SAFETY / ENVIRONMENTAL TOOLBOX TRAINING – PROPER MANAGEMENT OF USED LAMPS

SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to spark safety / environmental discussions during monthly meetings with employees
- Submit the employee sign-in sheet to your designated administrative assistant / training coordinator as a record of training

Used lamps (known to the rest of the world as light bulbs) must be handled and labeled according to regulations from the Environmental Protection Agency (EPA). Lamps are considered hazardous because they contain various heavy metals that are toxic and harmful to the environment. Examples include: fluorescent, compact fluorescent, HID, halogen, LED, incandescent, metal halide, sodium, and UV.

During Environmental Health and Safety Inspections of Facilities Management spaces, proper management of used lamps is verified. These inspections help ensure that Emory is prepared for audits from the EPA and the Georgia Environmental Protection Division. Following the simple steps below will ensure that you are in compliance with environmental regulations.

Requirements & Tips

- Use your new lamp boxes to pack your used lamps.
  - Do not cut off the flaps - you will need them.
  - Pack the used lamp in the space created by the new lamp that was removed. This prevents the cardboard separators from falling out of place.
- When you place the first used lamp in the box, immediately label the box with:
  - The words “Used Lamps” and
  - The date that you place the 1st used lamp in the box.
  
  EHSO can provide labels to make labeling easier.
  - It is recommended that the label be placed on the end of the box.
  - It is acceptable to store used and unused lamps in the same box as long as it is labeled and dated for the used lamps.
- Each time you finish adding used lamps to the box, you must close the flaps and secure with tape.
If you are changing multiple fixtures, you do not need to tape the box closed after every lamp insertion, assuming the box is secured on a cart and under your supervision. If you break for lunch or another job, you must tape the box closed.

- Deliver your boxes to the lamp cage at the warehouse as soon as reasonable.
- Stack lamps with the label facing outward.
- If you want to keep your box, or your box has become unstable, you may repack lamps into the drums at the lamp cage.

Common Mistakes to Avoid

- Do not leave loose lamps lying around with the intention of packing them later. Immediately place your used lamps in a sturdy box.
- Do not hoard your used lamps.
  - Emory must properly recycle the lamps within 1 year of the date on the box.
  - You should keep them no longer than 6 months.
  - Please remember, the lamp cage is small and cannot hold large volumes delivered at one time.
- Do not wait to label your used lamp boxes when you arrive at the warehouse lamp cage.
- Do not change the labeling requirements.
  - Words like “bad bulbs” or “old lamps” are not allowed by EPA.
- Do not tape or bind your lamps together.
- Do not store lamp boxes outside the building. They must be kept out of the weather.
If you break a lamp(s)...

- Avoid dust generated from breakage.
  - Leave the area temporarily until the dust settles.
  - Do not allow other people into the area.
- After the dust settles, reenter the space to clean up the broken pieces.
  - Use tape or carefully pick up the broken pieces.
  - DO NOT SWEEP or VACUUM.
- Large broken lamp pieces can be packed with the intact lamps.
- Small broken lamp pieces should be packaged into a small box lined with a heavy-duty garbage bag and labeled with “Used Lamps-Broken” and the date.
- Remember to call EHSO at 404-727-5922 if you have questions, concerns, or need assistance with clean-up.
1) When labeling lamps for proper disposal, what two items are required?
   • “Used Lamps”
   • The date that the 1st used lamp was placed in the container.

2) When must labeling occur?
   • Immediately after the 1st used lamp is placed in the container.

3) Do used lamp containers have to be closed before they are full?
   • Yes. Lamp containers have to be closed even when there is just one used lamp inside.

4) How often must you deliver your used lamps to the lamp cage for disposal?
   • You should deliver you used lamps to the lamp cage as soon as reasonable.
   • You should only deliver a few boxes at a time.
   • It is recommended that you take your lamps to the cage every 6 months at a minimum.

5) What methods are appropriate for cleaning up broken lamps? What method is inappropriate?
   • Use tape or carefully pick up broken lamp pieces.
   • Do not sweep or vacuum the broken lamp pieces.