



Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

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PREScription SAFETY EYEWEAR POLICY

The purpose of this policy is to define the Prescription Safety Eyewear Program implemented by the Ames Laboratory. This policy outlines the process of ordering, obtaining and submitting requests for reimbursement for prescription safety glasses.

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Amy Tehan)
- Approved by: Manager, Purchasing & Property Services (Andrea Spiker)
- Approved by: Manager, ESH&A (Sean Whalen)
- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Legal Counsel (Adwin Hesseltine)
- Approved by: Associate Director for Sponsored Research (Deb Covey)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Chief Research Officer (Duane Johnson)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training & Records Management Office, 151 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

In accordance with Clause I.126 DEAR 970.5223-1 and the Occupational Safety and Health Administration (OSHA), the Ames Laboratory is responsible for ensuring the safety of employees by having adequate protection available for those with corrective vision requirements who require prescription safety eyewear.

4.0 RESPONSIBILITIES

It is the responsibility of each employee requiring prescription safety eyewear to obtain a prescription and follow the instructions for acquiring prescription safety eyewear.

5.0 PROGRAM/POLICY/PROCEDURE INFORMATION

The [Prescription Safety Eyewear Form \(Form 10200.117\)](#), which includes instructions and a reimbursement guide, is located on the Ames Laboratory website. The laboratory will reimburse employees per the reimbursement guidelines.

6.0 POST PERFORMANCE ACTIVITY

- Employees will submit a Purchase Requisition form to Purchasing for approval.
- Accounting will keep a record of Ames Laboratory employee purchases.
- Employees will receive reimbursement for allowable costs.

7.0 ADDITIONAL INFORMATION

- The State of Iowa's competitive award to Essilor Laboratories allows Ames Laboratory to take advantage of special pricing. This pricing is offered to Ames Laboratory

employees for personal use as well as for Ames Laboratory use.

- Special requests may be reviewed and authorized by ESH&A representatives and/or the program director authorizing the reimbursement for options or accessories for Ames Laboratory prescription safety glasses that fall outside the reimbursement guide on the [Prescription Safety Eyewear Form \(Form 10200.117\)](#).
- Employees will only be reimbursed for one pair of prescription safety glasses for use at Ames Laboratory unless a change to the user's prescription warrants new lenses or damage caused during work requires replacement glasses.
- Ames Laboratory employees can and are encouraged to view the [training video for AL-133 Personal Protective Equipment](#) located on the Ames Laboratory website.