



Delaware State University

University Area(s) Responsible: Finance and Administration: Facilities Management Department

Policy Number & Name: 10-06 Fluorescent Light Bulbs

Approval Date: 02/08/2016

Next Review Date: 02/08/2018

I. Purpose

The purpose of this policy is to establish the method which fluorescent light bulbs are handled and disposed of.

II. Scope & Applicability

This policy applies to all University facilities, students, faculty, staff, and contractors.

III. Definitions

Waste Lamps: Delaware Department of Natural Resources and Environmental Control (“DNREC”) defines a waste lamp as “the bulb or tube portion of an electric lighting device that is designed to produce radiant energy. Examples of common lamps include but are not limited to: fluorescent tubular and compact fluorescent lamps, high intensity discharge lamps, neon lamps, mercury vapor lamps, high pressure sodium lamps and metal halide lamps. A used mercury-containing lamp becomes a waste on the date it is permanently removed from a fixture. An unused mercury-containing lamp becomes a waste on the date the generator no longer has a desire to use it.”

IV. Policy

1. Each University department is responsible for notifying Facilities Management at www.myschoolbuilding.com whenever they need replacement of a bulb or lamp.
2. A facilities management team member will replace the bulb or lamp and return the waste lamp to the onsite “Universal Waste Lamps” storage container. When storing the bulb or lamp, the person returning the item will place it carefully in the box in which it was received or a suitable box to prevent breakage or damage.

3. Once the onsite “Universal Waste Lamps” storage container is full, Facilities Management will complete the Chemical Waste Disposal Form and send it to the Safety/Risk Manager. The Safety/Risk Manager will have the container moved to the on campus Hazardous Material Storage Shed for pickup and disposal by the hazardous waste disposal vendor. These items may be stored up to **one year** before they must be disposed of in the appropriate manner.
4. If any bulbs or lamps are broken, the pieces must be immediately cleaned up and placed in a plastic bag. Any residue must be swept up using a dust pan and brush to ensure the entire residue is removed. The person cleaning the broken pieces should wear gloves and eye protection to prevent injury. The person should then wash their hands thoroughly with soap and water.
5. At a time deemed necessary by the Safety/Risk Manager and in accordance with state and federal regulations, the “Universal Waste Lamps”, held in the on campus hazardous waste storage shed will be scheduled for hazardous material waste pick-up or recycling depending on which option is deemed appropriate by the Safety/Risk Manager in accordance with DNREC and federal regulations.
6. If any department chooses to replace their own bulbs and lamps, the person replacing the bulb will be responsible for temporarily storing the used bulb or lamp in a safe manner to prevent breakage or damage. The items must be stored in a secure location until Facilities Management can be notified to pick them up.

For additional information on recycling waste lamps in Delaware, please go to:

<http://www.dnrec.delaware.gov/dwhs/SHWMB/Documents/Waste%20lamp%20fact%20sheet.pdf>