TSK-FM5950.01B  HANDLING LEAKING OR SMOKING FLUORESCENT LIGHT BALLASTS

To change a fluorescent light ballast THAT IS LEAKING OR SMOKING, the Maintenance Mechanic or Electrician shall do the following:

1. If the ballast is smoking (a rare event), ask people in the area to leave temporarily and open any operable windows to provide ventilation.

2. If the ballast is leaking, ask people who may be directly affected to move away temporarily and keep them from contact with the compound.

3. Turn off the affected light.

4. Immediately notify:
   - The supervisor and
   - Environmental Health and Safety (EHS) at x3064 or by radio for assistance.

5. Obtain:
   - Alternative light source
   - Respirators, if needed
   - Neoprene, butyl or nitrile gloves
   - Goggles or face shield
   - Cleaning supplies, as needed
   - Plastic bags (heavy duty, not yellow hazardous material)
   - Light Switch Locks
   - LOCKOUT and TAGOUT supplies
   - Plastic-lined, 5-gallon pail with lid (from Marshalling Building)

6. Use appropriate Lockout procedures: LOCKOUT the main panel -OR- LOCKOUT the switch. Attach completed safety tag.

   6a. If not trained in either Lockout/Tagout or PCB procedures, notify supervisor to request removal from the task.
7. If the incident occurs in a non-ventilated room, put on a respirator equipped with an organic vapor cartridge.

**NOTE:** Without ventilation, a respirator is required. Respirator fit-testing, training, and medicals are required.

7a. If not trained in respiratory protection and fit-tested, notify the supervisor to request removal from the task.

8. If the work is directly under the fixture, put on goggles or a face shield.

9. Put on rubber gloves that will not absorb PCBs (e.g., Neoprene, butyl, or nitrile).

10. Use caution to avoid personal contamination (e.g., from touching the face with a contaminated glove).

11. Remove the fluorescent lamps and ballast.

12. If the ballast is labeled, “NO PCBs”, dispose of it in the Non-PCB Barrel at FM Marshalling Building.

13. If the ballast is NOT labeled, clean up leaks as follows:

   **Non-Absorbant Surfaces** (table tops and uncarpeted floors)
   - Wipe potting compound with a rag or paper towel.
   - Scrape with a putty knife if hardened. Avoid smearing.
   - Ask the supervisor which cleaner to use.
   - Clean all surfaces twice using a proper solvent or detergent.

   **Absorbant Surfaces** (drapes, carpets, rugs, fabrics)
   - Because there is no reliable way to clean and decontaminate these materials, secure the area and then contact the appropriate supervisor to establish the amount of material that will be required to be removed. The task of cutting away damaged material may be assigned to a specialist or another maintenance crew member.
   - When required, cut the material away in a six-inch radius around the contaminated points(s).
   - In areas where foot traffic has spread contamination, dispose of the damaged carpet.
- Clean associated surfaces, such as flooring under contaminated carpeting, thoroughly, as above

14. Place all contaminated materials (ballasts, rags, carpet etc.) in doubled-wrapped plastic garbage bags and fit smaller items into a labeled, plastic-lined, five-gallon steel pail with tight fitting lid.

15. Remove contaminated clothing, protective equipment or gloves using “inside-out technique” and place them into garbage bags and into a pail as in step 14 (above).

16. Wash hands thoroughly with detergent when completely through with the cleanup process.

   NOTE: ALL contaminated materials and protective clothing have been packed for disposal.

17. Remove the lock and tags following lockout procedures

18. Call Environmental Health and Safety staff (x3064) to request they transport ALL contaminated waste to PCB storage at the Armory.

19. Return the steel pail to the Marshalling Building for storage.

20. If smoke was present, continue to ventilate the room for 24 hours before reuse.