


 A graphic for 'Toolbox Talks' featuring a wooden toolbox with various tools and a yellow hard hat on the left. The words 'TOOLBOX' are written in large, blue, stylized letters, and 'TALKS' is written in large, black, bold letters to the right.

**SUPERVISOR INSTRUCTIONS:**

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

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



During the Environmental Health and Safety Inspections of Facilities Management spaces, the proper management of used lamps is verified. These inspections help ensure that Emory is prepared for audits performed by the EPA and the Georgia Environmental Protection Division. Follow the simple steps below to ensure that your area is in compliance with environmental regulations.

### ***Packing and Labeling Requirements***

1. Use your new lamp boxes to pack your used lamps whenever possible.
  - 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.
2. When you place the **first used lamp** in the box, immediately label the box with:
  - The words "Used Lamps" **and** the current date. *Note: 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 new and used lamps in the same box as long as it is labeled and dated for the used lamps.
3. Each time you finish adding used lamps to the box, you must close the flaps and secure the box 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.



## SAFETY/ENVIRONMENTAL TOOLBOX TALKS – PROPER MANAGEMENT OF USED LAMPS

---

### ***Proper Disposal***

#### **On the Main Campus**

- Deliver your boxes to the lamp cage at the warehouse within 6 months of the date on the box.
- Stack lamps with the label facing outward.
- If you want to keep your box, or your box has become unstable, you may repack the lamps into the drums in the lamp cage.

#### **Satellite Locations (i.e. Yerkes, Grady Campus)**

- Arrange a collection through EHSO by emailing [chemwaste@emory.edu](mailto:chemwaste@emory.edu) within 6 months of the date on the box or drum.

### ***Common Mistakes to Avoid***

- Leaving loose lamps lying around with the intention of packing them up later.
- Hoarding 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.
- Waiting to label your used lamp boxes when you arrive at the warehouse lamp cage.
- Changing the labeling requirements.
  - Words like “bad bulbs” or “old lamps” are not allowed by EPA.
- Taping or binding your lamps together.
- Storing lamp boxes outside the building. (They must be kept out of the weather.)



### **Questions for Discussion**

- 1) When labeling lamps for proper disposal, what two items are required?
  - “Used Lamps”
  - The date that the 1<sup>st</sup> used lamp was placed in the container.
- 2) When must labeling occur?
  - Immediately after the 1<sup>st</sup> 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 your 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.