

**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-FM5950.01B      HANDLING LEAKING OR SMOKING  
FLUORESCENT LIGHT BALLASTS**

To change a fluorescent light ballast **THAT IS LEAKING OR SMOKING**, the **Maintenance Mechanic or Electrician shall** do the following:

1. If the ballast is smoking (a rare event), **ask** people in the area to leave temporarily and **open** any operable windows to provide ventilation.
2. If the ballast is leaking, **ask** people who may be directly affected to move away temporarily and **keep** them from contact with the compound.
3. **Turn** off the affected light.
4. Immediately **notify**:
  - The supervisor and
  - Environmental Health and Safety (EHS) at x3064 or by radio for assistance.
5. **Obtain**:
  - Alternative light source
  - Respirators, if needed
  - Neoprene, butyl or nitrile gloves
  - Goggles or face shield
  - Cleaning supplies, as needed
  - Plastic bags (heavy duty, not yellow hazardous material)
  - Light Switch Locks
  - LOCKOUT and TAGOUT supplies
  - Plastic-lined, 5-gallon pail with lid (from Marshalling Building)
6. **Use** appropriate Lockout procedures: LOCKOUT the main panel -OR- LOCKOUT the switch. **Attach** completed safety tag.
  - 6a. If not trained in either Lockout/Tagout or PCB procedures, **notify** supervisor to request removal from the task.

## TASK OUTLINE

7. If the incident occurs in a non-ventilated room, **put** on a respirator equipped with an organic vapor cartridge.

**NOTE:** Without ventilation, a respirator is required. Respirator fit-testing, training, and medicals are required.

- 7a. If not trained in respiratory protection and fit-tested, **notify** the supervisor to request removal from the task.
8. If the work is directly under the fixture, **put on** goggles or a face shield.
9. **Put on** rubber gloves that will not absorb PCBs (e.g., Neoprene, butyl, or nitrile).
10. **Use** caution to avoid personal contamination (e.g., from touching the face with a contaminated glove).
11. **Remove** the fluorescent lamps and ballast.
12. If the ballast is labeled, "NO PCBs", **disposes** of it in the Non-PCB Barrel at FM Marshalling Building.
13. If the ballast is **NOT** labeled, **clean up** leaks as follows:

**Non-Absorbant Surfaces** (table tops and uncarpeted floors)

- **Wipe** potting compound with a rag or paper towel.
- **Scrape** with a putty knife if hardened. Avoid smearing.
- **Ask** the supervisor which cleaner to use.
- **Clean** all surfaces twice using a proper solvent or detergent.

**Absorbant Surfaces** (drapes, carpets, rugs, fabrics)

- Because there is no reliable way to clean and decontaminate these materials, **secure** the area and then **contact** the appropriate supervisor to establish the amount of material that will be required to be removed. The task of cutting away damaged material may be assigned to a specialist or another maintenance crew member
- When required, **cut** the material away in a six-inch radius around the contaminated points(s).
- In areas where foot traffic has spread contamination, **dispose** of the damaged carpet.

## TASK OUTLINE

- **Clean** associated surfaces, such as flooring under contaminated carpeting, thoroughly, as above
14. **Place** all contaminated materials (ballasts, rags, carpet etc.) in doubled-wrapped plastic garbage bags and **fit** smaller items into a labeled, plastic-lined, five-gallon steel pail with tight fitting lid.
  15. **Remove** contaminated clothing, protective equipment or gloves using “inside-out technique” and **place** them into garbage bags and into a pail as in step 14 (above).
  16. **Wash** hands thoroughly with detergent when completely through with the cleanup process.

**NOTE: ALL** contaminated materials and protective clothing have been packed for disposal.

17. **Remove** the lock and tags following lockout procedures
18. **Call** Environmental Health and Safety staff (x3064) to request they transport **ALL** contaminated waste to PCB storage at the Armory.
19. **Return** the steel pail to the Marshalling Building for storage.
20. If smoke was present, **continue** to ventilate the room for 24 hours before reuse.