

SPENT FLUORESCENT AND HIGH INTENSITY DISCHARGE LAMPS

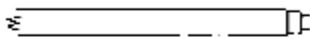
RECYCLING PROCEDURE

PURPOSE: To provide assistance in the proper handling, storage and disposal of spent fluorescent and high intensity discharge lamps. Contact Environmental Services, Facilities & Operation Division, at 863-519-4708 for questions concerning this procedure. **This is a quick reference for the storage, handling and disposal of spent mercury-containing lamps:**

School Board of Polk County, Florida

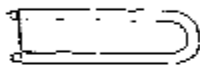
Mercury-Containing Lamps To Be Collected For Proper Disposal

Fluorescent Lamps. The bulbs are tubular and available in typical shapes shown below.

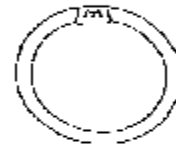


straight lamp - (lengths vary from 6 to 56 inches), (diameters vary from 5/8 to 2-1/8 inches).

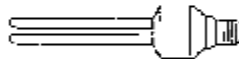
U-shape:



Circular:



Deluxe:



High Intensity Discharge (HID) Lamps. Two groups - Standard Mercury and Mercury Safelinc - may be used for streetlighting, industrial hi bay, parking lot, general flooding, and sports facilities.



Storage Location

The **main custodial storage area** for each school/facility has been designated as the accumulation area for storage of spent lamps. Store the spent lamp boxes in the main custodial storage area. Label the accumulation area in the custodial storage area with the following wording: “SPENT MERCURY-CONTAINING LAMPS FOR RECYCLING.” **Do not store them in mechanical or electrical rooms.**

Storage Boxes

When school/facility custodians remove spent lamps, the spent lamps are to be placed into lamp storage boxes **obtained from the warehouse**. Do not save the boxes the lamps are shipped in for storage of discarded lamps as they collapse and cause breakage. Fill each storage box to capacity with the **same type** of spent lamp in each box. Use the 4’ boxes for odd shaped bulbs.

NOTE: Use the following item codes to order lamp storage boxes from the central warehouse:

Boxes for 4’ fluorescent lamps - Item code: 1000711

Boxes for 8’ fluorescent lamps - Item code: 1000712

Handling

- Do not tape lamps together.
- Pack unusual lamp lengths and lamp types in a 4’ separate box.
- Incandescent or other non-mercury containing lamp types are not to be packed with these mercury-containing lamps.

Broken Lamps

- Place broken lamps in a plastic bag, seal it, and label the bag as “breakage”.
- If lamps in a box break, place the entire box in a plastic bag and close, seal, and label the bag. **DO NOT OPEN** the box to retrieve broken or intact lamps.

Use all precautions to eliminate breakage of lamps. Additional charges to the School Board may result from recycling broken lamps.

Labeling Boxes

Label each storage box with the following words: “**SPENT MERCURY CONTAINING LAMPS FOR RECYCLING.**” Some boxes may already be labeled.

Preparing for Pick-up

- The school/facility custodian will tape the boxes and write the number of lamps on the outside of each box (**remember: store only one size and/or type of lamp in each box**).
- Please verify that all spent lamp storage boxes are labeled with the words “**spent mercury-containing lamps for recycling.**”

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Pick-up

Notify by **email** (Outlook interoffice computer program) Custodial Services, District Office, Doug Dodgson, the number of filled boxes of spent lamps to be collected from your school/facility. **The Custodial Services Department will collect the lamps from your school/facility.**

Collection Sites

- The Custodial Services Department designee will transport the spent lamps to one of the following collection sites:

Lake Wales Service Center (LW-9)	678-4272	x53461
North Lakeland Service Center (L-4)	413-2028	x59010
South Lakeland Service Center (L-6)	648-3582	x53096
Winter Haven Service Center (WH-5)	965-6290	x50195

- The Collection sites will accept spent lamps Monday-Thursday, 7:30 am to 3:00 pm unless other arrangements are made in advance with Collection site personnel.
- Collection site personnel will load boxed 4’ spent fluorescent lamps onto a pallet and will shrink-wrap the boxes to the pallet when pallet is full if shrink-wrap is available. The 8’ spent fluorescent lamps will **not** be loaded onto a pallet.
- Collection site personnel will keep the Collection Log Form (attached) at the Collection site to log the number/type of lamps collected.
- When the Collection sites are full, Collection site personnel will fax (863-519-4776) the Collection Log form to the Environmental Services office or **email** (Dorothy White) the count of lamps and sizes. No phone calls, please.

Disposal

- A contracted recycling vendor will remove lamps from the collection site, upon notification from Environmental Services. You must allow a couple of weeks for Environmental Services to arrange pick up of boxed lamps by our contracted recycling vendor.

- The contracted recycling vendor will generate a manifest that must be signed by a School Board employee as a representative of the “Generator”. Any School Board employee on-site at time of collection may sign the manifest.
- Place a copy of the manifest and Collection Log form in the logbook maintained at the accumulation area. Forward original manifest and Collection Log form to Environmental Services, District Office-Bartow.

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