



LIONS EYEGLOSS RECYCLING CENTER (LERC)

GUIDELINES

Lions Eyeglass Recycling Center (LERC) Guidelines

Introduction

Lions are strongly encouraged to adhere to the following guidelines for operating an official Lions Eyeglass Recycling Center (LERC) as well as the Lions Clubs International General Trademark and Foundation Policies for use of the Lions name and emblem.

Adherence to these guidelines ensures that LERCs:

- Operate in the most efficient, professional and consistent manner.
- Achieve and sustain best operational practices.
- Facilitate growth and expansion of the Lions Eyeglass Recycling Program.
- Uphold the integrity of Lions Clubs International (LCI).

Establishment of Physical Location

1. The sponsoring multiple district or district acquires through purchase, donation, or rent a facility large enough to accommodate all the activities of the LERC. If renting, the LERC has a minimum of a five-year property lease.
2. The LERC building specifications are as follows:
 - a. Area sufficient in square footage to meet the anticipated needs of the center.
 - Storage area is sufficient in square footage to provide for safe storage of eyeglasses.
 - Work area is sufficient in square footage to provide adequate counter space for the instruments and working space for volunteers.
 - Administrative space is sufficient in square footage to accommodate the most essential office equipment and personnel.
 - b. Building includes restroom facilities, running water for washing eyeglasses and climate control to protect eyeglasses and equipment.
 - c. Building complies with local fire and safety codes.
3. The LERC is advised to plan for future growth and expansion when evaluating potential physical locations.

Operational Equipment/Furnishings/Supplies

The following operational equipment and supplies are recommended at each LERC:

1. Administrative tasks: a computer (for maintaining inventory records, communicating via email and maintenance of LERC website), telephone, facsimile machine, stationery and general office supplies.
2. Eyeglass processing: chairs and tables for sorting, sink and running water, dishwasher or ultrasound washer for washing eyeglasses, lensometer for determining prescription power of each lens (or grading), labels, individual plastic bags, and boxes for storing clean, graded eyeglasses.
3. Distribution of processed eyeglasses: adequate shelving for storage of processed eyeglasses, packing supplies, instructions for local and international shipments, customs and invoice forms.

LERC Operations

1. The LERC shall develop a Standard Operating Procedures Manual to help staff carry out routine operations and achieve efficiency, quality output, and best operational practices.
2. Eyeglasses are distributed in strict accordance with local or national health regulations.
3. Priority in supplying eyeglasses is given to Lions and Leos projects.
4. Eyeglasses supplied to other humanitarian organizations are provided with the stipulation that such eyeglasses are dispensed free of charge to recipients, and that within one month of the completion of the mission, the organization reports to the providing center the number of people: (a) served during the missions; (b) fitted with eyeglasses.

Levels of Operation

Each LERC may receive a designation of a "Collection Center," a "Collection and Processing Center" or a "Collection, Processing and Shipping Center," determined by the specific services it provides.

Any LERC that provides vision screening services and training for Lions/Leos and other LERC volunteers collaborates with local eye care professionals and other partner affiliates to establish sufficient services and training curriculum that meet the local government laws and professional standards of that area.

1. **A Collection Center provides the following services:**
 - Receives used eyeglasses (including reading glasses, sunglasses, single vision and bifocal lenses).

- Performs preliminary sorting of raw eyeglasses, to separate eyeglasses in good condition from those that are broken, have progressive lenses, or scratches in the line of vision.
- Discards carrying cases that are dirty or otherwise unusable.
- Separates single-vision eyeglasses from bifocal eyeglasses.
- Supports precious metal reclamation and scrap processing when standard metal or plastic frame eyeglasses are damaged beyond repair.
- Packages for shipment to a facility where the eyeglasses are processed.

2. A Collection and Processing Center provides the following services in addition to those listed above:

- Washes and dries eyeglasses in such a manner that they are easy to read on a lensometer;
- Reads eyeglasses and writes prescriptions on plastic bags into which each pair of eyeglasses are placed;
- Packages eyeglasses in quarter diopter boxes labeled according to diopters.

Prescriptions on each bag shall include:

- Right Lens (always on top): Sphere Cylinder Axis
- Left Lens (always on bottom): Sphere Cylinder Axis
- Additional (if bifocals)
- Pupillary Distance (circled)

Appendices “A” and “B” include examples and instructions on the recording of single and bifocal vision lenses.

It is recommended that the graded eyeglasses are stored in 20” x 4” x 6” (50.8 x 10.16 x 15.24 cm) boxes. The long, slender boxes accommodate 50 pairs of eyeglasses and are convenient for storing, shipping and distributing eyeglasses. The boxes for recycled eyeglasses are labeled with the following information:

- The type of glasses, such as men’s, women’s, or children’s
- Single or bifocal lenses
- The range of prescription

LERCs include Lions identification and/or logo on the plastic eyeglass bags, storage boxes and shipping boxes. This identifies and publicizes the Lions Eyeglass Recycling Program.

3. A Collection, Processing and Shipping Center provides all of the above-listed services. In addition, it offers the following services to optical mission groups:

- Collects, processes and ships eyeglasses for Lions/Leos or other volunteer groups participating in optical or other health care missions.

- Provides eyeglasses free-of-charge for Lions/Leos optical or other Lions/Leos health care missions. At the LERC's discretion, the LERC may collect a reasonable, nominal handling fee from non-Lions groups for eyeglasses (recycled and/or new product such as readers and sunglasses) requested for use on optical or other health care missions.
- Verifies that Lions/Leos or other groups requesting used eyeglasses for a mission agree to:
 - ✓ Provide instructions for transporting eyeglasses.
 - ✓ Furnish the mission team leader's name and contact information.
 - ✓ Finance shipping costs (prepay).
 - ✓ Arrange customs clearance.
 - ✓ Report to LERC within one month after the mission is completed.
 - ✓ Publicize Lions/Leos involvement in providing eyeglasses.

4. Satellite LERCs

One principal LERC may be established in each multiple district. The principal LERC shall have the option to establish additional "satellite" LERCs as necessary only within the principal LERC's multiple district or single district. The principal LERC shall establish an organizational structure with Lions as members and representatives of the Lions of the multiple district or single district in which the satellite is established.

Insurance Coverage

The LERC purchases insurance coverage as is appropriate for its building and operations. Such insurance is in addition to the general liability coverage provided by Lions Clubs International. The LERC consults a local insurance agent to determine what additional insurance would be sufficient for the LERC's building and operations.

LERC Orientation and Training Procedures

The LERC collaborates with local eye care professionals and other partner affiliates to establish sufficient orientation and training programs that meet the local government laws and professional standards of the state, province or local jurisdiction in which they operate. As a minimum requirement, it is suggested that:

1. The LERC is thoroughly familiar with the eyeglass recycling process and is responsible for recruiting, training and scheduling volunteers to fulfill the responsibilities.
2. Each LERC worker understands basic optical terms and has received related training to fulfill the responsibilities of a LERC volunteer.

3. LERC orientation and training is offered to volunteers as needed, and includes: record keeping; records; use of lensometer (automatic and/or manual); and sorting, labeling, determining the prescription power of the lenses and boxing eyeglasses for shipment.

Record Keeping

1. The LERC retains written and/or electronic records for a term of three years and includes the following:
 - Number and type of eyeglasses collected, processed, graded and stored.
 - Name of mission groups requesting eyeglasses.
 - Lions/Leos involved in the distribution process (either mission teams or Lions/Leos in the receiving country).
 - Final report on the number of people served during the optical or healthcare mission.
2. The LERC requires an accounting of all eyeglasses distributed during optical missions before providing supplies for subsequent optical missions.

Reporting Procedures

1. Each LERC shall submit to Lions Clubs International prior to September 15th of each year its current governing documents along with a list of its current officers to the Legal Division. Each report also includes minutes of board meetings.
2. Each LERC shall submit to Lions Clubs International prior to September 15th of each year its annual report containing the total number of eyeglasses collected and distributed. The LERC shall report these totals through the LCI online reporting system for LERCs. For USA LERCs receiving glasses from Walmart through the co-branded eyeglass collection program at Walmart Vision Centers, the number of glasses received from Walmart should be reported as a separate entry.
3. In the interest of transparency to those who support our operations, LERCs are encouraged to perform audits or financial reviews at least annually and in keeping with the appropriate laws and regulations of their constitutional areas or charter of organization.

Communications with LCI, Satellite LERCs and Other LERCs

In an effort to maintain best practices for eyeglass recycling, all LERCs are encouraged to communicate regularly with LCI staff of the Service Activities Division and other LERCs. LCI may choose to survey all LERCs during each fiscal year, to gather important information regarding existing procedures, and identify possible challenges. LERCs are encouraged to contact the

Service Activities Division for program guidance, resource materials and updates. All LERCs are encouraged to submit reports as described in “Reporting Procedures” above.

Financial Support

1. The LERC obtains funds for expansion, equipment upgrades, and/or operating expenses through one or more of the following:
 - Fundraising events
 - Matching grants from LCIF
 - Financial support from Lions districts and/or state foundations
 - Donations from the community
 - Private or public grants
 - Endowments funded by donations from individual Lions/Leos and local clubs
 - Bequests from charitable trusts, gifts and life insurance
 - Open houses
 - Eyeglasses sent for material recycling
2. A member of the LERC board of directors, or appointed staff, facilitates the fundraising committees and initiatives.

LERC Governing Body

1. The board of directors of each LERC are Lions club members in good standing with the International Association of Lions Clubs. The number of members of the board of directors is a minimum of five (5). It is recommended that there be an executive committee of president, vice president and secretary/treasurer elected from the board members with term of office set by the individual LERC by-laws/constitution.
2. The term in office of each directorship is for a period of more than one year to ensure continuity. It is recommended that the terms of office expire in a rotational manner for continuity.

LERC Staffing

To be recognized as an approved LERC, the LERC must provide details on its staffing that is commensurate with its size and volume of eyeglasses processed. Any LERC staff person who is a Lion is a member in good standing with a Lions club in his/her district. Recommended staff positions for each principal and each satellite recycling center are described below:

1. **Chief Operations Officer/Executive Director:** for each principal and each satellite recycling center operating under the control of the LERC board of directors.

2. **Center Director:** The center director administers day-to-day operations of the principal LERC or each satellite LERC. The center director acts as coordinator and chief executive officer (CEO). The duties and responsibilities of the center director are outlined in the Constitution and By-Laws of the center.
3. **Operations Manager:** The duties and responsibilities of the operations manager are outlined in the Constitution and By-Laws of the center and its Operations Procedures Manual.
4. **Warehouse Manager:** The duties and responsibilities of the warehouse manager are outlined in the Constitution and By-Laws of the center and its operations procedures manual.
5. **Coordinator:** The duties and responsibilities of the coordinator are outlined in the Constitution and By-Laws of the center and its Operations Procedures Manual.
6. **Back-up Personnel:** Additional Lions/Leos and volunteers are selected and trained by the center to cover the above-referenced positions and responsibilities when necessary.

LERC Volunteers

Each LERC recruits and trains the appropriate number of volunteers to help with receiving, processing, cataloging and storing of recycled eyeglasses. Eyeglass recycling volunteers can include Lions, Leos, or other members of the community. The center director determines the number of volunteers needed for efficient operation of the center.

Promotion and Public Awareness

1. Lions Clubs International promotes the concept and expansion of eyeglass recycling.
2. Lions Eyeglass Recycling Centers are encouraged to create public awareness of Lions/Leos involvement in eyeglass recycling and to submit newsworthy information to Lions Clubs International for use in promoting the program.
3. Lions Eyeglass Recycling Centers are encouraged to share information with Lions/Leos interested in becoming involved in eyeglass recycling.
4. It is recommended that LERCS work with Lions/Leos clubs, districts and multiple districts to encourage participation in eyeglass collection campaigns during special global events, such as World Sight Day (October).

LERC Demonstration of Compliance

Each LERC becomes familiar and complies with the above guidelines and demonstrates compliance by signing and submitting to LCI the following documents:

1. Memorandum of Understanding between Lions Clubs International and the LERC (code no: LERC 422)
2. LERC Compliance Report Form (code no: LERC 421)

LCI recognizes and promotes the LERC as an approved official Lions Eyeglass Recycling Center upon compliance with these guidelines. LCI also grants the LERC a revocable license to use the Lions name and emblem in its operations. Use of LCI trademarks must be in accordance with the policies adopted from time to time by the International Board of Directors.

Resources

[Legal Forms and publications](#)

[List of LERCS](#)



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APPENDIX A

Labeling Instructions for Single Vision Eyeglasses

			LS
R:	+1.25 (SPH)	-0.75 (CYL)	X 106 (AXIS)
L:	+1.75 (SPH)	-1.25 (CYL)	X 109 (AXIS)
PD			

Single Vision Bags – Sample Label

To establish consistency throughout our Lions Recycling program, labeling of single vision bags should include:

1. **Category**

(Please use ONLY the following categories when labeling the bags)
Determine the category for each pair of single vision glasses.

LS = Ladies Single **MS** = Men's Single **CS** = Children's Single

2. **Prescription**

Right Lens Prescription = always on top
Left Lens Prescription = always on bottom
Each prescription should contain three things: Sphere, Cylinder, Axis as indicated

3. **Sphere [SPH]** (always first number in script)

Write the sphere of each lens in the appropriate place.
Be sure to use either + (plus) or – (minus)

4. **Cylinder [CYL]** (always second number in script)

Write the cylinder of each lens in the appropriate place.
Cylinder is ALWAYS in a minus power (i.e., -2.00).
If lenses do not have a cylinder or axis, write "SPH."

5. **Axis** (always third number in script)

Write the axis of each lens in the appropriate place.
Axis numbers are preceded by an "X."

6. **Pupillary distance (PD)** is the measurement in millimeters between the right pupil and the left pupil. When dispensing lenses, it is important to center the lenses correctly with respect to the pupil centers.



APPENDIX B

Labeling Instructions for Bifocal Vision Eyeglasses

				MB
R:	+1.25 (SPH)	-0.75 (CYL)	X 106 (AXIS)	
L:	+1.75 (SPH)	-1.25 (CYL)	X 109 (AXIS)	
PD			ADDITIONAL +2.50 [near ADD]	

Bifocal Vision Bags – Sample Label

To establish consistency throughout our Lions Eyeglass Recycling Program, labeling of bifocal vision bags should include:

1. **Category**

Please use ONLY the following categories when labeling the bags.

Determine the category for each pair of bifocal glasses.

LB = Ladies Bifocal **MB** = Men's Bifocal

2. **Prescription**

Right Lens Prescription = always on top

Left Lens Prescription = always on bottom

Each prescription should contain sphere, cylinder, axis and bifocal add, as indicated.

3. **Sphere [SPH]** (always first number in script)

Write the sphere of each lens in the appropriate place.

Be sure to use either + (plus) or – (minus).

4. **Cylinder [CYL]** (always second number in script)

Write the cylinder of each lens in the appropriate place.

Cylinder is ALWAYS in a minus (i.e., -2.00).

If lenses do not have a cylinder or axis, write "SPH."

5. **Axis** (always third number in script)

Write the axis of each lens in the appropriate place.

Axis numbers are preceded by an "X."

6. **Bifocal Add** (always on the bottom right corner)

Additional power should be present for each pair of bifocals.

The additional power [Near ADD] is always a + (plus) power (i.e. +2.50).

7. **Pupillary distance (PD)** is the measurement in millimeters between the right pupil and the left pupil. When dispensing lenses, it is important to center the lenses correctly with respect to the pupil centers.

