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**John C. Stennis Space Center**  
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**SCWI-8715-0002 Rev B**  
**January 2014**

## **John C. Stennis Space Center Personal Protective Equipment**

Approved by:

*Signature on File*                      *01/07/2014*

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Freddie Douglas, Director  
Safety and Mission Assurance Directorate

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<b>SUBJECT: Personal Protective Equipment</b>		

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Basic	11/01/2008	Kenny Volante 8 2834	Removed from SSP 8715-0001 Safety and Health Handbook and revised to include the PPE Assessment form, procurement instructions for safety shoes and clarify requirements for Contractors and Construction Contractors.
Rev A	11/1/2009	Amy Rice 8-2972	Updated Section 8.0 Emergency Eyewash / Shower to be consistent with ANSI Z358 requirement
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## 1.0 PURPOSE

This John C. Stennis Space Center (SSC) Common Work Instruction (SCWI) establishes a standard practice for the use of personal protective equipment (PPE). Where engineering or administrative controls cannot be successfully implemented to reduce or eliminate hazards, PPE will be provided to reduce the risk of injury to employees. The use of PPE is required to mitigate this risk and to help protect the health and safety of the employee.

## 2.0 APPLICABILITY

This SCWI applies to all NASA SSC Civil Service employees who perform work in areas or who complete tasks where PPE may be required. This SCWI applies to NASA SSC contractors and construction contractors to the extent specified by their respective contracts, exposures, and governmental regulations. This SCWI applies to visitors who enter areas where specific PPE is required.

## 3.0 REFERENCES

All references are assumed to be the latest version unless otherwise indicated.

- a. 29 CFR 1910.132-138, Personal Protective Equipment
- b. 29 CFR 1926.28, Personal Protective Equipment
- c. ASTM F-2412-05 and F-2414-05, American Society for Testing and Materials (ASTM) Standards for Personal Protection - Protective Footwear
- d. ASTM F1461-07, Standard Practice for Chemical Protective Clothing Program
- e. ANSI/ISEA 107-199, American National Standard for High-Visibility Safety Apparel
- f. ANSI Z358.1 - 2004, American National Standard for Emergency Eyewash and Shower Equipment
- g. ANSI Z87.1 - 2003, American National Standard for Occupational and Educational Eye and Face Protection
- h. ANSI/AIHA Z88.6-2006, Respiratory Protection – Respirator Use – Physical Qualifications for Personnel
- i. ANSI Z89.1 - 2003, American National Standard for Personnel Protection - Protective Headwear for Industrial Workers – Requirements
- j. NFPA 70E, Standard for Electrical Safety in the Workplace
- k. SSP-8715-0001, SSC Safety and Health Handbook
- l. SCWI-3410-0003, SSC Training/Certification Plan and Scheduling Report
- m. SCWI-8715-0006, SSC Electrical Safety Program

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n. SPLN-1040-0006, SSC Emergency Management Plan

#### 4.0 RESPONSIBILITY

##### 4.1 NASA/SSC Directorates and Offices

All affected NASA SSC Directorates and Offices shall:

- a. Ensure all personnel under their control comply with the requirements of this procedure as applicable
- b. Notify the Center Operations Industrial Hygiene Manager for approval of any Civil Service employee work assignment requiring the use of respiratory protection or to request approval for the voluntary use of respiratory protection
- c. With the assistance of the NASA SMA office, complete PPE Hazard Assessments to determine the correct PPE usage for employees in areas of responsibility
- d. Ensure all personnel who are required to wear PPE in the performance of their duties complete training required for their task-associated PPE
- e. Verify 100% training and retraining is achieved and documented and that training records retained with the Office of Human Capital
- f. Purchase PPE for NASA employees that meets applicable recommendations listed in the job hazard analysis available through the NASA SMA Office
- g. Ensure employees maintain PPE in a satisfactory usable condition as identified in training or applicable PPE instructions
- h. Notify the SMA Office when changes to job duties affect the use of PPE. An assessment of the new job duties will be completed and all new hazards identified. Proper PPE will be chosen to reduce the risk of injury from the new hazards.
- i. Ensure employees comply with PPE requirements in the areas where they are required to work and/or visit
- j. Verify eligibility for safety shoes and maintain records of procurement
- k. Ensure all employees who perform duties as visitor escorts understand their responsibility to equip visitors with the required PPE for the areas visited

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## 4.2 On-Site Prime Contractors

Onsite prime contractors shall:

- a. Comply with all applicable requirements of 29 CFR 1910.132, *Personal Protective Equipment*
- b. Develop written procedures that explain the PPE program and how it is administered within the organization
- c. Establish a system for review and approval of PPE by the SMA Office prior to procurement
- d. Complete job hazard assessments for all jobs/tasks in the operation
- e. Review and update PPE Assessments as changes in operations dictate
- f. Ensure the PPE Hazard Assessments are documented and retained
- g. Establish a process that requires notification of the SMA Office when job duties change or are modified so that a new job hazard assessment can be accomplished and proper PPE selected
- h. Establish procedures defining how PPE Assessments and Job Hazard Analysis processes are used to protect employees and accomplish compliance when the two processes are integrated
- i. Ensure documentation of compliance is readily available for review
- j. Train and retrain employees as required by the applicable standards
- k. Maintain training record keeping systems that can verify that 100% of the employees who require training have received the training
- l. Implement a process to verify employee understanding of training
- m. Ensure training that includes when PPE is required; the necessary type; how to properly don, doff, adjust, and wear PPE; proper care and maintenance; and functional duration of PPE
- n. Maintain a system that helps employees understand PPE requirements for jobs/tasks they perform
- o. Develop and implement systems for the proper storage of PPE
- p. Ensure all employees who perform duties as visitor escorts understand their responsibility to equip visitors with the required PPE for the areas visited

## 4.3 Construction Contractors

Construction contractors shall:

- a. Comply with all applicable requirements of 29 CFR 1926.28, *Personal Protective Equipment*

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- b. Develop written procedures that explain the PPE program and how it is administered within the organization
- c. Complete job hazard assessments for all jobs/tasks in the operation identifying what, if any, PPE shall be required
- d. Ensure documentation of compliance is readily available for review
- e. Train and retrain employees as required by the applicable standards

#### **4.4 NASA SSC Safety and Mission Assurance (SMA) Directorate**

The SMA Directorate shall:

- a. Verify through annual audits or checks that PPE Hazard Assessments are complete for NASA SSC employees, contractors, and applicable construction contractors
- b. Maintain records associated with this procedure
- c. Specify the PPE to be used by NASA SSC Civil Service employees
- d. Ensure that a contract or purchase agreement for safety glasses is established and maintained for contractors and NASA SSC personnel
- e. Review PPE hazard assessments completed by directorates and offices to approve the selection of PPE
- f. Verify that contractors and construction contractors have an effective PPE program

#### **4.5 Center Operations Industrial Hygiene Manager**

The Center Operations Industrial Hygiene Manager shall:

- a. Support the SMA Office in the implementation of this instruction
- b. Review all Civil Service employee tasks that would require the use of respiratory protection and work with the Civil Service organization to configure the task and implement control measures to eliminate the need for respiratory protection
- c. Approve the voluntary use of respiratory protection only if it is determined that such respirator use will not in itself create a hazard

#### **4.6 NASA SSC Employees**

NASA SSC employees shall utilize PPE as instructed in training and as required by area postings, maintain and properly store PPE, and report to supervision replacement of PPE as appropriate.

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## 5.0 PPE HAZARD ASSESSMENT

The purpose of the PPE Hazard Assessment is to determine if hazards are present or are likely to be present that necessitate the use of PPE. For office areas, it is unlikely there will be requirements for PPE. Therefore, the PPE Assessments shall be completed for individuals and/or positions where tasks are performed in areas requiring PPE use. Each Directorate and Office shall review their work areas to determine the job/task performed by employees. SSC Form 819, SSC PPE Assessment, is located on the Stennis Electronic Forms Page and shall be used to complete the assessment. Note: Engineering and Test directorate incorporates PPE into Work Authorization Documents.

- a. The PPE Assessment shall include the following criteria:
  - 1) The work area and task evaluated
  - 2) The signature of the person certifying that the evaluation has been performed
  - 3) The date(s) of the hazard assessment
  - 4) The identification of each hazard associated with each task evaluated and the determination of appropriate PPE
- b. Each work area and job will be evaluated with consideration given to the basic hazard categories: impact, penetration, compression, chemical, electrical, heat, harmful dust, and light (optical) radiation.
- c. Upon completion, SMA shall review and approve the PPE Hazard Assessment.
- d. The most current hazard assessment certifications will be kept on file by SMA and will be distributed to the area manager upon approval.
- e. Each work area will be reviewed as operations are added or changed to determine if changes to the PPE requirements are needed. Changes will be documented on the Hazard Assessment.
- f. Employees that participate in the PPE Hazard Assessment are required to sign the assessment form.
- g. Area management will advise the area employees of the assessment results and the precautions necessary, and will make this information readily available.
- h. Defective, damaged, or otherwise unserviceable PPE or PPE that does not fit properly shall be destroyed.

## 6.0 PROCUREMENT OF PPE

PPE shall be purchased by the affected Directorate or Office and made available to employees at no cost. Purchase of prescription safety glasses and safety shoes will be provided to employees at

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no cost subject to limitations set forth in Appendix B and Appendix C. Contractors shall follow their own policy and procedures and the procedures for safety glasses outlined in Appendix B.

## **7.0 ADDITIONAL INSTRUCTIONS AND RULES FOR FOOT, HEAD, CHEMICAL, RESPIRATORY AND EYE, FACE, TORSO, AND ELECTRICAL WORK PROTECTION**

The following additional instructions for foot, head, chemical, respiratory and eye, torso, and electrical work shall apply to NASA Civil Service employees, contractors, and construction contractors.

### **7.1 Protection**

The following instructions and rules shall apply to foot protection:

- a. Pointed-toe cowboy-style safety boots are NOT permitted because of the inadequate protection afforded to the foot behind the limited cup of the pointed toe.
- b. Safety shoes with fabric uppers will NOT be permitted for use in the following operations:
  - 1) Heavy construction areas, since minimal protection is provided to the sides of the foot.  
**Note:** This primarily deals with laceration hazards from materials that project out and snag the foot (i.e., rebar, nails, heavy wire/banding, etc.).
  - 2) Welding/cutting operations because molten slag could easily penetrate the fabric.
  - 3) Cryogenic transfer operations.
- c. Shoes selected for personnel present during cryogenic transfer operations should have medium to high tops to assure that the pants legs cover the cuff of the shoe and should be constructed of leather to provide protection given an inadvertent spill. Shoes with fabric uppers are not approved for cryogenic operations.
- d. Safety shoes with fabric uppers will be permitted for use in routine industrial operations.
- e. Protective foot safety for visitors to operational areas, maintenance shops, and construction activities are required as follows:
  - 1) Visitors to these areas are required to wear safety footwear in designated areas and when in close proximity of operations involving moving equipment or materials handling, or in storage areas that cause exposure to a foot hazard. If these situations are not present, a solid leather shoe that covers the entire foot will be acceptable. Open-toe sandals/pumps and narrow high heels are not permitted within these areas.
  - 2) Construction workers are required to wear safety footwear that meets ASTM F-2412-05 and F-2414-05 requirements.

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## 7.2 Head Protection

The following instructions and rules shall apply to head protection:

- a. Hard hats meeting the requirements of ANSI Z89.1 - 2003 are required in all construction areas. If maintenance employees must work in areas where construction work is underway, the maintenance employees shall wear hard hats.
- b. Hard hats must be worn by maintenance personnel performing construction-type work or when the PPE Hazard Assessment and Activity Hazard Analysis require it.
- c. Hard hats will not be required when working in close proximity to test articles that are easily damaged by being struck. Effective control of overhead hazards must be maintained and protruding objects from the test article must be flagged or padded to preclude injury to employees striking the article with their heads.
- d. Hard hats shall always be worn with the bill forward.
- e. Approved hard hats shall be worn when working or exposed to overhead activities outside the hard core or around the base of all test stands, at all construction activities (indoor and outdoor), and around all suspended loads (crane operations and any time employees are exposed to overhead or bumping hazards).
- f. Tethering of hard hats may be required in designated elevated areas.

## 7.3 Chemical Protective Clothing

Selection, use, and maintenance of chemical protective clothing, including gloves and other clothing used to protect the skin from contact with chemicals, shall comply with ASTM F1461-07, Standard Practice for Chemical Protective Clothing Program.

## 7.4 Respiratory Protection

The following instructions and rules shall apply to respiratory protection:

- a. Respirators will be selected, used, and maintained in accordance with a written respiratory protection program that complies with 29 CFR 1910.134, Respiratory Protection.
- b. Determination of an employee's physical capability to use a respirator will follow the guidance in ANSI/AIHA Z88.6, Respiratory Protection – Respirator Use – Physical Qualifications for Personnel.
- c. NASA Civil Service personnel are not typically assigned work that requires the use of respiratory protection. Civil Service personnel who wish to voluntarily use a respirator in their work will contact the Center Operations Industrial Hygiene Manager for approval. The Civil Service employee must meet the physical qualifications for respirator and will read the

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information contained in 29 CFR 1910.134, Appendix D, Information for Employees Using Respirators When Not Required Under the Standard.

## 7.5 Eye and Face Protection

The following instructions and rules shall apply to eye and face protection:

- a. All protective eye and face devices must comply with ANSI Standard Z87.1 - 2003, American National Standard Practice for Occupational and Educational Eye and Face Protection.
- b. All safety glasses, including prescription eye wear, must be worn with firmly affixed side shields.
- c. All NASA SSC employees, visitors, vendors, and contractors will be required to wear safety glasses in all posted areas and wherever potentially hazardous work may be performed.  
**Note:** Office areas, cafeterias, designated break areas, control rooms, restrooms, and designated aisle ways are normally exempt unless work is being performed in these areas.
- d. Glasses with dark lenses are not allowed inside any building.
- e. Employees working with lasers with the beam exposed must wear the appropriate laser safety glasses.

## 7.6 Goggles/Face Shields

The following instructions and rules shall apply to goggles and face shields:

- a. Goggles are required in operations where chemical splashing, misting, or dusting may occur (e.g., labs).
- b. Face shields are required for severe exposures to cryogenic sampling, chemical splashing, flying particles, hot sparks, splash from molten metals, or high temperatures.

## 7.7 Electrical Safety Personal Protective Clothing

Electrical Safety Personal Protective Equipment is identified in SCWI-8715-0006, *Electrical Safety Program*.

## 7.8 Miscellaneous Protection

The following instructions and rules shall apply to miscellaneous Protective Clothing:

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- a. Where employees are working over or near water, where the danger of drowning exists, employees shall be provided with U.S. Coast Guard-Approved personal flotation devices (PFD).
- b. A PFD shall be worn in skiffs, small boats, or launches, unless in an enclosed cabin or cockpit.
- c. A PFD shall be worn on structures or equipment (including heavy operating equipment that is not secured to the structure) extending over or next to water except where guardrails, personal fall protection system, or safety nets are provided for employees.
- d. Employees working on SSC roadways (flagmen, spotters, etc.) shall wear a reflective vest meeting the requirements of ANSI/ISEA 107-199, American National Standard for High-Visibility Apparel (section 1A.11) and be labeled as meeting ANSI 107-199 standard performance for Class 2 risk exposure.

## 8.0 RELATED SPECIFIC REQUIREMENTS

The following instructions for emergency eyewashes and showers shall apply to NASA Civil Service employees, contractors and construction contractors.

- e. Emergency Eyewashes and Showers
  1. Requirement: Emergency eyewash stations and showers meeting the requirements found in ANSI Z358.1, Emergency Eyewash and Shower Equipment, will be available in all work areas where the eyes or body may be exposed to injurious corrosive materials to allow for quick drenching or flushing of the eyes and body.
  2. Location: Safety showers and eye wash fountains will be located as close to the hazardous areas as possible, but not greater than twenty-five (25) feet from the hazard area. In addition, they should be placed as close to normal walkways as possible, without interfering with the intended use of the passageway. Paths to safety showers/eye wash fountains shall be kept free from obstructions at all times.
  3. Installation Approval: The safety representative for each activity/operation conducted at SSC must approve the installation/location of all safety showers and eye wash units.
  4. Inspection and Test: Supervisors shall ensure that a visual inspection and functional test for all permanent emergency eye/body wash units is performed at least once a week. The functional test should be long enough to verify operation and ensure that flushing fluid is available. Units that fail the inspection or function test may be temporarily replaced with a portable unit until the permanent unit is repaired or replaced. All units will have a unique equipment tag affixed to the equipment. Documentation of the functional test shall be maintained in the MAXIMO work system. This process will be subject to audits. Freeze protection for emergency eye wash stations is addressed in SPLN-1040-0006, SSC Emergency Management Plan. Appendix G.

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5. Portable and Fixed Unit Servicing: Portable units shall be serviced in accordance with the manufacturer's recommendations. Units found not to be in compliance shall be tagged "Unsafe for Use" and removed from use.
- f. Where required, Respiratory Protection, Hearing Protection, Fall Protection, and Protective Clothing requirements are specified in SSP-8715-0001, SSC Safety and Health Handbook or in the applicable Work Instruction.

## 9.0 TRAINING

- a. The responsible office shall provide training to each employee who is required to use PPE.
- b. Training shall include the ability to use PPE properly before being allowed to perform work requiring its use.
- c. The responsible office shall retrain employees when there is reason to believe those employees do not have the understanding and skill required for proper use of PPE.
- d. The responsible office shall verify each employee has received and understood the required training through a written confirmation that contains the name of each employee trained, the date(s) of training, and the subject of the certification/training.
- e. Training will be completed initially for employees and as required thereafter as specified in SCWI-3410-0003, SSC Training/Certification Plan and Scheduling Report.
- f. Records of completed training will be retained as specified in the SSC Training and Certification Program.

## 10.0 RECORDS AND FORMS

All records and forms are assumed to be the latest version unless otherwise indicated. Quality Records are identified in the SSC Master Records Index.

- a. SSC Form 819, SSC PPE Assessment
- b. SSC Form 736, Prescription Safety Glasses Approval Form

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## Appendix A - ACRONYMS, ABBREVIATIONS, AND DEFINITIONS

### A.1 Acronyms and Abbreviations

AIHA	American Industrial Hygiene Association
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
CFR	Code of Federal Regulations
ISEA	International Safety Equipment Association
NASA	National Aeronautics and Space Administration
NFPA	National Fire Protection Standard
PFD	Personal Flotation Device
PPE	Personal Protective Equipment
SMA	Safety and Mission Assurance
SCBA	Self Contained Breathing Apparatus
SCWI	Stennis Common Work Instruction
SSC	John C. Stennis Space Center

### A.2 Definitions

Construction Activities: Construction, excavation, alteration and/or repair, renovation, decorating, surveying, and demolition

Designated Construction Zone: An area where construction occurs which is designated by the Construction Safety Officials as having heightened risk commensurate with the need to establish a baseline minimum safety protocol to assure safe work practice.

Personal Protective Equipment: Devices or clothing worn to help isolate a worker from direct exposure to hazardous materials or physical hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

PPE Instruction: Documents describing the proper use of PPE for specific operations. This may be in the form of a Work Instruction, Job Hazard Analysis, Activity Hazard Analysis, Procedure, or similar format.

Transient: Personnel who are not assigned to work in a particular area on a routine basis. This may include management personnel, engineers, vendors, and contractors.

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## **Appendix B - PURCHASING GUIDELINES FOR PRESCRIPTION SAFETY EYEWEAR FOR EMPLOYEES OF NASA SSC (Civil Servants), AND NASA SSC CONTRACTORS**

The following eyeglass features are provided at government expense to those persons who work in eye hazard areas and must wear prescription eyewear at SSC.

- a. All safety glasses worn while working at SSC shall meet the requirements of ANSI Z87.1-2003, American National Standard Practice for Occupational and Educational Eye and Face Protection.
- b. Prescription safety glasses will be issued only to persons who work in eye hazardous areas and have an approval from the employee's respective safety representative who will evaluate the factors of the particular job situation and determine whether the eyewear is required.
- c. Only one pair of prescription safety glasses will be issued to an employee each year (each twelve (12) month period). Should the employee's prescription change within this time frame, new lenses will be purchased and the old frames re-used. To start the process of prescription safety glasses procurement, the requestor shall fill out form SSC-736 and follow the instructions provided.
- d. If the employee desires a second pair of safety glasses, he or she can purchase an additional set from the SSC vendor or any other vendor of their choice, but they must comply with ANSI-Z87.1-2003 to be worn while working at SSC.
- e. Approved glasses/frames:
  - 1) Single Vision Glasses
  - 2) Bifocal Vision Glasses
  - 3) Trifocal Vision Glasses
- f. All eyeglasses will be made with plastic or polycarbonate lenses and will have permanently attached side shields.
- g. The following optional lens treatments are available at no cost to the employee, except those marked with an asterisk. Those marked with an asterisk will be provided at no cost to the employee only if a letter from the prescribing physician accompanies the eye prescription stating that the eyeglass feature is a medical necessity.
  - 1) Abrasion-resistant coatings for plastic lenses only
  - 2) Polycarbonate lenses
  - 3) Progressive power lenses added to trifocal lenses of the following types: Truvision, Truvision Omni, or Truvision Technica \*
  - 4) Specialty lenses of the following types: Cataracts, Quadrifocals, Polarized SV and Bifocal lenses, transitions plus, etc. \*

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- h. Specialty lenses for welding helmets, cutting goggles, or Self-Contained Breathing Apparatus (SCBA). In addition to safety glasses, personnel who must wear prescription eyewear and work in welding helmets, cutting goggles, or SCBA can be provided a set of lenses that fit inside these protective devices. Approval of this lens set will be made by the employee's respective safety representative who will evaluate the factors of the particular job situation and determine whether the additional lens set is justified.

Stennis Common Work Instruction	SCWI-8715-0002	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: January 17, 2014	
	Expiration Date: November 1, 2017	
Responsible Office: Safety and Mission Assurance Directorate		
<b>SUBJECT: Personal Protective Equipment</b>		

**Appendix C – PURCHASING GUIDELINES FOR SAFETY FOOTWEAR FOR  
EMPLOYEES OF NASA SSC (Civil Servants)**

SSC Civil Service employees who are required to wear safety footwear as part of their job shall follow the Safety Shoe procurement Process below.

1. NASA SSC will assume the cost of one pair of safety shoes, from an approved vendor, per year. The reimbursement for Electrical Hazards Work Shoes will require supervisory approval.
2. Employees requiring more than one (1) pair of shoes per year, for any reason, will be required to obtain supervisory approval.
3. A request for authorization to purchase safety equipment must be completed and signed by the employee's supervisor. If it has been less than one (1) year since the employee's last pair of shoes, the Directorate/Office Director/Manager's signature is also required.
4. To purchase safety footwear from a shoe mobile, a Material Request form must first be completed. A copy of the completed and approved material request must be provided to the shoe vendor.
5. If shoes are purchased from a store, a tax-exempt form can be obtained from the FOSC purchasing department prior to the purchase. The tax-exempt form must be presented to the store at the time of purchase. Receipts of shoe purchases from any store must be submitted to the department administrative person for reimbursement.