POLICY: GUIDELINES FOR HANDLING FLUORESCENT LIGHT BALLASTS WITH TAR OR OIL DRIPPING OUT			NUMBER: S-12
			Page 1 **of** 1
PREPARED BY: Facilities Management (FM)	**AUTHORIZED BY** Lynn Logan	**CLASSIFICATION:** Safety Procedure	**EFFECTIVE:** July 1, 2015
			SUPERSEDES: December 1, 2004

Some fluorescent light ballasts have capacitors containing oil contaminated with PCBs, a hazardous substance. As long as this is contained within the ballast with no sign of oil or tar leaking, no hazard exists in handling the ballast. However, when oil or tar is dripping from the ballast, a hazard due to PCBs may exist. The following procedures must be followed by the electrical shop while changing the ballast, and the caretakers while cleaning up any oil or tar on the floor or furniture.

ELECTRICAL SHOP:

1. Wait 24 hours until the ballast is cool before attempting to work on it.
2. Wear neoprene gloves while working on it, or other personal protective equipment as required in the circumstances.
3. Remove all traces of tar and oil from the fixture by cleaning with varsol and replacing coated wire.
4. Place all materials contaminated with oil and tar, including gloves, in a plastic bag, seal securely and place with removed ballasts.
5. Wash hands with soap and water.

CARETAKERS:

1. Wear neoprene gloves.
2. Clean up tar and oil with rag and varsol, if necessary, drying the carpet with a clean rag.
3. Place rags, gloves, and other materials contaminated with oil or tar in a plastic bag. Seal securely and give to the caretaking supervisor who will arrange with Occupational Health & Safety for proper disposal.
4. Wash hands with soap and water.