

University departments shall provide employees adequate personal protective equipment where necessary in the performance of their duties. Departments shall determine and document what constitutes adequate personal protective equipment (PPE) through completion of a job hazard assessment or development of a standard operating procedure (SOP). PPE may include the following:

- Eye Protection (Safety Glasses)
- Head Protection (Hard Hat)
- Hand Protection (Gloves)
- Foot Protection (Steel-toed shoes)
- Respiratory Protection (Dust Mask, PAPR)
- Hearing Protection (Ear Plugs)

Central/Chemistry Stores carries a wide assortment of safety related equipment and supplies (i.e. safety glasses, gloves, dust mask, ear plugs). Central Stores should be contacted prior to using an outside source for these types of items. Contact [Central Stores](#) at 294-8484 or view their catalog in [cyBUY](#).

Safety Supplies (Steel-toed Shoes, Hard Hat, PAPR) are also available in cyBUY from the following vendors:

- Grainger
- Fisher Scientific
- VWR Scientific

Employees will be allocated annually up to \$150 of their steel-toed shoes purchase. All PPE may be replaced annually, exceptions must go to the direct supervisor for approval.

Prescription Safety Glasses:

The State of Iowa has entered into a new contract for Safety Glasses with Essilor. In order to utilize contract pricing, employees will now go to either of the McFarland clinic locations here in Ames to select frames, get fitted and have their safety eyeglasses ordered. Employees will pay for the glasses when ordering and will be responsible for submitting an online employee reimbursement form in accordance to departmental guidelines. **Employees will receive up to \$90 for compensation of prescription safety glass purchases after reimbursement form has been received.** The procedure for the new program is outlined below. Questions concerning this new process can be directed your supervisor.

Employee Instructions:

1. You will need a valid eyewear prescription to order safety prescription eyewear (within 2 years). The doctor of your choice may provide your exam. Eye exams are the responsibility of the employee. You must also obtain an order/authorization form from ISU and a credit card form. These forms will be available from your travel coordinator. No safety prescription eyewear may be ordered without this form. Any order submitted without the credit card form will be held and not processed until received.
2. McFarland Eye Care Clinic, Lincoln Way and the Duff Ave locations are the designated Essilor providers for Iowa State University. Their hours are 8:00 until 5:00 Monday–Friday. No appointments are necessary. Order/Authorization form are to be taken to one of these locations. Contract Safety eyewear may only be ordered from these locations.
3. McFarland Clinic personnel will assist you with frame and lens selection, complete the order form and place the order with Essilor. Your order and credit card form will be sent to a secure fax for security of your credit card.
4. The completed eyewear will be shipped directly to the McFarland location where the order was placed. They will contact you when eyewear is ready to pick up.
5. Credit Card Payments: The credit card form will be submitted to a secure fax number only. Essilor accepts MC/Visa/Discover/American Express. A check/debit card or health insurance card may also be used as long as they carry a logo from one of the accepted cards.
6. Your credit card will be charged in full for the cost of the glasses once your glasses have been shipped from the manufacturing facility to McFarland Clinic.
7. Charges for safety glasses will show up under Essilor Laboratories – Dallas, TX.
8. Employees will need to submit an employee reimbursement form to receive compensation for up to \$90 of the safety glass purchase.
9. Any questions please contact your supervisor or travel coordinator.