

PPE: Prescription Safety Glasses Purchase and Reimbursement Procedure

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

Revision Record: [https://www-](https://www-internal.slac.stanford.edu/esh/docreview/reports/revisions.asp?ProductID=425)

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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 prescription safety glasses are purchased according to SLAC Human Resource requirements and that they are compliant with American National Standards Institute (ANSI) Z87.1-2003, "Practice for Occupational and Educational Eye and Face Protection" (ANSI Z87.1-2003) standard.

2 Scope

This procedure covers the approval and reimbursement process for the purchase of prescription safety glasses.

3 Applicability

This procedure applies to SLAC employees who are required to wear safety glasses and who are eligible for reimbursement for the purchase of prescription safety glasses as determined by management.

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

Glasses for computer use and sunglasses are not eligible for reimbursement.

4 Prerequisites

Pre-purchase requirements include

- Management has determined that the worker is eligible for reimbursement based on applicable Occupational Health and Safety Administration (OSHA) regulations. For assistance, contact the [personal protective equipment program manager](#).
- Prescription safety glasses must be purchased from the designated vendor (listed below).
- An expired prescription cannot be accepted and an optical exam is not eligible for reimbursement.
- Reimbursement is limited to the pre-set dollar limits listed on the required PPE: Prescription Safety Glasses Approval Form.

See also [PPE: Eye and Face Protection Requirements](#).

5 Procedure

Step	Person	Action
1.	Supervisor	Once the need for prescription safety glasses is determined, obtains PPE: Prescription Safety Glasses Approval Form pdf or Word . <ul style="list-style-type: none"> ▪ If requestor is a SLAC employee, <i>go to step 3</i> ▪ If requestor is a temporary or SLAC non-employee, submits approval form to HR director (Mail Stop 11) for approval
2.	HR director	(Applies to temporary employees and SLAC non-employees only) Reviews and approves or denies request and returns to requestor's supervisor
3.	Supervisor	If requesting one pair of glasses, <i>go to step 5</i> . If requesting two pairs of glasses, emails HR prescription safety glasses program administrator, Sharon Haynes , explaining the safety issue.
4.	HR prescription safety glasses program administrator	(Applies to request for second pair of glasses only) Reviews and approves or denies request via email to requestor and requestor's supervisor
5.	Supervisor	Completes the supervisor's pre-purchase approval section of the approval form for each pair of approved glasses and returns signed form(s) to requestor
6.	Requestor	Completes authorized order form : fill in your name, date, and SLAC ID number (the SLAC system ID number is listed with your name in the online SLAC directory) <ul style="list-style-type: none"> ▪ Note: If the request for two pairs of glasses was approved, complete two authorized order forms
7.	Requestor	Once purchase is approved, makes appointment with designated vendor (listed below). At the appointment, provides <ul style="list-style-type: none"> ▪ A current optical prescription (can be brought to appointment or faxed) ▪ Completed authorized order form
8.	Requestor	Pays designated vendor at the time the order is placed
9.	Designated vendor	Provides requestor with a dated receipt
10.	Requestor	Completes SLAC Special Check Request Form
11.	Supervisor	Signs SLAC Special Check Request Form Note: This form requires the account <i>number listed on the approval form</i> .
12.	Requestor	For reimbursement, submits the following to the SLAC cashier (Building 41, Room 208A): <ul style="list-style-type: none"> ▪ Completed approval form ▪ Approved SLAC Special Check Request Form ▪ Dated receipt ▪ If requesting reimbursement for two pairs of glasses: Bring a copy of the email from the HR prescription safety glasses administrator authorizing the purchase of the second pair

Designated vendor: Stanford Optical
900 Blake Wilbur Drive, #W1090
Palo Alto, CA 94304

(650) 736-0566
(650) 736-0575 FAX (to send prescription, if needed)

6 References

- [PPE: Eye and Face Protection Requirements](#) (SLAC-I-730-0A21S-017)
- PPE: Prescription Safety Glasses Approval Form (SLAC-I-730-0A21J-001) [pdf](#) or [Word](#)
- [SLAC Special Check Request Form](#)
- [Authorization Order Form for Prescription Safety Glasses](#)
- [“Prescription Safety Glasses and Safety Shoes – SLAC Human Resources”](#)
- American National Standards Institute (ANSI) Z87.1-2003, “Practice for Occupational and Educational Eye and Face Protection” ([ANSI Z87.1-2003](#))