TSK-FM5950.01A HANDLING NON-LEAKING FLUORESCENT LIGHT BALLASTS

To change a NON-LEAKING fluorescent light ballast, the Maintenance Mechanic or Electrician shall do the following:

1. **Assemble** the following items:
   - Light source
   - Lock and tag
   - Safety goggles or face shield
   - **Plastic-lined** 5-gallon metal pail from FM Marshalling Building

2. **Use** Lockout/Tagout procedures: LOCKOUT and TAGOUT the main panel -OR- LOCKOUT and TAGOUT all switches that control the circuits being worked on.

3. **Put on** goggles or a face shield when work is directly under the fixture.

4. **Remove** the old ballast and **insert** a new one.

5. **Dispose** of the ballast properly:
   - 5a. If the ballast is marked “NO PCBs” **dispose** of it in the Non-PCB Barrel at FM Marshalling Building.
   - 5b. If the ballast is NOT marked, **place** the ballast into a plastic-lined, 5-gallon metal pail.
     - 5b1. If a pail is needed, **obtain** from FM Marshalling Building or **call** Environmental Health and Safety, x3064.

6. **Remove** the lock on panel or lock and tag on all switches.

7. **Transport** the pail with the ballast to Facilities Management.
8. **Remove** the ballast from the pail and **place** the ballast in the appropriate, lined, 55-gallon open-head metal drum in the Marshalling Building:
   - Labeled **Housing** if from the housing area.
   - Labeled **Academic** if from an academic building.

**NOTE:** Outside storage is **NOT** allowed. All storage **MUST** be under cover.

9. If a new drum is needed, **keep** the ballast in the pail and **call** Environmental Health and Safety, x 3064.