

PROJECT RIGHT TO SIGHT

Project Right to Sight Procedure Manual

Ocoee Eyeglass Inventory Management - Rev 1 –
August 22, 2016

Mary Pezzo
Toniann Arias

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This procedure describes the process for receiving prescription eyeglasses, installing them into sleeves in accordance with prescription power and details the process for pulling glasses for both Missions and for the Lions Eye Clinic. It also describes the method for recovering metal from broken parts to produce revenue for PRTS.

Ocoee Eye Glass Inventory Management

1. Introduction

The Ocoee warehouse is the central hub in the production and management of the inventory of reusable prescription eyeglasses for Project Right to Sight. The large number and variety of activities and tasks present significant challenges in setting priorities for scheduling shipments as well as scheduling volunteer workers; all of whom have many activities with jobs, families and personal challenges. A grouping of the tasks is outlined here to focus the volunteer efforts into the following groups. These include:

- Installing & Removing Glasses From Sleeves
- Pulling Glasses for Eye Clinic
- Eye Care Missions
- Recover Metal For Value From Broken Parts
- Parts for Feed the Children
- Handling Excess Inventory

2. Receiving processed glasses from the Polk County Corrections Institute

- 2.1. Glasses that have been processed including sanitized, neutralized, and have had the prescriptions read and placed in plastic baggies can be picked up from Polk County Correctional Institute on a regular basis. A 48 hour notice is needed for pick-up – usually every six weeks or so. (see Polk county Training procedure).
- 2.2. Glasses from the prison will be in card board boxes called sleeves containing 50 glasses each. The sleeves will contain Readers, minus single vision, minus bifocals, plus single vision and plus bifocals. Any damaged lenses are tossed in the dumpster.
- 2.3. The boxes received include broken plastic frames which you toss; good plastic frames; good aluminum frames; good yellow frames; damaged yellow frames and damaged aluminum frames.
- 2.4. The prescription glasses received are unloaded on the deck and arranged according to the power of the prescriptions. After stacking them according to their prescription power take one stack at a time

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and stack it on the floor inside or on a table in front of (or next to) its shelf location i.e. +BF, +SV, -BF, -SV. The 00 glasses are stored on shelves in the hallway across from the bathroom.

Eye glass prescription (typical)

	Sphere	Cylinder	Axis	Add
OD (Right Eye)	+1.25	-0.5	90	2.25
OS (Left Eye)	+1.75	-1.5	85	2.50

An example of a prescription is shown above to demonstrate the basic elements of a typical prescription. These are:

- OD right eye
- OS Left eye
- + plus is farsighted
- - minus is nearsighted
- BF is Bifocal (has an add)
- SV is single vision (has no add)
- Axis indicates the direction where the cylinder power is ground
- Add is the power of the reading segment of the lens

Note: All prescriptions in the Project right to sight inventory are written in the Minus cylinder form. There are two forms in use. If a prescription is found with a positive cylinder value the prescription must be converted to the minus cylinder form to use glasses in the PRTS inventory. The conversion process is illustrated as follows:

Sphere – change the sphere value by algebraically subtracting $\frac{1}{2}$ of the cylinder value from the sphere value

Cylinder – change the cylinder sign from positive to minus

Do not change the numerical value of the cylinder

Axis – If the axis is 91 to 180 subtract 90

If the axis is 1 to 90 add 90

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Examples-	Sphere	Cylinder	Axis
Example 1: Original Rx	+2.00	+1.00	170
	<u>-0.50</u>	<u>-1.00</u>	<u>- 90</u>
New Rx	+1.50	-1.00	80
	Sphere	Cylinder	Axis
Example 2: Original Rx	+2.00	+1.00	45
	<u>-.50</u>	<u>-1.00</u>	<u>+90</u>
New Rx	+1.50	-1.00	135

If in doubt regarding the conversion consult a licensed optician for help.

- 2.5. The main floor of the warehouse is divided into plus prescriptions in the left room as you enter the warehouse and minus prescriptions in the Right room of the main floor. A further division is bifocals (BV) on one left side of each room and single vision (SV) on the right side.
- 2.6. When installing new glasses each pair is to be installed in a sleeve bearing the prescription value of the right eye. The sleeve is then placed on the shelf corresponding to the +BF or +SV in the room on the left and –BF or – SV on the room on the right.
- 2.7. An additional breakdown is between glasses for males and glasses for females. Male glasses are in a separate sleeve and females in a separate sleeve. This is done to facilitate pulling prescriptions for patients.
- 2.8. Care should be taken to not overfill a sleeve by placing too many glasses in a sleeve. If a sleeve is not filled place a crumbled up newspaper in the sleeve to keep the individual glasses in an upright position to allow them to be seen when pulling prescriptions.
- 2.9. In the event a volunteer needs to leave before their package of glasses has all been placed in sleeves leave the sleeve on a table along with a note so the next volunteer can continue with the task until it is finished. Note with multiple volunteers working this practice allows the work to proceed uninterrupted.

3. Pulling Glasses for the Lions Eye Clinic

- 3.1. Pulling glasses for the Lions Community Eye Clinic is typically performed once each month on the same day the Clinic is scheduled.
- 3.2. All glasses are to be dispensed to the patient by a licensed optician volunteer at the Clinic.
- 3.3. Qualification for pulling prescriptions requires a study of the lensometer manual. A detailed training procedure for pulling prescriptions from recycled stock is included in tab 11 of this manual.
- 3.4. The volunteer must have a good knowledge of how the glasses are stored at the warehouse (see Section 2 of this procedure, step 2.5 -2.7).
- 3.5. Proper support for pulling glasses for an eye clinic day is to have 4 to 5 volunteers plus a courier to transport the glasses from the warehouse to the clinic as they are pulled.
- 3.6. At the start of work first turn on the Air Conditioner and check the fax machine. Verify the fax machine is turned on and set to receive faxes. Check the paper supply and that there is ink in the printer.
- 3.7. Set up one or two lensometers for checking the prescriptions prior to sending the glasses to the Eye Clinic.
- 3.8. The first document required at the warehouse is a copy of the patient roster which should be faxed from the clinic workers. If there are any questions regarding the roster call the Clinic Director to make sure that everyone has the same information.
- 3.9. One volunteer should take responsibility to insure that the roster is up to date with status of prescriptions received and glasses sent to the clinic by courier. Throughout the day there will be patients that do not show up, patients that take the no shows place and patients that get readers from the Doctor and will not need glasses from the warehouse. There will also be patients that come in to get glasses fitted and do not need to see the doctor. All of this information is critical for the warehouse volunteers to know as the day goes on.

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- 3.10. The prescriptions will be faxed from the clinic as each patient is examined. Each volunteer will take one prescriptions and search for glasses that match within the tolerance specified in the Lensometer manual. The target is to pull up to four prescription glasses for each patient. It is desirable for one of these to be prescription sunglasses if they are available.
- 3.11. The prescription for each pair of glasses must be verified by checking the prescription with a lensometer. The checks required include:
- The prescription of the glasses must match the prescription on the eyeglass label within the approved limits.
 - The pupillary distance (PD) is within 3 to 4 centimeters of the doctors value
 - Glasses must not be severely scratched or cracked or any parts missing or broken
- 3.12. If the prescription cannot be filled, the Doctor's prescription paper is to be marked "no match" and sent to the Clinic with the next courier. When a no match is identified the Warehouse personnel should notify the clinic staff as soon as possible so that the patient is not required to wait for the courier to arrive at the clinic to learn that there are no suitable glasses at the warehouse.
- 3.13. A courier needs to deliver glasses two or three times during a typical Clinic Day. The first pickup is typically scheduled for 10 to 10:30 AM. The second pickup is 1 ½ hours later (11:30 to 12noon). The third delivery is typically made when all prescriptions have been filled and the warehouse work is complete.
- 3.14. All patient information and prescription data is to be shredded at the completion of work in compliance with PRTS policy and HIPAA confidentiality regulations.

4. Pulling glasses for Mission Trips

One of the major initiatives of Project Right to Sight is to support mission

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trips that are able to distribute glasses to needy persons throughout the world. Typically PRTS provides prescription eyeglasses for 25 to 30 missions each year.

- 4.1. When a mission representative contacts PRTS for glasses they should be advised that it will take 4 to 6 weeks to get the glasses pulled and boxed for pickup at the Ocoee Warehouse.
- 4.2. Many missions know what number and what prescriptions they need for their mission. If the mission is a first time mission there are several things that they will need from PRTS. First they may need some guidance on the number of glasses and the mix of prescriptions. Second in order to dispense prescription glasses from PRTS they must have a licensed optician with them or a local optician in the country that the mission takes place. The Mission is required to have a licensed optician either in country or on the Mission Team. If they do not have access to an Optician they can only dispense reading glasses.
- 4.3. Mission requests should be forwarded to Mary Pezzo, Toniann Arias, or to Ted Erion of PRTS.
- 4.4. When a request has been made the glasses need to be pulled and placed in McDonalds French fry boxes for shipment. The boxes are to be marked with the number of glasses and the prescription values for these glasses. The boxes are to be well taped for international shipping. Project Right to sight will not pay for the shipping costs. All shipping costs and any import taxes are to be paid by the mission. A 501 © 3 certificate may be given to the mission to assist them with customs of the country to which they are being taken.
- 4.5. Many of the large missions will provide their own workers to come to Ocoee to help pull the glasses and to pack them. For these groups a Project Right to Sight volunteer needs to be present to assist with the packing and to verify that they only take the glasses that have been allocated to them. Missions personnel are not to be allowed into the

Warehouse without a PRTS representative present.

- 4.6. Each Mission is to have the number of glasses recorded on a copy of the inventory log form to keep track of total glasses issued. A Mission log sheet is attached for use in recording the number of glasses issued and a summary sheet for an annual count of glasses issued.

5. Recover Metal for Value from Broken and Discarded Glasses

- 5.1. Broken parts are found during Raw Stock processing as well as during the processing at the Polk County Corrections processing and also when sorting glasses for installation in trays or when pulling glasses for the Lions Eye Clinic. These broken parts contain some valuable pieces that can be reused in a variety of ways including metal recovery at a reclaim facility such as Respecs or by organizations such as “Feed The Children”. Project right to sight receives between \$3,000 to \$6,000 each year in metal recovery.
- 5.2. Various procedures stipulate that broken parts are to be saved and sent to Ocoee warehouse or to Lake Alfred Processing Center. When a significant amount of broken parts are accumulated at these locations the broken parts are sorted to separate yellow metal as well as other metal parts for boxing and shipping to ReSpecs, located in Los Angeles, California. The address and contact information for ReSpecs can be found in the Vendors list in the financial Management procedure.
- 5.3. When sorting for metal parts the lens is to be removed and discarded so that we are only shipping metal. The metal is to be placed in French Fry boxes, taped with strong shipping tape and a label attached with the address of ReSpecs clearly visible. The address is: 4601 West Jefferson Blvd., Los Angeles, California 90016.
- 5.4. A shipment to ReSpecs should consist of 24 boxes which makes up a transport pallet. The pallet should be wrapped in plastic to protect it from weather problems. ReSpecs will pay for transportation costs.

6. Managing Remaining Broken Parts and Excess Inventory

- 6.1. Good plastic frames and aluminum frames, non-prescription sun glasses and good soft cases separated during the eye glass sorting are to be accumulated in boxes for sending to “Feed the Children”. The contact person for “Feed the Children” is Michael Murphy. His E-mail is: Michael.murphy@feedthechildren.org. His phone number is 405-945-4084. The address is 333 North Meridian Ave. Oklahoma City, Oklahoma 73107. A shipment to “Feed the Children” should consist of 125 boxes (Mac Fry Boxes). Notify the contact at “Feed the Children” when getting ready to ship several days in advance to allow them to arrange transportation. “Feed the Children” pays for the transportation cost.
- 6.2. PRTS has developed a working relationship with the Indiana Recycle Center to allow for the exchange of used prescription eyeglasses. The contact with Indiana Recycle is Gene Rice. Gene Rice can be contacted at 219-363-6554 or E-mail at: gnkrice@yahoo.com. When PRTS has a surplus of good prescription eyeglasses Gene can arrange for transport to ship glasses to Indiana at no cost to PRTS. A shipment should consist of 240 boxes of glasses to justify the transport cost. PRTS needs to allow approximately one month to arrange transport of the glasses to Indiana. For shipments of this size PRTS needs to have several loaders to assist in transferring the boxes from the second floor of the warehouse to loading dock and onto the transport vehicle .
- 6.3. If PRTS is short of a particular prescription category of eyeglasses Indiana is willing to send glasses to Ocoee to meet the PRTS need at no cost to PRTS. This reciprocal arrangement is extremely beneficial to maintaining adequate inventory levels to meet our Clinic patients and Mission Program needs.

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Record for Mission / Health Fair / Miscellaneous Eyeglass Donations

Mission Group Name _____

Designated country or location for Mission _____

Date of Mission _____

Contact Person _____

Phone Number _____

E-mail _____

Address _____

Total No. of Readers _____

Total Number of Bifocals _____

Number of Single vision Glasses _____

Number of Demo frames _____

Number of soft cases _____

Number of Hard cases _____

Number of Sunglasses _____

Total number of glasses for Mission _____