

**TASK OUTLINE**

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

Approved By: Director of Facilities Management

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Cancels: FM 89-8

See Also: POL-U5950.01, POL-U5950.05,  
and POL-U5950.06**TSK-FM5950.01C      HANDLING FLUORESCENT LAMPS**

**BACKGROUND** All fluorescent lamps contain mercury. When they are changed out, they are REGULATED as universal waste. As universal waste they cannot go into regular waste bins. They **MUST** be collected for proper disposal.

To replace a non-working fluorescent lamp, the **Maintenance Mechanic or Electrician** shall do the following:

1. **Assemble** the following items:
  - Safety goggles
  - Work gloves
  - Partially full (or empty) fluorescent lamp box marked “**Universal Waste Lamps**”
  - Switch lock **OR** panel lock and tags
  - Ladder
  - Temporary lighting, if needed
  - Lamp holder for climbing ladder with lamps
2. **Turn** off all light switches.
3. **Use** Lockout/Tagout procedures: LOCKOUT the main panel **-OR-** Lockout and Tagout switches that affect the circuitry being worked on.
4. **Put** on goggles and work gloves.
5. **Set** up temporary lighting, as needed.
6. **Put** on the lamp holder and **insert** a new lamp into the holder.
7. **Climb** the ladder.
8. **Remove** the non-working fluorescent lamp from the fixture and **put** the non-working lamp into the lamp holder.

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9. **Remove** the new lamp from the holder and **insert** it into the fixture.
10. **Store** the non-working lamp in the fluorescent lamp box
11. **Mark** the box "**UNIVERSAL WASTE LAMPS**"
12. **Remove** the lock and tag on all switches and temporary lighting.
13. **Remove** safety goggles, gloves and lamp holder.
14. **Follow** Steps 1 through 10 for all lamps to be changed during a work period or shift.
15. **Tape** the box of universal waste lamps shut when full.
16. **Transport** the full box of universal waste lamps to the FM Marshalling Building cage.
17. **Notify** Environmental Health and Safety at X3064 when a full box of universal waste lamps are at the Marshalling Building.

**NOTE:** The U.S. EPA and Washington Department of Ecology regulate many lamps as universal waste. The following lamps may not be placed in the regular trash but must be properly stored and given for proper disposal:

- Fluorescent lamps including circle-line, pin, and looped lamps
- High intensity discharge lamps
- Neon
- Mercury vapor
- High pressure sodium
- Metal halide