

Chapter 19: [Personal Protective Equipment](#)

# Safety Glasses and Protective Footwear Purchasing Procedures

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/PPEProcedPurchase.pdf>

## 1 Purpose

The purpose of these procedures is to ensure that purchases of prescription safety glasses and protective footwear for individual use meet SLAC requirements. They cover approval, purchase, and reimbursement of prescription safety glasses and protective footwear. They apply to workers and supervisors.

## 2 Procedures

Only SLAC employees and Stanford students working at SLAC are eligible. This limitation and the requirements summarized in Table 1 are from SLAC policy on [Personal Protective Equipment \(PPE\) Reimbursement](#).

**Table 1** Safety Glasses and Protective Footwear Requirements

Type	Amount*	Frequency	Standard
Safety glasses	\$210	One pair every two years	<a href="#">ANSI Z87.1</a>
Protective footwear	\$175 (new) / \$100 (resole)	One pair every year	<a href="#">ASTM F2413</a> for safety-toe footwear <a href="#">ASTM F2892</a> for soft-toe footwear

*\*Pre-tax amount; SLAC will reimburse the applicable sales tax also.*

To obtain prescription safety glasses or protective footwear, the worker

1. Obtains approval from his or her supervisor (Section 2.1)
2. Then either orders the PPE from a SLAC-contracted vendor (Section 2.2) or purchases it from any vendor and submits a reimbursement request (Section 2.2.2). Ordering from a SLAC-contracted vendor requires no out-of-pocket expense (the worker pays nothing) and is the preferred method.

### 2.1 Approval

All purchases require prior approval by the worker's supervisor. The approval is good for one fiscal year (October through September): purchases must be made within that same fiscal year.

Step	Person	Action
1.	Worker and supervisor	Review all individual PPE purchases before purchase to ensure that the PPE is required for the associated work tasks, meets applicable safety standards, and will be used for official laboratory business
2.	Supervisor	Completes <a href="#">Personal Protective Equipment: PPE Purchase Approval Form</a> , gives copy to worker

## 2.2 Ordering PPE from a SLAC-contracted Vendor

### 2.2.1 Safety Glasses

Workers may obtain safety glasses with no out-of-pocket cost (except for any additional features, such as special coatings and frames, not covered by SLAC) by ordering glasses from a SLAC-contracted vendor. In this process the vendor bills SLAC directly, with the worker's department being charged the cost.

Step	Person	Action
3.	Worker	Obtains approval (see Section 2.1)
4.	Worker	Checks schedule for vendor site visits (generally once a month, see <a href="#">PPE Program Site</a> ) and selects an appointment time (allow 15 minutes to select and fit frames)
5.	Worker	Brings completed PPE Purchase Approval Form, valid prescription, and credit card (for paying for extra features if applicable) to appointment
6.	Worker	Selects frames, coatings; gives vendor completed PPE Purchase Approval Form
7.	Worker	Picks up glasses at next scheduled vendor site visit

### 2.2.2 Protective Footwear

Workers may obtain protective footwear with no out-of-pocket cost by ordering them from a SLAC-contracted vendor. In this process the vendor bills SLAC directly, with the worker's department being charged the cost.

Step	Person	Action
1.	Worker	Obtains approval (see Section 2.1)
2.	Worker	Brings completed PPE Purchase Approval Form to a SLAC-contracted vendor (listed on the PPE Purchase Approval Form)
3.	Worker	Selects footwear; gives vendor completed PPE Purchase Approval Form

## 2.3 Purchase and Reimbursement

Workers may purchase prescription safety glasses or protective footwear on their own from any vendor, as long as the purchase meets the applicable standards. SLAC will reimburse the worker for the purchase, up to the amount stated in Table 1, plus applicable sales tax.

Step	Person	Action
1.	Worker	Obtains approval (see Section 2.1)
2.	Worker	Purchases prescription safety glasses or protective footwear, obtaining receipt showing amount only for that purchase, plus sales tax
3.	Worker	Creates a travel expense report, attaches scanned versions of the completed PPE Purchase Approval Form and receipt, and submits (see “Getting Reimbursed” at <a href="#">Travel@SLAC</a> and <a href="#">Completing an Expense Report for PPE</a> )

## 3 Forms

The following forms and systems are required by this procedure:

[Personal Protective Equipment: PPE Purchase Approval Form](#) (SLAC-I-730-0A21J-059). Form for documenting approval to purchase prescription safety glasses and protective footwear for individual use

## 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

For ordering from a SLAC-contracted vendor, the vendor retains copies of the PPE Purchase Approval Form.

For purchase and reimbursement, the SLAC Travel Office retains copies of the PPE Purchase Approval Form and receipt.

## 5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

[Chapter 19, “Personal Protective Equipment”](#)

- [Personal Protective Equipment: PPE Requirements](#) (SLAC-I-730-0A21S-052)
- [Personal Protective Equipment: PPE Guidelines for Common Tasks](#) (SLAC-I-730-0A21T-015)
- [Personal Protective Equipment \(PPE\) Program Site](#) (SharePoint)

Other SLAC Documents

[Personal Protective Equipment \(PPE\) Reimbursement](#) (BTS-2018-012)

[HDI for Employee and Faculty>Purchasing Safety Glasses and Protective Footwear](#)

[Travel@SLAC](#) (“Getting Reimbursed”)

[Completing an Expense Report for PPE](#)

#### Other Documents

American National Standards Institute (ANSI) Z87.1, “Practice for Occupational and Educational Eye and Face Protection” ([ANSI Z87.1](#))

ASTM International (ASTM) F2412, “Standard Test Methods for Foot Protection” ([ASTM F2412](#))

ASTM International (ASTM) F2413, “Standard Specification for Performance Requirements for Foot Protection” ([ASTM F2413](#))

ASTM International (ASTM) F2892, “Performance Requirements for Soft Toe Protective Footwear (Non-safety / Non-protective toe)” ([ASTM F2892](#))