

Preparing Ballast Waste for Collection

Standard Operating Procedure

Date: 07/11/17




Revision #: 02

All makes and types of ballast are collected for recycling. This document describes how to prepare lamp ballasts for collection.

Supplies Available through Hazardous Materials Management

The following supplies are available through Hazardous Materials Management (HMM). To order these supplies, call (734) 763-4568 or complete the online [Waste and Supply Request](#) form.

NOTE: HMM will deliver the pails and drums or departments can pick them up at the North Campus Transfer Facility.

SUPPLY	DESCRIPTION
	<p>LAMP BALLAST labels</p> <p>The “LAMP BALLAST” label must be on the waste container used to collect ballasts.</p>
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>30 Gallon Steel Open Head Drum</p> </div> <div style="text-align: center;">  <p>5 Gallon Pail</p> </div> </div>	<ul style="list-style-type: none"> • 30 gallon steel open head drums • 5 gallon pails

Completing the LAMP BALLAST Label

The following fields **must** be completed on the LAMPS BALLAST label:

- Name (of generator)
- Department
- Building
- Project
- Account Number
- Work Order Number
- Company Name (if applicable)
- Phone
- Company Contact
- U-M Contact
- Accumulation Start Date
NOTE: The accumulation start date is the first day a ballast is placed in the ballast waste container.
- Total weight

Procedure: Preparing Ballasts for Collection

1. Complete the LAMP BALLAST label and affix it to the container.
2. Remove ballast from the lighting fixture.
3. Is the ballast leaking?
 - If YES, seal the ballast in bag and place in a properly labeled container designated for leaking ballasts.
 - If NO, place the ballast in properly labeled container designated for intact ballasts.
4. Replace lid on the ballast waste container.
5. Within 10 months from the accumulation start date, request a waste collection from HMM using one of the following methods:
 - Call HMM at 763-4568
 - Complete the online [Waste and Supply Request](#) form