn it off immediately.
- Unplug it from the power source.
- Leave the area.

B. Responding to Smoking or Overheating Device.

- **Do not touch or move the device.** Thermal runaway generates a dangerous amount of heat and can release toxic fumes that could be spread through the building.
- **Immediately evacuate** the area and activate the nearest fire alarm pull station or initiate evacuation verbally.
- **Do not try to put the fire out yourself.** Lithium-ion battery fires spread quickly, aggressively, and can become explosive, or reignite. Water may not prevent a battery from burning and fire extinguishers do not work on lithium-ion battery fires.
- Follow the instructions of your emergency evacuation plan.

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