

SHEPHERD UNIVERSITY

Policy/Procedural Statement

Title: Broken Mercury-Containing Lamp Management

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Revised:

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PURPOSE

To ensure the safe and proper management of broken mercury-containing lamps/bulbs.

SCOPE

These procedures apply to employees who handle or manage mercury containing lamps/bulbs or who have the responsibility for managing broken mercury-containing lamps/bulbs. These procedures also apply to contractors who handle or manage mercury-containing lamps/bulbs or are responsible for managing broken mercury-containing lamps/bulbs.

PROCEDURES

1. For bulbs that have just broken, take the following actions (otherwise continue to Step 2):
 - a. Leave the room and have all others leave the room without walking through debris.
 - b. Ventilate room (Close interior doors and open windows and exterior doors).
 - c. Restrict access to the room for at least 5 minutes.
 - d. Restrict access to room until clean-up is complete.
2. Assemble clean-up materials.
 - a. Personal protective equipment (PPE) – Safety glasses and gloves.
 - b. Stiff paper (such as index cards) or cardboard
 - c. Disposal bags (minimum of two)
 - d. Container – Glass or rigid plastic container with lid or cardboard box
 - e. Duct tape
 - f. Damp paper towels or wet wipes (optional).
3. Don PPE (Put on safety glasses and disposable gloves.)
4. Scoop up debris with stiff paper or cardboard and place in disposal bag and carefully pick up large pieces of debris and place in disposal bag.
 - a. Work from outer areas of debris inward.
 - b. Avoid stepping on residues and broken glass.
5. Use duct tape to pick up glass shards and residues from surfaces and place in disposal bag.
6. Wipe surface clean with damp paper towels or wet wipes and place in disposal bag.
7. After clean-up, carefully remove gloves and place in disposal bag.
8. Seal disposal bag with duct tape, place in second bag and seal outer bag with tape.
9. Place bagged material in container and close/seal container.
 - a. If a cardboard box is used, all seams must be sealed with tape.

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PROCEDURES (CONTINUED)

10. Clearly label the outer container.
 - a. Place a “Hazardous Waste” label (see page 2) on the container.
 - i. Write “*Broken Mercury-Containing Lamp(s)*” or “*Broken Mercury-Containing Lamp(s) and Debris*” in the “Contents” field.
 - ii. Write the **date** on which the material was accumulated in the “Accumulation Start Date” field.
 - b. If a pre-printed hazardous waste label is not available, label the container with the following:
 - i. The words: “*Hazardous Waste*”
 - ii. The words: “*Broken Mercury-Containing Lamp(s)*” or “*Broken Mercury-Containing Lamp(s) and Debris.*”
 - iii. The **date** on which the material was accumulated.
11. Wash hands with soap and water.
12. Notify supervisor of the broken lamps/hazardous waste generated.
13. Contact Facilities Management or Campus Environmental Safety Coordinator immediately for pick-up.

IMPORTANT SAFETY NOTES

- Do not use a vacuum cleaner or broom and dustpan to clean up the area as this will scatter debris and require vacuum and broom and dustpan to be managed as hazardous waste.
- If gloves break/tear during clean-up, remove broken/torn gloves, place in disposal bag and put on new disposal gloves.
- Containers of broken lamps should not be opened to add or remove broken lamps.
- A plastic sheeting or “drop cloth” is encouraged to be placed on the floor below area where lamps are to be changed, especially in areas with carpet.

HAZARDOUS WASTE LABEL

HAZARDOUS WASTE	
Contents:	_____

Accumulation Start Date:	_____

WASTE CONTAINERS MUST BE CLOSED AT ALL TIMES EXCEPT WHEN ADDING OR REMOVING WASTE. HANDLE WITH CARE.