

Safety Shoes and Eyeglasses

The Safety Shoe and Glasses Office is located in Building 30 (Brookhaven Center) according to the following schedule:

	Shoes	Glasses
Monday	Closed	Closed
Tuesday	1PM to 5PM	Closed
Wednesday	Closed	8-12 & 1-4:30
Thursday	9AM-1:00PM	Closed
Friday	Closed	Closed

Those requiring Safety Shoes must have an E-Procurement safety shoe voucher to purchase shoes in the program at no cost. Other shoes are available outside the standard program which would be out of pocket at the employee's expense.

Safety Glasses will follow the same suit as the Safety Shoes in the future but currently still follow the old procedure which includes filling out the "Authorization For Issue of One Pair of Safety Shoes or Safety Glasses" (BNL F 2211B- rev. 10/01; Stock # S-80250) form. This form must then be signed by your Department/Division's safety coordinator to verify the need for safety items and submitted to the safety glass representative in building 30.

A new eye prescription must be submitted every 2 years and a maximum of 2 pairs of shoes and one pair of glasses will be issued per year.

There is a website for Saf-gard that people can look at prior to going to the shoe office although all of the shoes on the website may not be available at no cost through our office.

<http://www.safgard.com/>

The process to obtain safety shoes is by processing a web req voucher to bring to the office. E-procurement is not accessible to everyone; each person must be set up and approved by their supervisor prior to having access. The link to get set up for E-pro access is below. Everyone who gets set up gets an overview of all the catalogs and how to use them.

<http://intranet.bnl.gov/ppm/Epro/Epromain.asp>