

Date Prepared 05/2001
Last Revised 2/26/09 by P. Watt
Prepared By Carla McGreevy

BMP Physical Plant #25

TITLE: FLUORESCENT LIGHT RECYCLING

Regulatory Citation: 6 NYCRR Part 374-3

Applicability: Fluorescent lights, high intensity discharge lamps, neon lights, black lights, mercury vapor, high-pressure sodium, metal halide lamps and infrared.

Purpose: Ensure the proper collection, storage and recycling of spent lights and lamps.

Person or

Department Responsible: Maintenance Supervisor
Director of Environmental Health and Safety

Schedule: As needed.

Procedures: Whenever fluorescent lights are removed they must be transported to the LaPan Services Building Universal waste storage room and placed in containers labeled "UNIVERSAL WASTE-FLOURESCENT LIGHTS". The label must note the accumulation start date when the first bulb is added to the box. The containers must be stored in such a manner as to prevent breakage and must be kept closed at all times except when adding bulbs. Mercury halide or other round bulbs that cannot be packed back into original containers must be packed with shredded paper or placed in a plastic bag in the box to breakage of loose bulbs.

If a bulb breaks during removal or transport, it will be immediately cleaned up and collected into a container, covered and labeled "Hazardous Waste, fluorescent bulb waste" and the date noted on the container. This waste container must be immediately transported to the Cogan Hazardous waste shed for disposal as a hazardous waste. There are extra hazardous waste labels at the Cogan shed. Make sure to fill in the date and contents – broken fluorescent bulbs.

If there is a breakage of a large number of bulbs – use the Bulb clean up kit according to instructions to complete the clean up. The Bulb clean up kit will be stored in.....

When there is an accumulation of bulb waste, Maintenance will notify the Director of Environmental Health & Safety or the Exec Mgr Physical Plant to arrange a pickup from the approved fluorescent light recycler (see attached list) to properly recycle the fluorescent lights.

The Director of EHS will keep insurance and license information from the transporter/disposal contractor. The Director of Environmental, Health and Safety or designee will sign the shipping records. The Director of EHS will retain a copy of the shipping record and file in the EHS environmental files.

The Director of EHS or designee will check the storage area periodically using the attached check list.

Record keeping: Bulb shipping record

Record Location: EHS files

Current vendor: Complete Recycling

Contact: Director of Environmental, Health and Safety (629-7163)
Exec Mgr Physical Plant (629-7427)
Assistant to Exec Mgr (629-7361)

HVCC-BMP-Physical Plant#25-Fluorescentlights

UNIVERSAL WASTE STORAGE AREA

INSPECTION LOG SHEET

INSPECTORS' NAME: _____

DATE:

INSPECTOR'S TITLE: _____
Campus Center, lower level

LOCATION:

ITEM	TYPES OF PROBLEMS	ACCEPT.	UNACCEPT.	OBSERVATIONS	DATE & NATURE OF REPAIRS REMEDIAL ACT.
Access	Door to storage area not locked				
Labeling	Containers are not labeled (each container must be labeled)				
Date	Label is not dated				
Containers	Not kept closed				
Containers	Not kept on pallet to prevent damage/flooding				
Containers	Not stacked properly to avoid falling, breaking or being subject to damage				
Containers	Not structurally sound and adequate to prevent breakage				
Area/Container	Evidence of breakage, spillage or damage				

More containers needed? _____Yes _____No

More labels needed? _____Yes _____No