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

---

**How to Tell the Difference**

**Wet Ballast**

![Image of a wet ballast]

*A typical pre-1979 PCB-containing fluorescent light ballast (FLB)*

**Electronic Ballast**

![Image of an electronic ballast]

*A typical non-PCB containing fluorescent light ballast. The ballast has a “No PCBs” marking on the top of the ballast and the text “electronic ballast”. Only magnetic fluorescent light ballasts contained PCBs.*
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