

SCHOOL BOARD OF POLK COUNTY

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September 19, 2003

F & O MEMO: 2459

TO: All Schools

FROM: Jean Wilson, Manager
Environmental & Safety

THRU: Bob Williams, Assistant Superintendent
Facilities and Operations

RE: Procedure for Spent Mercury-Containing Lamps

Attached is a recycling procedure for the proper handling, storage and disposal of spent mercury-containing lamps. These lamps can either be fluorescent or high intensity discharge lamps. This procedure will be posted on the Facilities website. Please note that the B-1 Service Center is no longer a collection site.

Important Message: Principals, please instruct your custodians that your main custodial storage area is the designated area for the storage of lamp boxes and discarded spent lamps. **REMEMBER DO NOT STORE THESE IN MECHANICAL OR ELECTRICAL ROOMS.** When a box is full of discarded lamps, please, notify Custodial Services/District Office, Doug Dodgson by **email** to collect the boxed lamps from your school.

Please do not allow these boxes of discarded lamps to accumulate. The school custodians are to tape the boxes and write the number of lamps on the outside of each box. Encourage your custodial staff to review and post this procedure for daily use. If you have any questions, call me at (863) 519-8511 or ext. 51290.

Enclosures

bulbs:procedlt