

## **Minerals Management Service Interim Policy Document**

**Effective Date:** June 6, 2007

**IPD No.** 07-01

**Series:** Safety

**Title:** Prescription Safety Glasses

**Originating Office:** Chief of Staff Office, Administration and Budget

- 1. Purpose.** This Interim Policy Document (IPD) establishes policy, responsibilities, and procedures to Minerals Management Service (MMS) personnel regarding the acquisition of prescription safety glasses (eye protection) at MMS expense.
- 2. Authority.** 485 DM 20: Personal Protective Equipment, dated April 2, 2004. 29 CFR 1960: Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
- 3. Policy.** Prescription safety glasses will be provided at MMS expense to those employees whose duties require the use of prescription safety glasses. Prescription safety glasses may also be obtained at MMS expense to replace lost or broken prescription safety glasses, change in prescription, etc., when the reason for replacement is not due to neglect or abuse by the employee. The purchase or replacement of prescription safety glasses at MMS expense will require prior supervisor approval.

Prescription safety glasses must meet the criteria set forth in the American National Standards Institute (ANSI) Standard Z87.1 *Occupational and Educational Personal Eye and Face Protection Devices* for the following:

- Polycarbonate lens
- ANSI Frames
- Side shields (detachable or permanent, employee's choice)
- Single/bifocal/trifocal vision
- Scratch resistant lens
- Anti-reflective coating
- UV protection
- Tint (transitional tint will be used if employee requests sunglasses instead of clear lenses).

When prescription safety glasses are purchased, only employees currently wearing progressive lenses may purchase progressive lenses. Additional options for prescription safety glasses may be obtained at MMS expense if based on a medical need supported by a physician's certification. Supervisor approval is required.

The maximum cost limit for prescription safety glasses at MMS expense is \$500. The supervisor may waive the maximum cost limit of the prescription safety glasses based upon justification that it is in the best interest of MMS. Additional options and expenses thereof not supported by medical certification will be paid for by the employee.

#### **4. Responsibilities.**

A. Federal Employees. It is the responsibility of the employee to notify his/her immediate supervisor/manager of the need for prescription safety glasses when eye protection is required by the nature of the duties of his/her position. Employees are required to ensure that prescription safety glasses are properly fitted, used, maintained, and stored.

B. Immediate Supervisor/Manager. The supervisor/manager will ensure that when needed, employees requiring the use of prescription safety glasses will obtain and use the necessary personal protective equipment consistent with the requirements of their duties.

#### **5. Procedures.**

A. An employee requiring new, repaired, or replacement prescription safety glasses will submit a *Request to Purchase Prescription Safety Glasses* (Form MMS-0048) to an appropriate vendor for an itemized price quote. Once the vendor completes the price quote portion, the employee forwards the form to his/her immediate supervisor/manager.

B. The supervisor/manager will consider the request and approve/deny based on the criteria provided in this policy. Once approved, the Administrative Support Assistant or other appointed individual will provide the vendor with necessary charge card information to purchase the prescription safety glasses.

**6. Cancellation.** This IPD will be cancelled when incorporated into the MMS manual.

Robert E. Brown  
Associate Director for  
Administration and Budget

**U.S. Department of the Interior  
Minerals Management Service  
Request To Purchase Prescription Safety Glasses**

\_\_\_\_\_ is employed by the Department of the Interior, Minerals Management Service (MMS). This employee is authorized to request a price quote for new, repaired, or replacement prescription safety glasses at MMS expense not to exceed \$500. However, the employee is not authorized to place an order at this time. Please provide an itemized price quote based on requirements listed below. Options not listed below will become the responsibility of the employee.

<b>Prescription safety glasses must meet ANSI Z87.1 safety standards.</b>	<b>Cost</b>
ANSI Frames	
Side shields ( <i>Detachable or permanent, employee's choice</i> )	
Lens ( <i>Circle one</i> ) Single                      Bifocal Trifocal                      Progressive* <i>*Only employees currently using progressive lenses may request these.</i>	
Scratch resistant lens	
Polycarbonate lens	
Anti-reflective coating	
UV protection	
Tint ( <i>Transitional tint will be used if employee requests sunglasses instead of clear lenses.</i> )	

**MMS Federal Tax Exempt I.D. #140001849**

**Price Quote:** \_\_\_\_\_

**Employee**    Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Vendor**        Company: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Supervisor/  
Manager**    Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Supervisor/Manager please check items that apply:
- New Prescription Safety Glasses       Repair of Prescription Safety Glasses
  - Replacement of Lost or Damaged (circle one) Prescription Safety Glasses

\_\_\_\_\_  
Budget Approval (if applicable)                      Date

\_\_\_\_\_  
Charge Card Holder    Date