Accumulated HV Battery Recovery Process Flowchart

1. HV Battery Inventory & DRC Request Survey
   - Dealer name & code
   - Parts Manager Name
   - Date
   - Email address
   - Phone #
   - HV battery part number (w pictures)
   - Quantity of batteries at dealer
   - Quantity of DRCs requested
   - Hybrid Certified Technician name
   - Parts Associate name
   - Training affirmation statements
   - Policy statement

2. Parts Associate Training Requirements
   - EHM-001 – Hazmat U
   - EHM-011 – High Voltage NiMH Battery Preparation & Packaging for Ground Transportation

3. Hybrid Certified Technician Training Requirements
   - 071 – Hybrid Training
   - EHM-011: High Voltage NiMH Battery Preparation & Packaging for Ground Transportation
   - *EHM – 011 HV Battery Preparation & Packaging Competency Form

4. HV Battery Preparation & Packaging Competency Form
   - Date
   - Dealer name & code
   - Service Manager Direct Phone #
   - Technician name
   - Picture of HV mats installed on the battery
   - Picture of the battery cover fully secured (showing “non-spillable” label)
   - Picture of the HV battery strapped into the DRC

5. Submission of the HV Battery Competency Form
   - Go to www.cleandealer.com and click on training resources
   - Click on EHM-011
   - Log in with Dealer Code and SPIN
   - Click on Training
   - Click on Preparation & Packaging Competency

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Initial DRC Request Process

- Dealers who have batteries to return complete training & DRC Request Survey
  - Service and Parts associates complete required training (as outlined below)
  - KPAs confirm training completion
  - HV Technician prepares/packs HVB, takes photos, and submits the Preparation & Packaging Competency Form (Once per HV Technician)

- KPA arranges for DRCs to be shipped to Dealer
- Dealer Receives DRC without recovery shipping documents
- KPA contacts Dealer & provides assistance
- KPA verifies HV Technician’s “Preparation & Packaging Competency Form”
- KPA emails confirmation of certification with return shipping instructions
- Dealer Packages & Ships Remaining DRCs to TMS

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Notes:
- Not OK
- OK
- KPA Contacts Dealer & provides assistance
- KPA arranges for DRCs to be shipped to Dealer
- Dealer Receives DRC without recovery shipping documents
- KPA confirms training completion
- HV Technician prepares/packs HVB, takes photos, and submits the Preparation & Packaging Competency Form (Once per HV Technician)
- KPA contacts Dealer & provides assistance
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