

# PPE: Protective Footwear Reimbursement Procedure

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

Revision Record: [https://www-](https://www-internal.slac.stanford.edu/esh/doctest/reports/revisions.asp?ProductID=167)

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Department: Industrial Hygiene and Information Management

Program: Personal Protective Equipment

Authority: [ESH Manual, Chapter 19, Personal Protective Equipment](#)

Date Effective: 1 September 2009

## 1 Purpose

The purpose of this procedure is to ensure that protective footwear meets applicable standards before reimbursement is approved.

## 2 Scope

This procedure covers the approval and reimbursement process for protective footwear.

## 3 Applicability

This procedure applies to SLAC employees who are eligible for reimbursement for the purchase of required or elective protective footwear as determined by their supervisor.

This procedure also applies to temporary employees and SLAC non-employees who are eligible for reimbursement as determined by the Human Resources Department (HR) director.

## 4 Prerequisites

Protective footwear must either be marked with the applicable standards or the vendor must provide proof of compliance. Pre-set reimbursement limits are listed in the required PPE: Protective Footwear Approval Form.

*Note* SLAC reimburses sales tax on protective footwear up to the approval limit.

For additional information, see [PPE: Foot Protection Requirements](#).

## 5 Procedure

Step	Person	Action
1.	Supervisor	Once the need for protective footwear has been determined, completes supervisor's pre-purchase approval section of the PPE: Protective Footwear Approval Form <a href="#">pdf</a> or <a href="#">Word</a>
2.	Supervisor	If requestor is a SLAC employee, gives signed form to requestor. Skip to step 5. If requestor is a temporary employee or SLAC non-employee, submits signed approval form to HR director (Mail Stop 11).
3.	HR director	(Applies to temporary employees and SLAC non-employees only) Reviews form and approves or denies request, and returns to requestor's supervisor
4.	Supervisor	Forwards approval form to requestor if request is approved by HR director
5.	Requestor	Purchases safety footwear that complies with applicable standards from vendor of choice
6.	Requestor	Completes <a href="#">SLAC Special Check Request Form</a>
7.	Requestor	Brings purchased protective footwear, approval form, and completed SLAC Special Check Request Form to supervisor
8.	Supervisor	Verifies that footwear meets applicable standards. If so, signs <ul style="list-style-type: none"> <li>▪ Approval form: supervisor's post-purchase verification</li> <li>▪ SLAC Special Check Request Form</li> </ul> <i>Note: This form requires the account number listed on the approval form.</i>
9.	Requestor	Submits the following to cashier (Building 41, Room 208A) for reimbursement: <ul style="list-style-type: none"> <li>▪ Completed approval form</li> <li>▪ Approved SLAC Special Check Request Form</li> <li>▪ Original dated receipt</li> </ul>

## 6 References

- [PPE: Foot Protection Requirements](#) (SLAC-I-730-0A21S-019)
- PPE: Protective Footwear Approval Form (SLAC-I-730-0A21J-015) [pdf](#) or [Word](#)
- [SLAC Special Check Request Form](#)
- ["Prescription Safety Glasses and Safety Shoes – SLAC Human Resources"](#)
- The following industry-accepted consensus standards:
  - ASTM F2413-2005, "Standard Specification for Performance Requirements for Foot Protection" ([ASTM F2413-2005](#))
  - ANSI Z41.1, "Personal Protection – Protective Footwear" [ replaced by [ASTM F2412-2005](#) ]