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| Attachment F – Universal Waste Lamp and Ballast Guide**Document #:** EHS-0026atf  **Issued:** 01/04/2021 **Version: 0**  |

# 1.0 Purpose

The following guidance is intended to outline the proper handling, storage, and disposal of lamps and ballasts generated within the University. Strict adherence to these requirements enables Penn State to manage these waste streams under the Universal Waste regulations. Failure to follow these requirements would require the materials to be regulated as Hazardous Waste.

# 2.0 Scope

This guidance covers all recyclable lamps and ballasts generated by University operations. Recyclable lamps include fluorescent tubes (e.g., circular, 2 ft., 4 ft., 6 ft., 8 ft., etc.), compact fluorescent lamps (CFLs), sodium lamps, mercury vapor lamps, metal halide lamps, projector bulbs, and ultra-violet (UV) lamps..

Incandescent lamps are not covered by this guidance and should be disposed with the regular trash generated for the area.

# 3.0 Responsibility

 Specific responsibilities are defined within the Chemical Waste Management Plan.

# 4.0 Procedures

The procedures for proper handling of lamps and ballast are divided into several key sections, including; Packaging, Labeling, Transporting, and Disposal. The associated information for each type of waste is summarized below.

**Lamps**

4.1 Packaging Lamps – when a lamp is removed from service, the lamp must be containerized immediately to prevent breakage. The primary containers that should be used for collecting lamps for disposal can include:

* Original packaging (cardboard box) if in good condition (e.g., no missing flaps, all packaging material removed, etc.) and can be closed, or
* EHS supplied bulb container (e.g., cardboard box, bucket, drum, etc.)

Independent of the type of container selected, the container must meet the following criteria:

* Closed when not adding lamps to the container
* Stored in a dry location and not exposed to the weather
* Lamps should not be taped together prior to placing in the container
* Different types of lamps should be in different collection containers

Never place a broken lamp in the standard lamp collection container – all broken lamps should be collected in a separate container.

4.2 Labeling Lamp Containers – once a container is being used to collect lamps, proper labeling is required to be placed on the container. All containers collecting lamps must contain the following information:

* “Universal Waste – Lamps”
* Type of lamps stored in the container
* Accumulation start date (date the first lamp was placed in the container)
* Generator name (individual placing lamp into container)
* Building name or storage location

EHS can provide a label template that can be used by specific groups to pre-print their own labels.

4.3 Transporting Full Lamp Containers – there should be a central accumulation point for full containers to be stored prior to shipping them off-site for proper disposal. For University Park, a standard waste pickup request form (Light Tubes and Ballasts) must be submitted for lamp disposal to move them to the accumulation location (EHS Webpage - Waste Disposal link: <https://ehs.psu.edu/waste-disposal>). For campus locations, please work with the appropriate site contacts in maintenance.

In certain situations, off-site disposal may be direct from the generator location with EHS approval. There are specific paperwork requirements for this type of activity and all shipments must be coordinated through EHS prior to generating the lamps.

**Note – EHS will not pickup or accept lamps that are not properly packaged or labeled. It is the responsibility of the group generating the lamps to verify that the containers are in proper condition for transportation.**

4.4 Lamp Disposal – Off-site shipment of lamps is regulated and must comply with the Universal Waste regulations. In addition to the labeling requirements noted in Section 4.2, it includes the use of proper shipping papers (Bill of Lading). These shipping papers must be prepared prior to shipment by the vendor or EHS and meet the following requirements:

* Must include DOT proper shipping name and number of containers & weights
* Only signed by trained individuals
* Copy of completed Bill of Lading must be forwarded to EHS

Arrangements for proper lamp disposal must be coordinated through EHS. To begin this process at University Park, pickup requests must be submitted through the standard waste pickup process (ref. 4.3). For campus locations, please contact your Regional EHS Coordinator for the disposal of Universal Waste Lamps.

The shipment of Universal Waste lamps is regulated by DOT; therefore, retention of these shipping papers must be kept on-site for three (3) years in accordance with DOT regulations.