

PROJECT RIGHT TO SIGHT

Project Right to Sight Procedure Manual

Raw Stock Processing – Rev 2 – June 12, 2019

Tito Navarro – Marilyn Anderson – Rita Fawcett. Updated 6/12/2019 Lion Steven Van Varick

6/12/2019

This procedure provides a proven methodology for sorting used eyeglasses to separate the reusable glasses from defective or damaged glasses and parts that are not suitable for reuse.

Raw Stock Processing

1. Introduction

Used eyeglasses in any condition are used for recycling. Project Right to Sight (PRTS) receives used eyeglasses on a monthly basis, from individuals bringing in a couple of pairs to any Lions club meeting to thousands received from collection boxes placed at various local businesses including optical shops, funeral homes, retail stores, etc. In an average month PRTS processes between 3,000 and 10,000 pair of used eyeglasses. Used eyeglasses come in a variety of conditions. Some are in cases that contain other items which may be considered contraband at the prison. This procedure is designed to separate the collected glasses which are called, “Raw Stock,” into manageable groups including clear prescription glasses, sunglasses, broken parts, soft cases, all loose lenses are trash, all hard cases are trash and all contact lenses are trash. The purpose of this training procedure is to educate the average club member and the identified position of the Raw Stock Processor in the duties of eyeglass recycling.

2. Preparation

The preparation phase includes gathering the supplies needed for having a successful eyeglass sorting session. Have the following items within the working environment:

- One or more shipping boxes (approximately 15 5/8” x 12 5/8 x 11 in size about 36 pounds handling capacity. Label as follows:
 - Label one for Clear prescription
 - Label one for broken parts
 - Label one for prescription sunglasses
 - Label one for non- prescription sunglasses
 - Label one for readers
 - Label one for soft cases (no Hard cases)

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- Shipping container tape
- Disposable or rubber gloves
- Shipping labels
- Working table or tables
- Hand cleaner (this is a dirty job – but rewarding)

3. Sorting

Note: The objective of the sorting is QUALITY, not speed. Those that wear glasses should tie a ribbon or bow on the temple of their own glasses so they can be easily identified by the owner in case they become mixed in with the sorting stock. It is hard to locate your own glasses if they become mixed in with the product that you are working on.

- 3.1 Dump the content of the received stock on the working table.
- 3.2 Identify usable stock by checking each pair of glasses for:
 - 2 lenses
 - 2 temples
 - 2 nosepieces(If any of these pieces are missing place the eyeglasses in the broken parts box)
- 3.3 Check the lens for scratches. If the scratches are significant place the glasses in the broken parts box (**a rule of thumb is that if you would not put them on your own face they should be put in the broken parts box**)
- 3.4 Remove all neck chains or cords and place them in the trash box.
- 3.5 If colored or dark lenses, determine if there is a prescription in either lens (These can be identified by looking through the lens at a distant object, and looking at the object away from the lens to see if it has magnification). Sunglasses that have no prescription should go in the non-prescription sunglasses or the broken parts box (these make for

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possible fundraisers). Place prescription sunglasses in the prescription sunglass box.

Wire frame, “Granny Glasses”, are too fragile to go through the process and should go in the scrap box.

- 3.6 Note: non- prescription sunglasses must not be sent to the prison as this violates strict prison rules and could jeopardize PRTS relations with the prison.
- 3.7 Place clear prescription glasses and prescription sunglasses, in the boxes so marked, with the temple up in a layer by layer fashion.
- 3.8 Seal each filled box with shipping tape and place a shipping label on the end of the box identifying the club it came from and include a certifying official signature. This verifies that at the time of processing the box contained no contraband or material unwanted by the Polk County Processing Center.

Shipping Label Example:

Contents Clear Prescription Glasses

Number of items 500 pair of glasses

Lions Club name Lake Alfred Lions Club

Date July 24, 2016

Responsible Lion Marilyn Anderson

- 3.9 The carrying cases are also reusable and go in a box marked soft cases. To determine usability, ask yourself the following question. Is it nice enough to put it in your pocket or purse? Then put it in a soft case box. If not throw it away. Hard cases shall be place in the trash.
- 3.10 Discard any surprises found in the raw stock into the scrap box. Pick the junk out.

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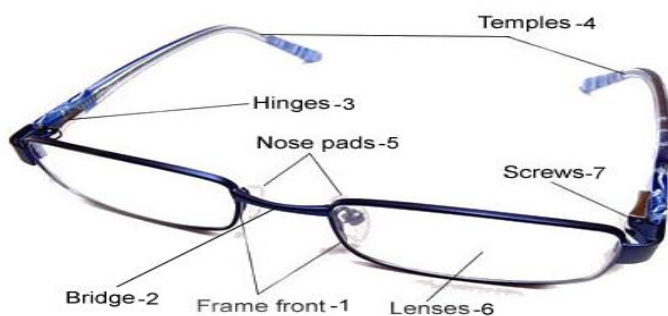
- 3.11 Identify reading glasses by the prescription number, i. e. +0.25 to +4.0. This number is usually printed on the frame and has a + in front of the number.
- 3.12 Place Reading glasses in the Readers box.
- 3.13 Both single lenses, paired lenses and contacts are to be placed in the trash. PRTS has found no good use for these.

4. Additional notes and comments

- 4.1 Smaller boxes can be used on the tables if more comfortable or more efficient. Then boxes emptied into the larger labeled boxes. This may give more room on the tables.
- 4.2 There may not be enough “broken parts” to fill a big box during the sorting.
- 4.3 Put all sunglasses in one box and at another sorting, handle just the division of the sunglasses into the prescription and non-prescription. (Rationale: when sorting clear & sunglasses at the same time, on occasion it becomes very easy to put both types of prescription glasses in the same box. This would send what the prison considers contraband to the prison.
- 4.4 All boxes should have a label on them stating what's in the box. label should be on the short end of the box and held on with tape.

5. What are the Parts of an Eyeglass Frame?

Here are some of the terms you may hear when working with recyclable eyeglasses.



Frame Front (1): Front part of the eyeglass frame that holds the lenses in place and bridges the top of the nose.

Eye wires (rims): Part of the frame front into which the lenses are inserted.

Bridge (2): This is the area between the lenses that go above the nose and supports 90% of the weight of the eyeglasses.

End pieces: Extensions of the frame front to which the temples are attached.

Hinges (3): Part of the frame that connects the frame front to the temples allowing the temples to swing.

Temples (4): Parts of the frame that extend over and/or behind the ears to help hold the frame in place. *Spring-hinged temples include hidden springs in the hinges that help keep the frame from slipping. They are sometimes more expensive, but usually more resistant to breakage.

Nose pads (5): Plastic pieces that may be attached directly to the frame or to pad arms. They help keep the frame in its proper position.

Temple tips: Plastic coating that often covers the end of the temple behind and/or over the ears.

Rimless frames (or mounting): The temples and the bridge attached by mountings directly to the lenses without the use of eye wires or rims.

6. WASHING OF READERS

Reading glasses are considered a separate category of glasses as they are typically marked with the lens power and do not require a licensed Optician to dispense to clients. The PRTS Board has determined that readers may be processed locally and marked for use by missions or other means for distributing these glasses to the public. Washing readers is an ideal project for a small volunteer service group. Glasses need to be washed, sanitize (white vinegar) and neutralized (air dry or use of lint free cloths) to prepare them to be placed on peoples' faces. Cleaning these glasses is covered by the following process.

6.1. Recommended supplies needed for cleaning Readers

- Large containers for washing
- Dawn Dish Washing Detergent
- White vinegar
- Lint Free cloths
- Toothbrush or similar small brush
- Address Labels
- Permanent Marker
- McFry Box or eye glass tray
- Large Shipping Label

6.2. Cleaning Process

- 1) Fill container with Dawn dishwashing liquid and hot water. Place glasses in container.
- 2) Get a large container of hot water for rinsing of glasses. Add white vinegar to the water.

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- 3) Get a toothbrush or similar small brush to use when washing the glasses.
- 4) Lay an area with lint free towels to set glasses on after rinsing.
- 5) Dry each pair of glasses with a lint free cloth.
- 6) Sort the glasses by prescription strength. The prescription value can usually be found on the arm of the glasses. If not, the prescription can be determined using a Lensmeter.
- 7) Following drying, get the plastic eyeglass bags, address label and a black permanent marker. Put the address label on the plastic bag and write the strength with a permanent marker and then place those glasses in that bag.
- 8) Place the bagged glasses in a box marked with the range of strength of the readers in that box. Label the box as ready to be moved to the warehouse. The box label is a larger label and will need to include number of readers in the box, date completed, signature of lion verifying the contents and ship to warehouse.
- 9) Record your volunteer hours for your club secretary and to report to PRTS