



**FACILITY SUPPORT OPERATIONS**  
MAINTENANCE – FACILITY MODIFICATIONS –  
CENTRAL SUPPLY & DELIVERY SERVICES

# Memo

**To:** All Schools – Principals, Custodians and Office Personnel

**From:** Warehouse Clerk

**CC:** Plain Jane's

**Date:** 27 July 2010

**Re:** Fluorescent Lamp Recycling

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All used fluorescent lamps generated by the school system must be recycled and not placed in the landfill. This includes the long tubes that go in the overhead lighting and the compact fluorescents (CFLs) used in lamps, closets and some wall lights.

In order to meet this requirement, the warehouse now has a “Bulb Eater” device that allows us to safely dispose of the lamps. The device sits atop a 55 gallon drum. It simultaneously grinds the lamp and filters out the small amounts of mercury contained in the lamps which is considered a hazardous material. The drums are then shipped to state authorized recycling facility for final disposal.

When lamps are changed in our facilities, all locations are required to return the used lamps to the warehouse for disposal. Please share the following procedures with your staff for handling the used lamps.

If we have empty lamp boxes available, we will try to send you one when we deliver your order of more than 3 cases. This way you can have a separate box to put the used lamps in as you remove them. If you don't have a separate empty box, please put the used lamps into the new case as you pull out the fresh lamp to install, but make sure you do the following:

- As you remove a used lamp from the fixture – use a marker to make an **X** at one end of the glass tube, and then slide the tube into the box with the marked end up. This way you can identify a used lamp if you accidentally grab it instead of a new one.



- Once you have filled a box with used lamps, mark the outside of the box with the school's initials and the number of lamps in the box (ex: WCHS - 30). Since we are continuously reusing boxes, if there are prior markings on the box please scratch them out.
- Place the box in a safe place and give them to the warehouse delivery drivers when they come around daily to deliver pouches and supplies. Please store the boxes in a manner that they will not tip over and cause breakage.
- Also send CFL's back to the warehouse for disposal. Place the used lamps in a cardboard box and include in the box a note with the school's initial and a list of the lamps included. Please write the CCS Warehouse Stock number of each type of lamp and the quantity of each.

Example:

<u>WCHS</u>
#819 – 6
#947 – 3

We are tracking the quantity of each type of lamp that we recycle, so it is important to have accurate counts of all lamps returned and the stock numbers for the CFL's to help us identify them.

- The small amount of mercury contained in fluorescent lamps is a hazardous material, so if a lamp is broken you must take care to follow proper clean up procedures. Please see the attached procedures provided by the EPA.
- Additional Information about mercury spill cleanup can be found at:  
<http://www.epa.gov/hg/spills/>

U.S. Environmental Protection Agency June 2010

## **Cleaning Up a Broken Compact Fluorescent Light Bulb (CFL)**

Fluorescent light bulbs contain a very small amount of mercury sealed within the glass tubing. The U.S. Environmental Protection Agency recommends the following clean-up and disposal steps:

### **Before Cleanup: Air Out the Room**

- Have people and pets leave the room, and don't let anyone walk through the breakage area on their way out.
- Open a window and leave the room for 15 minutes or more.
- Shut off the central forced-air heating/air conditioning system, if you have one.

### **Cleanup Steps for Hard Surfaces**

- Carefully scoop up glass pieces and powder using stiff paper or cardboard and place them in a glass jar with metal lid (such as a canning jar) or in a sealed plastic bag.
- Use sticky tape, such as duct tape, to pick up any remaining small glass fragments and powder.
- Wipe the area clean with damp paper towels or disposable wet wipes. Place towels in the glass jar or plastic bag.
- Do not use a vacuum or broom to clean up the broken bulb on hard surfaces.

### **Cleanup Steps for Carpeting or Rug**

- Carefully pick up glass fragments and place them in a glass jar with metal lid (such as a canning jar) or in a sealed plastic bag.
- Use sticky tape, such as duct tape, to pick up any remaining small glass fragments and powder.
- If vacuuming is needed after all visible materials are removed, vacuum the area where the bulb was broken.
- Remove the vacuum bag (or empty and wipe the canister), and put the bag or vacuum debris in a sealed plastic bag.

### **Cleanup Steps for Clothing, Bedding and Other Soft Materials**

- If clothing or bedding materials come in direct contact with broken glass or mercury-containing powder from inside the bulb that may stick to the fabric, the clothing or bedding should be thrown away. Do not wash such clothing or bedding because mercury fragments in the clothing may contaminate the machine and/or pollute sewage.

• You can, however, wash clothing or other materials that have been exposed to the mercury vapor from a broken CFL, such as the clothing you are wearing when you cleaned up the broken CFL, as long as that clothing has not come into direct contact with the materials from the broken bulb.

- If shoes come into direct contact with broken glass or mercury-containing powder from the bulb, wipe them off with damp paper towels or disposable wet wipes. Place the towels or wipes in a glass jar or plastic bag for disposal.

### **Disposal of Cleanup Materials**

- Immediately place all clean-up materials outdoors in a trash container or protected area for the next normal trash pickup.
- Wash your hands after disposing of the jars or plastic bags containing clean-up materials.
- Check with your local or state government about disposal requirements in your specific area. Some states do not allow such trash disposal. Instead, they require that broken and unbroken mercury-containing bulbs be taken to a local recycling center.

### **Future Cleaning of Carpeting or Rug: Air Out the Room During and After Vacuuming**

- The next several times you vacuum, shut off the central forced-air heating/air conditioning system and open a window before vacuuming.
- Keep the central heating/air conditioning system shut off and the window open for at least 15 minutes after vacuuming is completed.