

SHEPHERD UNIVERSITY

Policy/Procedural Statement

Title: **Universal Waste Lamp Management**
Created: 01.30.2017 (DRAFT)
Created By: Dustin Robbins

Revised:
Most Recent Revision By:
Policy/Procedure Number: EHS-008

PURPOSE

To ensure the safe and proper management of universal waste lamps generated at Shepherd University.

SCOPE

These procedures apply to Shepherd University employees who handle or have responsibility for managing universal waste lamps (e.g. fluorescent, high intensity discharge, low pressure sodium, mercury vapor, high pressure sodium and metal halide). These procedures also apply to contractors who, as part of their construction scope of work, handle or have responsibility for managing universal waste lamps generated on Shepherd property that will be turned over to the University for disposal.

PROCEDURES

1. Remove lamps from fixture or collect spent or discarded/abandoned lamps.
2. Place used lamps in structurally-sound containers.
 - a. Segregate bulbs by type. (In most cases the original containers for the lamps can be reused to store used lamps.)
3. Close container. (Tape should be used to close cardboard containers.)
4. Label used lamp containers.
 - a. Place a Shepherd University "Universal Waste" label (see page 2) on each container.
 - i. Check the "**Lamps**" box to indicate the appropriate universal waste stream.
 - ii. Write the **date** on which the first lamp was placed in the container or accumulated (whichever was first).
 - b. If pre-printed labels are unavailable, clearly label each container with the following:
 - i. The words "*Used Lamp(s)*."
 - ii. The **date** on which the first lamp was placed in the container.
5. Transport lamps to designated universal waste lamp accumulation area or arrange for transport by immediately contacting Facilities Management or the Campus Environmental Safety Coordinator.
6. Re-containerize lamps as needed in the universal waste lamp accumulation area. When re-containerizing lamps in the accumulation area, follow steps 2 – 4 as outlined in this SOP.

IMPORTANT SAFETY NOTES

- Containers should be stored in a manner that ensures they are kept dry and undamaged.
- Universal waste lamp containers should only be opened when adding or removing lamps.
- Loose lamps and open containers are not permissible and are EPA/WVDEP violations.
- Unlabeled and improperly labeled containers are EPA/WVDEP violations.
- Precautions should always be taken to prevent lamp/bulb breakage.

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IMPORTANT SAFETY NOTES (CONTINUED)

- Broken lamps/bulbs must be managed as hazardous waste (see SU SOP EHS-012).
- Plastic sheeting or a “drop cloth” can be placed below areas where lamps are to be changed.
- Universal waste lamps are not to be accumulated longer than one year.
- Notify supervisor immediately if containers, labels or other supplies are needed for proper labeling and containment of lamps.

SHEPHERD UNIVERSITY UNIVERSAL WASTE LABELS

UNIVERSAL WASTE Shepherd University 301 N King Street, Shepherdstown, WV 25443
Check the correct waste and record the accumulation start date. <input type="checkbox"/> Battery(ies) <input type="checkbox"/> Lamp(s) <input type="checkbox"/> Mercury-Containing Equipment <input type="checkbox"/> Pesticide(s)
Accumulation Start Date: _____
<i>Waste must be disposed of within one year of the accumulation start date.</i>

UNIVERSAL WASTE Shepherd University, 301 N King Street, Shepherdstown, WV 25443
Check the correct waste and record the accumulation start date. <input type="checkbox"/> Battery(ies) <input type="checkbox"/> Mercury-Containing Equipment <input type="checkbox"/> Lamp(s) <input type="checkbox"/> Pesticide(s)
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