



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 4, 2004, Revised August 24, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.007

Subject: Building 95A Bulb and Ballast Storage

Purpose and Scope: To formalize Facilities Maintenance with the proper procedures for storage of used lamps, ballasts, and batteries.

Procedures:

LAMPS - When storing used lamps, separate according to type. All boxes and fiber drums must have spent mercury labels affixed to each container. Label containers with date. Use fiber drums for lamps greater than 24 inches but less than 4 feet. Use 8-foot boxes for lamps over 4 feet. Use 24-inch rectangular boxes for u-tube and compact lamps. All containers must be closed or sealed when not in use. Broken lamps shall be stored in a 55-gallon steel drum provided. Clean up any debris made during lamp storage, keeping dust to a minimum.

<p style="text-align: center;">SPENT</p> <p style="text-align: center;">MERCURY-CONTAINING</p> <p style="text-align: center;">LAMPS FOR RECYCLING</p> <p style="text-align: center;">University of West Florida Environmental Health and Safety (850) 857-6221</p> <p>Storage Date: _____</p>
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BALLASTS - First separate ballast by type, magnetic versus electronic. Electronic ballasts should be discarded directly into the scrap metal roll-off bin located beside Building 93. Magnetic ballasts are stored in 55-gallon steel drums. Magnetic ballasts are separated based on whether they contain polychlorinated biphenyls (PCB). Ballasts that do not contain PCBs are labeled "Non-PCB". If a ballast is not labeled "No PCBs," or the label is illegible, assume it contains PCBs and dispose in the appropriately labeled drum.

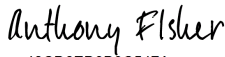
CAPACITORS / STARTERS - Separate capacitors/starters based on whether they contain polychlorinated biphenyls (PCBs). Capacitors/starters that do not contain PCBs are labeled "Non-PCB" and may be placed in 55-gallon steel drum labeled "Non-PCB". If a capacitor is not labeled "No PCBs," or the label is illegible, assume it contains PCBs and dispose in 30-gallon poly drum labeled "PCB Capacitors Only".

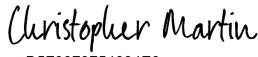
BATTERIES - Lead acid, nickel-cadmium, lithium ion and other rechargeable batteries may not be disposed as solid waste. Place batteries on labeled black metal shelving for recycling. Place leaking batteries in a spill proof container and notify Environmental Health & Safety at 850-857-6221.

All trash shall be disposed of in trash container provided. Close and lock roll down door when leaving storage facility.

Developed by: Facilities Maintenance

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