

## Checklist of Recommended Best Management Practices for Lamp Handling and Storage

\*Check with your state environmental agency on lamp handling and storage requirements.

### Location:

- ✓ Designate an area within your facility to store lamps
- ✓ Storage locations should be away from high-traffic areas
- ✓ Bigger facilities may need more than one location for easier access
- ✓ Storage rooms should be clean, dry, and free of broken lamp debris
- ✓ Areas should ideally have an air handling system that is independent from the rest of the building to help minimize exposure to mercury from broken bulbs

### Handling of Lamps:

- ✓ Employees should know whom to call if they see that a lamp is burned out
- ✓ Workers should remove lamps carefully to prevent breakage
- ✓ Do not leave spent lamps in a position or in an area where they can be easily broken
- ✓ Place the lamps in a sturdy container
- ✓ Create procedures for reporting and managing broken lamps
- ✓ If lamps are accidentally broken, follow the clean-up procedure at [www.epa.gov/mercury/spills/index.htm#fluorescent](http://www.epa.gov/mercury/spills/index.htm#fluorescent)
- ✓ Keep broken lamps in a sealed container, and keep the container in a cool place, away from high-traffic areas – preferably outdoors.
- ✓ Containers of broken lamps should not be opened to add or remove broken lamps
- ✓ Remember: Broken lamps contain mercury and may present health hazards. Follow OSHA, EPA, and state regulations when managing broken lamps.

### Storage of Spent Lamps:

- ✓ You can put spent lamps in specially made lamp containers for spent lamp storage. Lamp recyclers may provide containers for their customers.
- ✓ Containers should be closed, structurally sound, and compatible with the contents of the lamps
- ✓ Containers should lack evidence of leakage, spillage or damage that could cause leakage or releases of mercury
- ✓ Containers should be stable (i.e., they don't tip over easily), or they should be stored in such a way that they won't easily tip over
- ✓ Do not pack too many lamps into a container because the pressure could lead to breakage
- ✓ Do not stack boxes of lamps too high because lamps on the bottom could be crushed by the weight of the pile
- ✓ Do not tape lamps together or use rubber bands
- ✓ Clearly identify containers of spent lamps (e.g., "Waste Lamps," "Spent Lamps" or "Used Lamps")
- ✓ Close and secure boxes/containers with tape

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