Cleaning and Removal of Broken Lamps

Frequency

As needed

Materials & Equipment

- Gaffer tape
- Cardboard
- Small trash bag
- Paper towel
- Vacuum with attachments
- Appropriate sized cardboard box

Procedure

1) Have occupants leave the room, avoiding the breakage area on the way out.
2) Open a window or door to the outdoors and leave the room for 5-10 minutes.
3) If practical, shut off the central forced-air heating/air conditioning.
4) Put on appropriate PPE.
5) Carefully scoop up the glass fragments and powder using cardboard. Place the debris and cardboard into a trash bag.

   NOTE: Since a plastic bag will not prevent the mercury vapor from escaping, remove the plastic bag(s) from the building after cleanup. Make sure to tie it closed!!

6) Use gaffer tape to pick up any remaining small glass fragments and powder. Place the used tape in the trash bag.
7) Wipe the area clean with damp paper towels. Place the towels in the trash bag.
8) Vacuuming hard surfaces during cleanup is not recommended unless broken glass remains after all the other cleanup steps have been taken.

   NOTE: If vacuuming is needed to ensure removal of all broken glass, keep a window or door to the outdoors open. Then, vacuum the area where the lamp was broken and dispose of the filter in the trash bag. Finally, place the trash bag in a cardboard box and label it “Broken Lamp”.

9) Inform your Building Services Manager of the broken lamp. They will take to the bag to Physical Plant for proper disposal.
10) Wash your hands with soap and water.
11) Continue to air out the room where the lamp was broken and leave the HVAC system shut off for several hours.

    NOTE: The next several times you vacuum the rug or carpet, close the doors to other rooms, and open a window or door to the outside before vacuuming. Change the vacuum bag after each use in this area. After vacuuming is completed, leave the window or door to the outside open for several hours.

**Safety & PPE Recommendations**

    PPE recommended includes hand and eye protection.

**Performance Standards**

    All glass and debris should be removed.