

**Attention Supply Officers, Disbursing Officers,
Navy Cash Accountable Officers, Navy Cash Deputies**

**NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727**

**Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka**

Navy Cash SOP Change Notice 2015-002

5 March 2015

Subject: SHIPPING EQUIPMENT WITH BATTERIES CONTAINED IN EQUIPMENT

Attention: Disbursing Officers/Supply Officers/Navy Cash Accountable Officers/Navy Cash Deputies

1. Background. Batteries are classified as dangerous goods when packaging and transporting them. If improperly handled, packaged, or stored, batteries represent a risk for corrosive and flammable chemicals and for electrical fires. Although alkaline dry cells are not regulated as hazardous materials, all cells or batteries can cause fires from short circuits if terminals are not protected. Lithium cells and batteries, on the other hand, are regulated as hazardous materials. Regulations differ depending on the type of cells or batteries (lithium metal or lithium ion), the mass of lithium contained in or the equivalent Watt-hour (Wh) rating of the cells or batteries, and whether the cells or batteries are being mailed or shipped without equipment, with equipment, or in equipment.

When directed, failed equipment must be returned to the Navy Cash depot (CADs and POSs with stuck transactions are sent to Cogent Systems). In preparing a K22 for mailing or shipping, the “AA” alkaline batteries must be removed from the device, but the lithium-metal backup battery (button cell) must remain in the device. In preparing an iPA 280, the rechargeable lithium-ion battery must be removed from the device, and the lithium-metal backup battery (button cell), which is imbedded in the device on the motherboard, cannot be removed. Any lithium batteries included in a package being prepared for shipment must be installed in the equipment being shipped, and the package must be prepared in accordance with the instructions contained in this SOP Change Notice. Packages prepared for shipment (by USPS, UPS, FedEx, etc.) are likely to travel by air for at least one flight segment and must be treated as air shipments. Batteries that have been depleted or will no longer be used must be disposed of locally following proper procedures. Lithium batteries that have been recalled or damaged or otherwise identified as defective must be disposed of locally following proper procedures and must never be mailed or shipped.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, DOs must take the necessary steps to ensure that any packages being prepared for shipment that include batteries are prepared in accordance with the procedures contained in this SOP Change Notice.

3. Official Change to Navy Cash SOP. This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP.

4. List of Effective Navy Cash SOP Change Notices.

	Ver	Ver	Ver
2012-001 Automatic EOD Now Mandatory <i>CANCELED</i>	1.13	1.14	1.15
2012-002 Required Navy Cash Documentation in Financial Returns <i>CANCELED</i>			
2012-003 Residual Funds on Visitor Cards	✓	✓	

Please route immediately to the Supply Officer and Disbursing Officer

2012-004	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site <i>CANCELED</i>			
2012-005	Automated Transfer of Dormant Profiles	✓	✓	
2012-006	Navy Cash Depot Shipping Address Change	✓	✓	
2012-007	Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement	✓	✓	
2012-008	Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account	✓	✓	
2012-009	Bank/Credit Union Account Information on Cardholder Web Site	✓	✓	
2012-010	Automated EOM Spreadsheet Alternative	✓	✓	
2012-011	Court Orders and Levies and Subpoenas on Navy Cash Accounts	✓	✓	
2013-001	Enrollment Forms Missing in Document Storage System Ashore <i>CANCELED</i>			
2013-002	Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover	✓	✓	
2013-003	Use of Official Mail Manager Merchant Card Now Mandatory	✓	✓	
2013-004	Update to Navy Cash Cardholder Web Site	✓	✓	
2013-005	Enrollment Forms Missing in Document Storage System Ashore—Revised	✓	✓	
2013-006	Distribution of Ship's Store Profits to MWR and Other Miscellaneous Payments — Revised Procedures	✓	✓	
2013-007	DASR and Revision to the Navy Cash Documentation Required in Financial Returns	✓	✓	
2013-008	Maintaining Laptop Security Patches and Updates	✓	✓	
2013-009	Before Cardholders Leave the Ship for a Pending Transfer or Discharge	✓	✓	
2013-010	Navy Cash System Administration Password Changes <i>CANCELED</i>			
2014-001	Navy Cash Cardholder Enrollment Form—New Edition	✓	✓	
2014-002	Navy Cash Accountable Official Cards, Enrollment Forms, and Card Limits	✓	✓	
2014-003	Rules of Behavior for Users of Navy Cash System	✓	✓	
2014-004	Cashing Personal Checks and Cashing Out the Chip on Navy Cash Cards	✓	✓	
2014-005	Appointment of Navy Cash Deputy Is Mandatory	✓	✓	✓
2014-006	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site	✓	✓	✓
2014-007	Updated Recommendations for Spare Navy Cash Card Stocks	✓	✓	✓
2014-008	Navy Cash System Administration Password Changes — Revised	✓	✓	✓
2015-001	Navy Cash Merchant Established for Second Class Association	✓	✓	✓
2015-002	Shipping Equipment with Batteries Contained in Equipment	✓	✓	✓

5. Points of Contact. If you have any questions, please contact:

Hugh Chin at NAVSUP FLC Norfolk
 hugh.chin@navy.mil
 (757) 443-1189 DSN: 646-1189

Andy Yager at NAVSUP FLC San Diego
 andrew.yager@navy.mil
 (619) 556-6493 DSN: 526-6493

Eli Bolina at NAVSUP FLC Yokosuka
 elias.bolina@fe.navy.mil
 +81 (46) 816-7324 DSN: (315) 243-7324

§§§§§

8.13 Managing and Requisitioning Spares

(in version 1.13 associated with release v1.4.6, version 1.14 associated with release v1.4.7.0, and version 1.15 associated with release v1.4.7.1)

d. Failed Equipment. Whenever a piece of Navy Cash equipment, such as a POS, CAD, or router, fails, the failure must be reported to the CSU (see paragraph 8.14 below). To assist in reporting hardware, software, communications, or operational problems, the Navy Cash Trouble Call Worksheet (see paragraph 8.15.26) lays out the information the Disbursing Officer, or designated representative, should have available before contacting the CSU. The CSU will assign a case number, which should be recorded on the Trouble Call Worksheet. The CSU will handle the trouble call directly if at all possible or forward the call to the proper person. When directed to return failed equipment to the Navy Cash depot (CADs and POSs with stuck transactions are sent to Cogent Systems), record the traceable tracking number and date shipped on the Trouble Call Worksheet. The case number assigned by the CSU and the equipment serial number should be included with all Navy Cash equipment returns, so a copy of the Trouble Call Worksheet should be included with all equipment returned to the depot.

SHIPPING ADDRESS AND CERTIFIED MAILING ADDRESS NAVY CASH DEPOT

Engility Corporation
ATTN: Navy Cash Depot
7580 Metropolitan Drive, Suite 207
San Diego, CA 92108
Phone: (619) 278-5472 *(Shipment related issues only)*

SHIPPING ADDRESS COGENT SYSTEMS

Cogent Systems
ATTN: Ryan Settle, Navy Cash Equipment Return
3300 Acorn Street
Williamsburg, VA 23188
Phone: (757) 564-4604 *(Shipment related issues only)*

e. Mailing or Shipping Equipment with Batteries Contained in the Equipment.

(a) Hazardous Materials Regulations. Batteries are classified as dangerous goods when packaging and transporting them. If improperly handled, packaged or stored, batteries represent a risk for corrosive and flammable chemicals and for electrical fires. Although alkaline dry cells are not regulated as hazardous materials, all cells or batteries can cause fires from short circuits if terminals are not protected. Lithium batteries, on the other hand, are regulated as hazardous materials. Regulations differ depending on the type of cells or batteries (lithium metal or lithium ion), the mass of lithium contained in or the equivalent Watt-hour (Wh) rating of the cells or batteries, and whether the cells or batteries are being mailed or shipped without equipment, with equipment, or in equipment. Batteries that have been depleted or will no longer be used must be disposed of locally following proper procedures. Lithium batteries that have been recalled or damaged or otherwise identified as defective must be disposed of locally following proper procedures and must never be mailed or shipped.

(1) Keycorp K22. The K22 Point-Of-Sale device (POS) *(on ships with release v1.4.6.3)* uses “AA” alkaline cells to provide power when used in the portable mode. The K22 also contains a lithium-metal battery (button cell) that powers the device clock and backup RAM. In preparing a K22 for mailing or shipping, the “AA” alkaline batteries must be removed from the device, but the lithium-metal backup battery (button cell) must remain in the device. If the backup battery is removed from a K22 with stuck transactions that is being shipped to Cogent Systems, those transactions will be lost and cannot be verified without a written log to document sales transactions. *As a reminder, the lithium-metal backup battery(button cell) in the K22 must be replaced every two years. CR-1220 batteries are available through the supply system under stock number 9G 6135-01-263-3611 and have an estimated life span of two years. If the lithium battery is not changed and the battery dies at a time the K22 is holding transactions, those transactions will be lost and cannot be verified without a written log to document sales transactions.*

(2) Ingenico iPA280. The iPA280 POS (*on ships with release v1.4.7.x*) uses a rechargeable lithium-ion battery to provide power when used in the portable mode. In preparing an iPA 280 for mailing or shipping, the rechargeable lithium-ion battery must be removed from the device. The iPA280 also contains a backup battery (button cell) to prevent data loss during exchange of the rechargeable battery. This backup battery (button cell) is imbedded in the device on the motherboard and cannot be removed.

(3) U.S. Postal Service (USPS). In May 2012, the USPS removed its prohibition against mailing lithium metal or lithium-ion batteries within the United States or its territories. In November 2012, the USPS removed its prohibition against mailing lithium metal or lithium-ion batteries internationally or to or from any Army Post Office (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO) locations. Certain limited quantities of lithium metal or lithium-ion batteries *installed in the equipment they are intended to operate* can be mailed domestically and internationally or to or from APO, FPO, or DPO locations when not restricted or prohibited by the destination country or APO, FPO, or DPO location. For specific country restrictions, see the applicable Individual Country Listing in the International Mail Manual. For specific APO, FPO, or DPO restrictions, see the information for the destination ZIP Code in the article titled "Overseas Military/Diplomatic Mail" published in each issue of the Postal Bulletin. Lithium batteries *packed with equipment* and lithium batteries *sent separate from equipment* are prohibited internationally. Damaged, defective, or recalled batteries are prohibited and may not be mailed either domestically or internationally under any circumstances.

(4) Packaging K22s or iPA 280s for Shipment. Packages prepared for shipment (by USPS, UPS, FedEx, etc.) are likely to travel by air for at least one flight segment and must be treated as air shipments. To meet domestic and international regulations and requirements for mailing or shipping by surface (rail, highway, and water) and air (cargo and passenger aircraft), small consumer-type lithium cells and batteries like the backup batteries (button cells) in the K22 and iPA280 may be sent in a single shipment with the following restrictions. These restrictions represent the lowest common denominator and qualify a package for mailing and shipment by surface (rail, highway, and water) and air (cargo and passenger aircraft) by USPS, UPS, FedEx, military air, etc.

(a) The batteries must be installed in the equipment being shipped.

(b) Each shipment may contain a maximum of four lithium cells or two lithium batteries. For the K22s and iPA 280s, this limits the shipment to four K22s or iPA 280s. The lithium-metal backup batteries (button cells) installed in the K22 and the iPA 280 contain less than 0.3 grams of lithium.

(c) The batteries installed in equipment must be protected from damage and short circuit.

(d) The equipment must be equipped with an effective means of preventing it from being turned on or activated.

(e) The equipment must be wrapped in plastic to make it waterproof, and it must be contained in a strong sealed package and cushioned to prevent movement or damage. The net weight of the package can be no more than 5.5 pounds (2.5 kilograms). The package must have an accompanying document included in the package (see below). Lithium battery handling labels are not required and are, in fact, prohibited for packages mailed via USPS internationally.

ACCOMPANYING LITHIUM BATTERY DOCUMENT

This package contains lithium cells or batteries in the following configuration (*check applicable*).

LITHIUM ION Maximum of: <ul style="list-style-type: none"> • 20 Watt-hours (Wh) per cell; and • 100 Wh per battery 	LITHIUM METAL Maximum of: <ul style="list-style-type: none"> • 1 gram (g) of lithium metal per cell; and • 2 g of lithium per battery
<input type="checkbox"/> <p style="text-align: center;">Cells or Batteries <u>Only</u> (ICAO/IATA Packing Instruction 965, Section II) <i>Cells or batteries in a package, without electronic equipment</i></p> <p>Package Limit:</p> <ul style="list-style-type: none"> • ≤ 2.7 Wh = 2.5 kg <u>or</u> • > 2.7 Wh but ≤ 20 Wh = 8 cells <u>or</u> • > 2.7 Wh but ≤ 100 Wh = 2 batteries 	<input type="checkbox"/> <p style="text-align: center;">Cells or Batteries <u>Only</u> (ICAO/IATA Packing Instruction 968, Section II) <i>Cells or batteries in a package, without electronic equipment</i></p> <p>Package Limit:</p> <ul style="list-style-type: none"> • ≤ 0.3 g = 2.5 kg <u>or</u> • > 0.3 g but ≤ 1 g = 8 cells <u>or</u> • > 0.3 g but ≤ 2 g = 2 batteries
<input type="checkbox"/> <p style="text-align: center;">Cells or Batteries <u>Only</u> (ICAO/IATA Packing Instruction 965, Section IB) <i>Cells or batteries in a package, without electronic equipment</i></p>	<input type="checkbox"/> <p style="text-align: center;">Cells or Batteries <u>Only</u> (ICAO/IATA Packing Instruction 968, Section IB) <i>Cells or batteries in a package, without electronic equipment</i></p>
<input type="checkbox"/> <p style="text-align: center;">Contained <u>With Equipment</u> (ICAO/IATA Packing Instruction 966, Section II) <i>Cells or batteries contained in a package with associated electronic equipment</i></p>	<input type="checkbox"/> <p style="text-align: center;">Contained <u>With Equipment</u> (ICAO/IATA Packing Instruction 969, Section II) <i>Cells or batteries contained in a package with associated battery-powered equipment – with the batteries not installed in the equipment</i></p>
<input type="checkbox"/> <p style="text-align: center;">Contained <u>In Equipment</u> (ICAO/IATA Packing Instruction 967, Section II) <i>Cells or batteries installed in equipment</i></p>	<input checked="" type="checkbox"/> <p style="text-align: center;">Contained <u>In Equipment</u> (ICAO/IATA Packing Instruction 970, Section II) <i>Cells or batteries installed in equipment</i></p>

- This package must be handled with care. A flammability hazard exists if the package is damaged.
- If this package is damaged in transportation, it must not be loaded until the condition of the contents can be verified. The batteries contained in this package must be inspected for damage and may only be repacked if they are intact and protected against short circuits.
- For more information about the batteries contained in this package, call the following telephone number:
 + 1 (866) 662-8922

Name and Address of Shipper (*optional*)

Name and Address of Consignee (*optional*)
