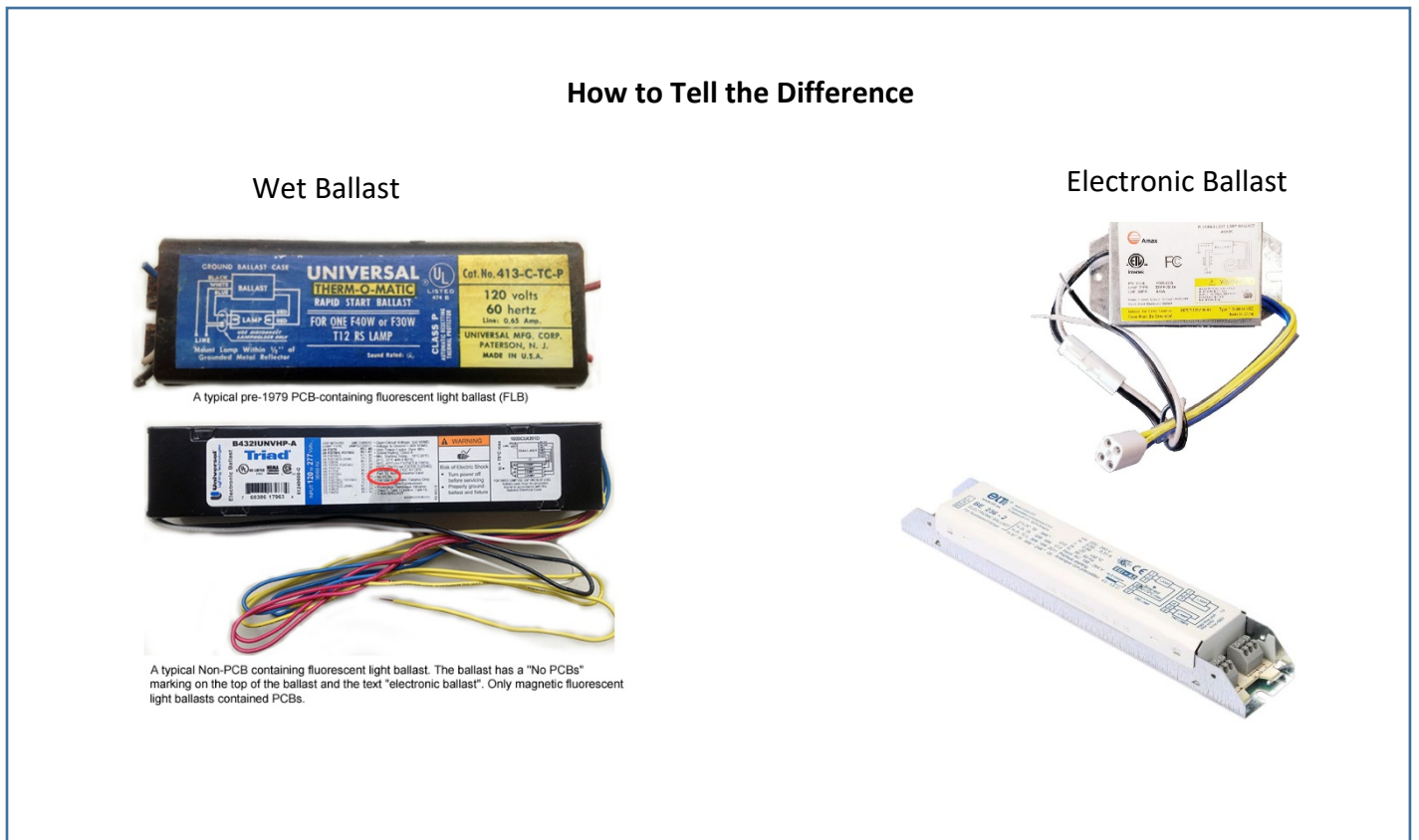


FSU Fluorescent Bulb & Ballast Disposal Procedures – June 9, 2020

Maintenance (Zones & Shops)

- Fluorescent Bulbs
 - Pick up empty bulb boxes from Surplus when needed
 - Box up bulbs and bring to Surplus (Note: bulbs must be in boxes and cannot be left individually or unboxed)
 - Upon arrival at Surplus, apply "Universal Waste" sticker and populate required fields, i.e. type of waste, quantity, and any other relevant fields
- Ballasts
 - Bring all liquid-containing ballasts, or wet ballasts, to Surplus and place in disposal drums for recycling
 - Electronic ballasts can be disposed of in the regular trash



FSU Fluorescent Bulb & Ballast Disposal Procedures – June 9, 2020

Waste Management

- Fluorescent bulbs
 - Ensure proper labelling of bulb boxes, i.e. Universal Waste stickers, type of waste, quantity, and any other relevant fields
 - Add bulb boxes to pallet
 - After a pallet is full use stretch wrap to secure boxes on pallet
- Ballasts
 - Ensure that ballasts are placed in designated drums
- Coordinate with recycling company:
 - Pick up of bulb pallets and ballast drums when necessary
 - Order bulb boxes
 - Order drums for ballasts
- Recordkeeping & Billing
 - Receive Invoice upon bulb/ballast pick up and deliver to purchasing for billing
 - Receive Shipping Manifest upon bulb/ballast pick up and deliver to Environmental Health & Safety for compliance with recordkeeping requirements

Environmental Health & Safety

- Coordinate ordering and delivery of "Universal Waste" stickers for Waste Management
- Keep records of disposal manifest for compliance with federal regulations