

EASTERN MICHIGAN UNIVERSITY	Revision: 0
EMUDPS-EHS-p011 Broken Fluorescent Bulb Clean Up Guideline	Date: 6/20/2012
	Page 1 of 3

I. PURPOSE

This guideline is designed to assist University personnel with the clean up and disposal of broken fluorescent bulbs.

II. SCOPE AND APPLICATION

This guideline applies to all personnel, including contractors, working with or responsible for disposal of fluorescent bulbs and any other mercury containing bulbs.

III. RESPONSIBILITIES

A. Foremen, Managers, Supervisors and Contractors

1. Foremen, managers, supervisors and contractors of personnel working with light bulbs shall ensure their personnel are aware of this guideline.
2. Foremen, managers, supervisors and contractors shall enforce compliance with this guideline.
3. Foremen, managers, supervisors and contractors shall provide the necessary personal protective equipment and clean up equipment required by this guideline.
4. Foremen, managers, supervisors and contractors shall contact Environmental Health and Safety if they have any questions or concerns regarding this guideline or a broken fluorescent bulb situation.

B. Employees and Contractor Employees

1. Employees and contractor employees shall comply with this guideline.
2. Employees and contractor employees shall wear the necessary personal protective equipment and use the recommended clean up equipment as required by the situation.
3. Employees and contractor employees shall consult with their foremen, manager, supervisor or personnel from Environmental Health and Safety whenever there are questions or concerns regarding health and safety issues.
4. Employees and contractor employees shall report any job related injuries, illnesses and/or accidents to their foremen, manager or supervisor.

C. Environmental Health and Safety

1. Environmental Health and Safety shall provide assistance as necessary for compliance with this guideline.
2. Environmental Health and Safety shall periodically update this guideline.

EASTERN MICHIGAN UNIVERSITY	Revision: 0
EMUDPS-EHS-p011 Broken Fluorescent Bulb Clean Up Guideline	Date: 6/20/2012
	Page 2 of 3

IV. PROCEDURE

A. Prior to Clean Up

1. Have people leave the room and avoid the breakage area on the way out.
2. If possible, open a window and leave the room for 5 – 10 minutes. Post a sign indicating not to enter the room. If a window cannot be opened, leave the room for 5 – 10 minutes and post a sign indicating not to enter the room due to a broken bulb.
3. Have the following items available for the clean up
 - a. Stiff paper or cardboard
 - b. Duct tape
 - c. Damp paper towels or disposable wet wipes
 - d. Sealable plastic bag(s)
 - e. Plastic bucket with lid and hazardous waste label

B. Clean Up on Hard Surfaces

1. DO NOT VACUUM.
2. Wear gloves when cleaning up a broken bulb. Dispose of the gloves in the plastic bag used for the clean up debris.
3. Carefully scoop up glass fragments and powder using stiff paper or cardboard and place debris and paper/cardboard in the sealable plastic bag.
4. Use duct tape to pick up any remaining small glass fragments and powder. Place the used tape in the plastic bag.
5. Wipe the area clean with damp paper towels or disposable wet wipes. Place the towels in the plastic bag.
6. Place the plastic bag into a plastic bucket with lid and hazardous waste label. This bucket can be used for multiple clean ups.
7. Wash your hands with soap and water after placing the items in the bucket.
8. When the bucket is full, contact Environmental Health and Safety for disposal.

C. Clean Up on Carpeting or Rugs

1. DO NOT VACUUM.
2. Wear gloves when cleaning up a broken bulb. Dispose of the gloves in the plastic bag used for the clean up debris.
3. Carefully scoop up glass fragments and powder using stiff paper or cardboard and place debris and paper/cardboard in the sealable plastic bag.
4. Use duct tape to pick up any remaining small glass fragments and powder. Place the used tape in the plastic bag.
5. Use a damp paper towel to wipe up any remaining powder. Place the towel in the plastic bag.
6. Place the plastic bag into a plastic bucket with lid and hazardous waste label. This bucket can be used for multiple clean ups.
7. Wash your hands with soap and water after placing the items in the bucket.

EASTERN MICHIGAN UNIVERSITY	Revision: 0
EMUDPS-EHS-p011 Broken Fluorescent Bulb Clean Up Guideline	Date: 6/20/2012
	Page 3 of 3

8. When the bucket is full, contact Environmental Health and Safety for disposal.

D. Disposal of Large Sections of Broken Bulbs

1. When cleaning up broken tubes on either hard surfaces or carpeting, if there are large sections of un-broken bulb, DO NOT BREAK the bulb.
2. Place the bulb into one of the boxes for bulb disposal labeled with a hazardous waste label, not the universal waste label.
3. Contact Environmental Health and Safety when the box is full and ready for disposal.

V. REFERENCES

- A. U.S. Environmental Protection Agency – What to Do if a Compact Fluorescent Light (CFL) Bulb or Fluorescent Tube Light Bulb Breaks in Your Home
- B. GE Fluorescent Lamps MSDS
- C. Philips Fluorescent Lamp MSDS

VI. APPROVALS

Dieter Otto, Director, Grounds, Custodial and Waste Management Date

Bilal Sarsour, Director, Facilities Maintenance Date

Scott Storrar, Director, Facilities Construction and Planning Date

Kathryn Wilhoff, Director, Environmental Health and Safety Date

VII. HISTORY

Rev	Change(s)
0	Initial release