

# Fluorescent Light Ballast Replacement Application

## Instructions

We reimburse eligible school districts up to \$10,000 for costs related to identification, removal, replacement, and proper disposal of intact fluorescent light ballasts (FLBs) that contain polychlorinated biphenyls (PCBs). Eligible tribal schools may qualify for reimbursement up to \$50,000.

Make sure you understand the Eligibility and Steps for reimbursement on page 1, Terms and Conditions and Your Responsibilities on page 4 before starting.

For questions, contact: Kimi Matsushima

Email: [kimi.matsushima@ecy.wa.gov](mailto:kimi.matsushima@ecy.wa.gov)

Phone: (509) 413-8719

## Eligibility

To be eligible, your school district must:

- Be a public or tribal K-12 school district located in Washington state.
- Register as a state payee with the Office of Financial Management. If you're not registered yet, submit a [statewide vendor/payee registration form](#)<sup>1</sup>.
- Have any of the following:
  - Magnetic FLBs manufactured:
    - Before 1980.
    - Between 1980–1998 and not marked “No PCBs.”
  - Magnetic ballasts in light fixtures with T-12 lamps.
  - Other electrical ballasts or equipment that contain PCBs.
  - Unidentified or unassessed light ballasts that may contain PCBs

For more information about identifying qualifying ballasts for replacement, please see [EPA's guidance](#).<sup>2</sup>

## Steps for reimbursement

You must use a separate application and voucher for each school campus.<sup>3</sup>

- 1. Complete the application.** The application includes a project description with estimated costs—in most cases this is a qualified contractor's quote. Make sure the project description includes:
  - The number and location of any FLBs suspected to contain PCBs.
  - The costs to identify, remove and replace FLBs with LED components or other lighting.
  - Plans for proper disposal of ballasts and associated mercury-containing lamps through a qualified waste management vendor.
- 2. Submit the application** to Ecology for approval before starting any ballast replacement work. Send applications to Sean Smith, [sean.smith@ecy.wa.gov](mailto:sean.smith@ecy.wa.gov). Ecology will review your materials and authorize you to begin the remediation work by providing you with a voucher. **Don't begin any work until you receive a project voucher from Ecology.**
- 3. Perform approved project work** and keep a record of associated costs.
- 4. Complete and submit Section 1 of the voucher** for payment. You must complete all of the following:
  - Schedule and complete a waste pick-up by a qualified waste management vendor.
  - Submit to Ecology:
    - The voucher with Section 1 completed and signed.
    - All applicable invoices for the work performed.
    - Copies of uniform hazardous waste manifests or bills of lading showing PCB and mercury waste disposal.

<sup>1</sup> <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

<sup>2</sup> <https://www.epa.gov/sites/default/files/2020-07/documents/pcb-flb-factsheet-final-july-2020.pdf>

<sup>3</sup> Each location with a different physical address is considered a school campus.

## Section 1: Project Information

The school district completes this section.

### District Information

School district name:

School district's contact name:

Contact's title:

Contact's phone:

Contact's email:

### School Site Information

School name:

Address:

City:

ZIP:

### Project plan

Include a brief proposal or contractor's quote with the following information:

- Parties who will perform the work. Include either:
  - Contractor's name, address, business license number, and qualifications.
  - Qualifications of district personnel who may perform work related to ballast removal and new lighting installation.
- Location (building and room of school) and either:
  - Number of fluorescent light ballasts.
  - Other items suspected to contain PCBs.
- Goods, materials, and sources for replacement lighting.
- Cost estimate for project.
- Management plan for ballast and mercury lamp waste.
- Waste removal vendor information (name, address, and business license number).
  - To receive reimbursement, the waste hauler invoice must clearly document the number or weight of ballasts and fluorescent tubes disposed.

**Once we approve your project plan, you must begin work within 90 days.**

**Enter the project plan below**



### Terms, Conditions, and Limitations

- Ecology and our representatives assume no liability of any nature arising from the products or equipment funded through this incentive/voucher program.
- The business accepts responsibility for paying 100 percent of its replacement equipment or product costs and dangerous and/or non-dangerous waste management costs prior to receiving a reimbursement.
- Ecology will only reimburse costs that are associated with identification, removal, replacement, and disposal of lighting that are suspected to contain PCBs. Ecology will also reimburse costs associated with the removal and replacement of mercury-containing fluorescent lamps when such lamps were associated with PCB-containing ballasts.
- This voucher may not be used to seek reimbursement for remediation expenses a school or school district incurs to remediate or clean up any PCB or mercury contamination that is discovered or occurs during the removal, replacement, and disposal of lighting. If leakage of PCB-containing materials is observed or suspected, the school district must report the leak(s) to the regional EPA coordinator and comply with federal guidelines. Ecology assumes no responsibility for the remediation of any school property or facility found to be contaminated by PCB/FLB replaced in this program.
- Ecology and the Product Replacement Program manager are not responsible for the quality of product or service a school or school district receives from its supplier or contractor for ballast replacement goods or services, nor are they responsible for any expenditure made by the school district.
- Reimbursement by Ecology is subject to its verification of the costs incurred by the school district. Copies of invoices, receipts, timesheets (if work performed by district's qualified electrician), or other supporting documents must be submitted with this completed voucher in order to receive reimbursement. Ecology may decline to reimburse all or part of the costs incurred if they are unverifiable, erroneous, or if they are inconsistent with the ballast replacement requirements.
- Reimbursable expenses include the identification and removal of PCB-containing ballasts and other fixture elements as necessary, installation of new lights, and disposal of ballasts and mercury-containing lights up to \$10,000 for public schools and up to \$50,000 for tribal schools. While a school district may choose to do other lighting-related work concurrently, invoices must be structured to allow reimbursement for costs related to PCB reduction only.
- Ecology will not reimburse for costs that are already

being reimbursed by another government program or grant.

- The school district agrees that it shall, to the extent allowed by law, protect, defend, indemnify and hold harmless Ecology its officers, employees and agents from any and all costs, fees (including attorney fees) claims, actions, lawsuits, judgments, awards of damages or liability of any kind arising out of or in any way resulting from the activities undertaken for eligibility for reimbursement in connection with this voucher, including but not limited to the installation, removal, disposal, or use of equipment and materials.

### Your School District's Agreement and Responsibility

- It is the school district's responsibility to pay the full amount owed to any vendors who perform work on the named project, in full accordance with the terms of the school district's agreement with the Vendor. Ecology will not be responsible for service late charges incurred by a school district or a school district's failure to pay its vendor.
- By participating in this product replacement program and after submitting this voucher for reimbursement, you agree to:
  - Not cause contamination of air, water, or soil.
  - Keep hazardous waste generated during the ballast replacement process separate from other solid waste and properly dispose of that hazardous waste.
  - Not cause a significant threat to human health or the environment.
  - Dispose of light ballasts, lamps (such as tubular fluorescent lamps), and any associated materials safely and in compliance with all applicable laws and regulations.
  - Ensure lighting change-outs are performed by a certified electrician and all applicable OSHA and state industrial safety and labor laws are followed.
  - Choose energy efficient LED lighting for replacement where applicable.
  - Allow Ecology field staff to visit your school site(s) before, during, or after equipment installation, if requested by Ecology.
  - Accept sole responsibility for arranging and entering into contracts with qualified firms associated with ballast removal, replacement, and waste management. All vendors/contractors must:
    - Be licensed in the State of Washington.
    - Be bonded and carry liability insurance.
    - Be registered with United States Department of Transportation (USDOT) and Ecology to handle hazardous materials and wastes (waste management vendors).
    - Provide goods and services at fair market rates.

### School District Representative Signature