

TASK OUTLINE

Effective Date: 01/04/2000, Revised 04/27/07

Approved By: Director of Facilities Management

Authority: RCW Title 49 and Title 70

Cancels: FM 89-8

See Also: POL-U5950.01, POL-U5950.05,
and POL-U5950.06**TSK-FM5950.01A HANDLING NON-LEAKING FLUORESCENT LIGHT BALLASTS**

To change a **NON-LEAKING** fluorescent light ballast, the **Maintenance Mechanic or Electrician** shall do the following:

1. **Assemble** the following items:
 - Light source
 - Lock and tag
 - Safety goggles or face shield
 - ***Plastic-lined*** 5-gallon metal pail from FM Marshalling Building
2. **Use** Lockout/Tagout procedures: LOCKOUT and TAGOUT the main panel **-OR-** LOCKOUT and TAGOUT all switches that control the circuits being worked on.
3. **Put on** goggles or a face shield when work is directly under the fixture.
4. **Remove** the old ballast and **insert** a new one.
5. **Dispose** of the ballast properly:
 - 5a. If the ballast is marked "NO PCBs" **dispose** of it in the Non-PCB Barrel at FM Marshalling Building.
 - 5b. If the ballast is NOT marked, **place** the ballast into a plastic-lined, 5-gallon metal pail.
 - 5b1. If a pail is needed, **obtain** from FM Marshalling Building or **call** Environmental Health and Safety, x3064.
6. **Remove** the lock on panel or lock and tag on all switches.
7. **Transport** the pail with the ballast to Facilities Management.

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8. **Remove** the ballast from the pail and **place** the ballast in the appropriate, lined, 55-gallon open-head metal drum in the Marshalling Building:
 - Labeled **Housing** if from the housing area.
 - Labeled **Academic** if from an academic building.

NOTE: Outside storage is **NOT** allowed. All storage **MUST** be under cover.

9. If a new drum is needed, **keep** the ballast in the pail and **call** Environmental Health and Safety, x 3064.