



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

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IN REPLY REFER TO:

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April 23, 2009

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Instruction Memorandum No. WY-2009-023
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To: All Employees
From: State Director
Subject: Occupational Safety and Health Administration (OSHA) Personal Protective Equipment Standard - 29 CFR 1910.132

This Instructional Memorandum provides Wyoming policy for the purchase of Personal Protective Equipment (PPE), specifically, prescription safety glasses, insulated coveralls and safety boots.

Prescription safety glasses, boots and insulated coveralls, like all employee uniform clothing articles and PPE, are expendable and become the responsibility and property of the employee once worn.

With the approval of the Wyoming Management Team the State Safety/Health Specialist and State Business Manager have established cost ceilings on the purchase of insulated coveralls, prescription safety glasses and safety boots. The ceiling may be adjusted yearly according to the retail market and with approval from the Wyoming Management Team. An approved copy of a Risk Assessment (RA) must accompany the purchase documents for any PPE that is provided without cost to the employee or that is partially funded by the Government. The cost ceiling on prescription safety glasses is \$250.00 per year per employee. If an employee has an extremely exceptional prescription, the Field Manager may approve any additional costs. The cost ceiling on safety boots is \$150.00 per employee. The employee may supplement this amount with personal funds. The cost ceiling for insulated coveralls is \$100.00 per employee.

Employees with purchase cards are approved to order prescription safety glasses using the Federal Prison Industry (UNICOR) website, <http://www.unicor.gov/index.htm> but are encouraged to discuss the purchase with their respective Zoned Purchasing Agent prior to ordering. Employees that do not have a purchase card will place their order through the Zoned Purchasing Agent or State Office Procurement Staff. All UNICOR orders must be tracked to insure the employee receives their prescription safety glasses in a reasonable amount of time. If

UNICOR cannot guarantee delivery in 7-10 calendar days, an alternate approved supplier may be used. The supplier may be local. Safety boots and insulated coveralls may be purchased at any local vendor as long as they meet the set standards. (Please work with a member of State or Field Office Procurement Staff.)

If we can offer any assistance to answer questions or concerns regarding this policy, please contact Shorty Lowdermilk, State Safety/Health Manager, 307-775-6269, or Janet Edmonds, Business Manager, 307-775-6007.

Signed by:
Donald A. Simpson
State Director

Authenticated by:
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Wyoming Central Files

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