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|  Albemarle County Public Schools | |  | | Subject: Fluorescent & HID Light Bulb SOP | |
| Document No.: | Issue Date: | Last Revised: | Page: | Prepared By: | Approved By: |
| SOP-REC-02 | 3-30-07 | 3-30-07 | 1 of 2 | LAC | |

1.0 PURPOSE

This Standard Operating Procedure (SOP) outlines the work instructions for **recycling used and broken fluorescent and high intensity discharge (HID) light bulbs** in Albemarle County Public Schools. This procedure includes fluorescent and HID bulbs from all buildings within Albemarle County Public Schools. HID bulbs include high pressure sodium, mercury vapor, and metal halide bulbs. **These light bulbs contain mercury, therefore MUST be recycled.**

2.0 PROCEDURE

Responsibility: LEAD CUSTODIAN, CUSTODIAL & MAINTENANCE STAFF

DO NOT DISPOSE OF USED FLUORESCENT OR HID BULBS IN REGULAR TRASH.

1. WHEN A FLUORESCENT BULB IS REPLACED:

- A) Place spent/used bulbs in cardboard box provided by disposal vendor
- B) Do not store bulbs anywhere other than bulb box; they may break
- C) Label box “**Universal Waste – Used Bulbs**”
- D) **When the first bulb is put in a container,**
- E) When a box is full, **count the number of bulbs** and write the total number on the outside of the box.
- F) Store box away from high-traffic areas if possible, to prevent breakage

2. FLUORESCENT BULB PICK-UP SCHEDULE:

- A) Bulbs will be picked up **once every 4 months, regularly.**
- B) Someone from Building Services will contact you to see how many boxes of bulbs you need picked up every 4 months.
- C) If you need bulbs picked up in the meantime due to storage space issues, call Building Services at 975-9340 and submit a Work Order.



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3. BROKEN BULBS:

- A) If a bulb breaks, carefully place broken pieces in a SEPARATE cardboard box
- B) Sweep all broken glass and debris and also place in box
- C) Label this box “**Universal Waste - Broken Used Bulbs**”
- D) Tape or seal box securely
- E) Give this box to bulb disposal vendor along with other spent bulbs

4. WHEN A HID BULB IS REPLACED:

- A) Place spent/used bulbs in designated container at Building Services
- B) Do not store bulbs anywhere other than the collection container

5. TRANSPORTING BULBS TO CENTRAL PICKUP LOCATION:

- A) Bulbs will be picked up by Building Services as they accumulate at the schools.
- B) A maximum of 440 lbs (~14 boxes) can be picked up at one time from any school and transported to Building Services.