The University of Notre Dame provides required PPE to all faculty and staff when their work assignments indicate it is necessary. This is in compliance with Occupational Safety and Health Administration’s (OSHA) standards. As an additional benefit, the University may cover some or all of the cost of prescription safety glasses to those employed by the University of Notre Dame and their work requires the use of safety glasses.

An agreement has been established with Eyemart Express to provide University of Notre Dame faculty, staff and student employees (hereinafter referred to as "requestor") with prescription safety glasses. Requestors wishing to obtain prescription safety glasses for use on the job must receive approval from their supervisor. The cost associated with the eyewear will be billed to the department, lab, unit, etc. If a supervisor approves the purchase, the supervisor must complete the attached form indicating the total amount the supervisor/department is willing to cover. Additional cost will be the requestor’s responsibility and paid to Eyemart Express. The recommended coverage amounts are indicated on the form (next page) but the supervisor may decide to cover more.

Requestors with a completed approval form must take a copy to Eyemart Express, located at 215 E. University Drive, Granger, IN 46530. Associates at Eyemart Express will help the faculty, staff or student customize their prescription safety glasses and handle the billing according to the approval form. If the requestor opts to add additional features, they are responsible for those costs. Eyemart Express will contact the requestor when the prescription safety glasses are available for picked up.

The process steps are noted below.

1. Supervisor completes the attached Prescription Safety Glasses Approval Form. Please remember to total both approvals (if applicable) and sign/date the form. Eyemart Express will not bill your department any more than the listed approvals whether the requestor chooses to upgrade or not.
2. Requestor may need an eye exam to get the glasses made. Eyemart Express will inform the Requestor of this. Please note that if the Requestor has not had an exam in a couple of years it will be required. The cost of the eye exam is the Requestor’s responsibility.
3. Requestor is welcome to upgrade or add-on any additional items for the safety glasses at their expense.
4. Eyemart Express will contact the requestor when their glasses are ready for pick up.
5. The departments and/or PI/supervisors will be billed through Eyemart Express for the total amounts approved.

Contact Risk Management and Safety at 631-5037 if you have questions.
UNIVERSITY OF NOTRE DAME

PRESCRIPTION SAFETY GLASSES APPROVAL FORM

To be completed by the Supervisor, Principal Investigator or other who has budget authority.

ND Employee (Patient) Name _________________________________________________________

Recommended Coverage Amounts:
  Lens:
  • Single Vision - $59.00
  • Bi-focal either Lined or Progressive - $89.00
Silver Package ($39.95):
  • Frame, Side Shields (Permanent or Detachable) and Carrying Case
  • Lenses in Polycarbonate or Plastic
  • Free One-year Breakage Warranty on all Frames

COMPLETE THE INFORMATION BELOW

| Amount Approved for Department/Unit Charge (if applicable): | $ |
| Amount Approved for PI/Supervisor Charge (if applicable): | $ |
| **Total Amount Approved** | $ |

APPROVALS

<table>
<thead>
<tr>
<th>PI/Supervisor Coverage Information (If Applicable)</th>
<th>Department/Unit Coverage Information (If Applicable)</th>
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</thead>
<tbody>
<tr>
<td>Approver’s Name</td>
<td>Approver’s Name</td>
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<tr>
<td>Approver’s Signature</td>
<td>Approver’s Signature</td>
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<tr>
<td>Date</td>
<td>Date</td>
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<tr>
<td>Address to send Bill</td>
<td>Address to send Bill</td>
</tr>
</tbody>
</table>

Form is not valid without approver’s name and signature.
This form expires 30 days from latest date noted above.

Eyemart Express
215 East University Drive
Granger, IN 46530
Phone: 574-271-7408

*Eyemart Express is located in the Super Target shopping plaza*
*Transpo Bus Service – Route 15A University Park Mall/Mishawaka via Main St.*
*Eyemart Express offers same-day glasses*
*Eyemart Express Labs adhere to ANSI Z87.1 standards*