

1. Place all mercury-containing lamps in the designated storage areas.

- a.
- b.
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1. Storage area must be identified with an easily readable sign stating “**WASTE MERCURY-CONTAINING LAMP STORAGE.**” Refer to **APPENDIX A.**

2. Label each box as “**Waste Mercury-Containing Lamps.**” Labels can be obtained from the Office of Risk Management (812 465-7003). Refer to **APPENDIX B.**

3. Label each box with the accumulation start date (the date the first waste lamp is placed into the box). Refer to **APPENDIX B.**

4. Store for no longer than one year from the accumulation start date.

5. At any given time, universal wastes (i.e., batteries, pesticides, thermostats, or mercury-containing lamps, calculated collectively) will not exceed the 1000-kilogram (kg) storage limit established by the City of Evansville

6. Contain any lamp that shows evidence of leakage, spillage or damage. The container must be closed, structurally sound and compatible with the contents of the lamps.

7. Stack boxes of lamps five feet in height or less.

9. Conduct a weekly inspection of the lamp storage area and document on the inspection log (**APPENDIX C**). The inspection log should contain check marks by the items listed, inspector’s name, date, and time of inspection.

8. Please submit a copy of the inspection log every 16 weeks to the Office of Risk Management (Support Services Building, ATTN: John Hunt). Maintain the storage location copies of the inspection logs for a minimum of two years to document weekly inspections. These copies should remain at the storage location.

9. Shipments of unbroken lamps must be accompanied by a Bill of Lading. Please send a copy of the Bill of Lading to the Office of Risk Management.

VI. HAZARDOUS WASTE MANAGEMENT

In the event that a mercury-containing lamp breaks, the material must be managed as hazardous waste.

1 Hazardous waste should be placed in the designated drum in the lamp storage area.

2 Label the container as “Hazardous Waste.” Refer to **APPENDIX D.**

3 Store hazardous waste for no longer than 90 days from the date waste is first placed in a container.

4 Ensure the container is “closed” except when adding waste.

5 Storage area must be identified with an easily readable sign stating “**DANGER -HAZARDOUS WASTE STORAGE AREA UNAUTHORIZED PERSONNEL KEEP OUT.**” Refer to **APPENDIX E.**

6 Inspect hazardous waste container storage area at least weekly and maintain a log of all inspections.

Ensure communication equipment and emergency equipment is available where hazardous wastes are managed.

IX. CONTRACTOR'S RESPONSIBILITIES

A. Renovation / Demolition Projects

All designated project areas that include mercury-containing lamps that have been removed from service must be managed under USI's Mercury-Containing Lamp program. Once lamps are removed from service, the contract Supervisor (or designated representative) will contact Supervisor, Material, Equipment and Storeroom at 465-7098 and request for lamp removal. FM will take the tubes to USI's designated Waste Mercury-Containing Lamp storage area.

Lamps should not remain on project sites for greater than one day. If lamps remain on project site for greater than one day, the site must be managed in accordance to Section M(take .J/one day, the)-6.5UPS

VII. ORDERING SUPPLIES AND SCHEDULING PICKUPS

These boxes come in three sizes, 2 feet by 3 feet long (2'X3'), 4 feet long (4'), and 8 feet long (8'). Departments must order the appropriate size for the used lamps they are managing. High-intensity-discharge lamps and other odd sizes may be placed in any of the above-mentioned boxes. However, U-shaped lamps should be placed in a separate box from the regular tubes and lamps. Used lamps should remain unbroken in order to contain the hazardous mercury found in these lamps.

To order supplies or schedule a pick up, contact the Supervisor, Material, Equipment and Storeroom in Support Services Services Building at 812 465-7098. The Custodial Service Supervisor and employees will fill the recycle containers in the (10) designated buildings and then transport them to Distribution Services for storage and then palletize for shipment to Veolia.

VIII. TRAINING

USI's Office of Risk Management must provide mercury-containing lamp and hazardous waste management training annually to all employees who handle lamps. This training is documented and maintained in the Office of Risk Management. Only employees that have attended the training session will be permitted to handle mercury-containing lamps. All new employees that will be handling these tubes must attend this training within 30 days of their initial employment date. Please contact the Office of Risk Management to schedule a training date. Refer to **APPENDIX F** for the Mercury-Containing Lamp Training Program. **APPENDIX G** will be used to track training attendance.

APPENDIX A Mercury-Containing Lamp
Storage Area Sign



**APPENDIX B Waste Mercury-Containing
Lamp Stickers**

**Waste
Mercury-Containing
Lamps**

Accumulation Start Date: _____

APPENDIX D Hazardous Waste Label

HAZARDOUS WASTE

GENERATOR INFORMATION

NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

OFFICE/DEPT: _____

PHONE: _____

BUILDING: _____

ROOM: _____

ADDRESS: _____

ZIP: _____

DATE: _____

TIME: _____

CONTENTS

Container: _____

Toxic _____

Corrosive _____

Flammable _____

Other _____

HAZARD ID: _____

HAZARD CLASSIFICATION: _____

HAZARD CODE: _____

HAZARD DESCRIPTION: _____

HAZARD QUANTITY: _____

HAZARD WEIGHT: _____

HAZARD VOLUME: _____

HAZARD TEMPERATURE: _____

HAZARD PRESSURE: _____

HAZARD pH: _____

HAZARD SPECIFIC GRAVITY: _____

HAZARD DENSITY: _____

HAZARD VAPOR PRESSURE: _____

HAZARD BOILING POINT: _____

HAZARD MELTING POINT: _____

HAZARD SOLUBILITY: _____

HAZARD STABILITY: _____

HAZARD REACTIVITY: _____

HAZARD TOXICITY: _____

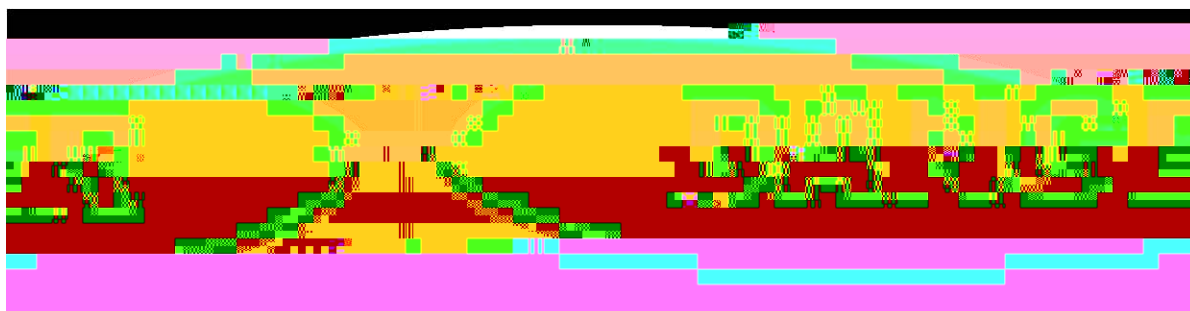
HAZARD CORROSIVITY: _____

HAZARD FLAMMABILITY: _____

HAZARD EXPLOSION: _____

HAZARD OTHER: _____

**APPENDIX E Hazardous Waste
Storage Area Sign**



HAZARDOUS WASTE STORAGE AREA

UNAUTHORIZED PERSONNEL KEEP OUT

To dispose of hazardous waste submit Removal Request to
<http://www.usi.edu/Riskmgmt/HazMaterials.asp>

In case of emergency call Security (7777 or 812 464-1845) and
Risk Management (812 465-7003)

APPENDIX F

The University of Southern Indiana **Hazard
Assessment & PPE Selection Form**

**APPENDIX G Mercury-Containing
Lamp Training**

**Contact The Office of Risk Management
to schedule Mercury-Containing Lamp
Training.**

812 465-7003

APPENDIX H Training Attendance Sheet

Mercury-Containing Lamp / RCRA Training

Name (Please Print)	Department	Job Title	Job Description
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APPENDIX I USI Flowchart for Mercury-Containing Lamps

Mercury-containing lamp taken out of service. Use appropriate PPE.

