
PROJECT RIGHT TO SIGHT

Project Right to Sight Procedure Manual

Eyeglass Processing Centers – Rev 0

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This procedure defines a methodology for increasing the number of Eye glass Processing Centers in Central Florida and to establish uniform practices to produce a consistent quality of eye glass stock ready for processing at the Polk County Corrections Institute

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Eyeglass Processing Centers

1. Introduction

There are three primary steps in processing used eye glasses

1. Collection of used glasses
2. Raw stock processing
3. Reading and recording prescriptions

Step 1, Collection of used eye glasses is performed by many Lions Clubs in both Lions District 35 O and 35 I. There are a variety of methods used for the collection process and these are managed by individual Lions Clubs and are not part of this Procedure Manual.

Step 2, “Raw Stock Processing,” consists of taking the glasses collected by various means and sorting them into several categories according to the end use of the sorted material. The process of Raw Stock Processing is described in a separate procedure contained in this manual.

Step 3, “Reading and Recording Prescriptions,” is the most labor intensive and consists of the reading and recording of the prescription for each pair of glasses. This step is performed by the inmates at the Polk county Corrections Institute, at Polk City, Florida. The workers clean and neutralize the glasses and then read each pair using a device called a lensometer. The lensometer measures the prescription and record it on a sticky backed label. This label identifies eight variables defining the prescription along with a series of numbers that identifies the date, the testing lane number and the number of glasses processed on the date identified. The operator also identifies the glasses as for a male or a female and this is printed on the label as well. The label is affixed to a plastic sleeve and the eyeglass is inserted into the sleeve for packaging and shipment back to the Ocoee warehouse.

2. Purpose

The purpose of an eyeglass Processing center is to disperse the work required to process raw stock to a number of locations and allow local Lions clubs to become involved with the important goal of Lions to work to alleviate community sight problems through the collection of used eye glasses.

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3. Eyeglass Processing Centers

The number of Processing Centers varies over time. The current listing includes:

- Lions Ocoee Warehouse – 108 Taylor St. Ocoee, Fl. 34761
- Lake Alfred Lions Clubhouse – 175 No. Nekoma Ave. Lake Alfred, Fl.
- Daytona State College Campus – Deland, Fl.
- Oviedo Winter Sprigs Lions – PVA Warehouse, Design Ct. Sanford Fl.
- Others to be identified

The number of eyeglasses processed by Project Right to Sight has increased significantly over the past five years. The result is an increase in workload for PRTS volunteers and overcrowding of work space at both the Ocoee warehouse and Lake Alfred processing centers. There is an urgent need to increase the number of Raw Stock processing centers throughout District 35 O. The increase of locations for processing centers would

- Reduce the work load at the Ocoee Warehouse
- Reduce the quantity of material to be transported
- Locate considerable work closer to potential Lion volunteers
- Involve additional grassroots Lions in PRTS activities

4. Expansion and Upgrade of Raw Stock Processing Centers

Each existing processing center is to be reviewed to establish best practice for the centers and to document contact information for use by the management of PRTS. Reviews shall be based on the current Raw Stock Processing Procedure dated August 8, 2016. New ideas and suggestions will be considered for upgrade of the procedure. Data to be collected includes:

- Location and address of the center
- Contact names and information of key personnel for each center
- Implementation of “Best Practices” utilized in other centers
- Standardization of sorting practices and shipping labels
- All Raw stock processing centers shall produce uniform and consistent finished product suitable to be sent directly to the Polk County Correctional Institute without further processing.

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5. Development of New Processing Centers

The team is to work with local Lions clubs to encourage the development of additional processing centers operated by one or more Clubs