



Appendix A

University of Notre Dame

Prescription Safety Eyeglass Program

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

An agreement has been established with Eyemart Express to provide the 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 Department, Supervisor, Principal Investigator (PI), or other with budget authority (hereinafter referred to as "approver"). The cost associated with the eyewear will be billed to the approver. If the purchase is approved, the approver must complete the attached form indicating the total amount the approver is willing to cover. Additional costs will be the requestor's responsibility and paid directly to Eyemart Express. The recommended coverage amounts are indicated on the form (next page) but the approver 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 requestor customize their prescription safety glasses and bill the approver 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 pick up.

The process steps are noted below.

1. Approver completes the attached Prescription Safety Glasses Approval Form. Eyemart Express will not bill the approver more than the listed approval whether the requestor chooses to upgrade or not.
2. Requestor will need to provide a valid eyeglass prescription. If the requestor is unable to provide a valid eyeglass prescription, one will be required at the requestor's expense. Eyemart Express can answer any questions regarding the validity of an eyeglass prescription.
3. Requestor may upgrade or add any additional items to their safety glasses at their expense.
4. Eyemart Express will contact the requestor when their glasses are ready for pick up.
5. Approver will be billed through Eyemart Express for the approved amount.
6. The preferred payment method is via the Financial Toolkit or by Pro Card.

Contact Risk Management and Safety at 631-5037 if you have questions regarding the process.



**UNIVERSITY OF NOTRE DAME
PRESCRIPTION SAFETY GLASSES APPROVAL FORM**

TO BE COMPLETED BY THE APPROVER

**Form is not valid without the Approver section complete.*

**Form expires 30 days from latest date noted below.*

Requestor

Name: _____

Department: _____

Phone Number: _____

Approver

Name: _____

Department: _____

Email Address (for billing): _____

Phone Number: _____

Date: _____

Recommended Coverage	Recommended Coverage Amount	Selection
Lens (Choose One)		
Single Vision	\$59.00	
Bi-focal (lined or Progressive)	\$89.00	
Frame (Package upgrade at requestor's expense)	\$39.95	\$39.95
Silver Package Includes • Frame, side shields, case • Polycarbonate or plastic lenses • 1-year breakage warranty on frames		
Total Approved		\$

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