Northwest Lions Eyeglass Recycling Center

Satellite Operations

The mission of every Satellite mirrors that of the Northwest Lions Eyeglass Recycling Center:  To collect and process used eyeglasses to be distributed to developing countries around the world.

This publication will describe in detail the steps necessary to complete that mission.

Forming a Satellite.

A satellite is formed when a nucleus club steps forward and agrees to be the focal point for operations. Surrounding clubs then provide collected eyeglasses, volunteers and, where agreed, financial resources to help with operational costs and shipping etc.

When processed, the eyeglasses are sent to NWLERC in Lacey WA. When received by NWLERC, the individual eyeglass prescriptions are determined using our Lensometers, and the eyeglasses are bagged, labeled and boxed to await shipment to a mission.

Clubs who wish to form a satellite shall sign an application and letter of intent provided by LERC.

Eyeglass Processing.

Donated eyeglasses are processed in the steps listed below. Each area will be explained fully:

- Collecting
- Counting
- Sorting
- Washing/Drying
- Boxing/Labeling
- Recycling
- Shipping
- Records Keeping

Volunteers come together to process eyeglasses.

LERC Volunteer reading glasses on one of LERC’s eight lensometers.
Collecting

All the clubs that make up a satellite collect glasses. Clubs can use the boxes shown here or make their own.

Collection boxes can be located throughout the local community in such places as thrift stores, retail businesses, nursing homes, community centers etc. Each box should be attended regularly. Boxes like the one shown on the right can be ordered directly from the LCI website or obtained directly from LERC. Many clubs make their own, however, and those can be more durable than the cardboard type.

We need to know where your eyeglass collection boxes are. Please forward your club drop-box locations so we can put them on our website.

Counting

Counting is an important part of keeping proper statistics. We want all our clubs and satellites to get full credit for all the glasses they collect. Of course, hand counting is easiest when there are just a few glasses, but with a large quantity it is easier to weigh the glasses for the count.

We have streamlined the procedure to make this a quick and easy process. Our recycling work at LERC has produced a simple figure that can be used for counting:

14 PAIRS PER POUND.

Remove excess paper, padding and cases, and weigh the box. Multiply the box weight by 14 and subtract one pound for the box to get the total glasses in the box.

Count all eyeglasses and lenses regardless of condition. If the Club provides a count, you do not need to recount them. We strongly recommend volunteers wear gloves when handling dirty eyeglasses. NWLERC will either provide or reimburse you for gloves.

Report glasses and volunteer hours monthly to LERC. See Record Keeping below.
Sorting:

Sorting begins with overall inspection of eyeglasses. After counting and recording the eyeglasses received from each club, inspect each individual eyeglass for quality. **Dispose of loose lenses, dirty soft cases and all hard cases.** Broken or defective frames with scratched or pitted lenses should be sent to NWLERC for metal & plastic recycling. See "The Visual Inspection of Eyeglasses" sheet attached.

Sorting will be to the following groupings:

**SV-Single Vision.** Readers and other glasses that don’t have a “line” in them. Note: Progressive lenses should be added to the SV sort box.

**MV-Multi Vision:** Bifocals and trifocals

**Plano Sun:** Non-prescription Sunglasses.

**Recycling:** *We now have full recycling at the Center, so nothing needs to go to the landfill.* Please box and send everything else (broken metal and plastic frames, demo frames with clear lenses, prescription sunglasses, clip-on’s etc)

**Gold:** Keep your eyes open for gold frames to recycle.

Washing:

We encourage clubs/satellites wash glasses before sending them to the Center in Lacey (exception: gold and recycling)

**Clean glasses essentially become “lensometer ready” when they reach the Center, and this helps to speed the overall process.**

Home dishwashers are perfect for this task. You might send a box home with each volunteer. Fill the top and bottom of the dishwasher with glasses, add dishwashing soap and wash normally. To prevent spotting, a tablespoon of vinegar added after the first rinse may be advisable.
**Drying:**

Drying is an important step to prevent spotting of the washed glasses. Air drying is an option if the glasses do not appear to be spotted.

If your dishwasher is prone to spotting, it may be a good idea to wipe the glasses dry with a soft cloth after washing.

**Boxing and Labeling:**

The preferred box is a standard copy paper box as seen on the right. Dimensions: 18x12x9. This box is small enough for most people to lift yet large enough to hold about 250 pairs of glasses.

Stack the glasses in two rows along the length of the box. There is no need to place newspaper, plastic bags etc inside the box to separate the glasses.

Each box should be affixed with a vinyl self-adhesive document pocket (provided by NWLERC). Attach the vinyl document pocket on one of the short ends of box on the lower right hand corner. Insert the correct category label into the pocket. Place the labels near the bottom of the box so the box lid does not cover them.

Labels will be specific to your satellite, with it's name under the contents description. This will help us with quality assurance and storage at the Center.

NW LERC will create your box labels, or you can create your own. All you need to do is print them on cardstock and cut them to fit the document pockets as required.
**Recycling:**

*We now have Full Recycling.*

Please don’t send any glasses to the landfill. We have a contractor who recycles all our scratched, broken, corroded and unusable glasses as well as broken frames and prescription sunglasses. Please box separately as Recycling and forward to us.

We will box and ship them to the recycler.

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**Gold Recycling:**

Gold recycling is an important part of defraying our expenses.

While most pairs of gold frames have minimal gold content, an accumulated quantity makes a difference.

All gold frames are sent to a special recycler. Gold frames come in many styles from well-known “granny glasses” to modern gold electroplated frames. It will expedite our recycling efforts if you please pack the gold frames separately.

Some frequently found examples are shown at right.
Shipping:

There are many ways to ship your sorted and washed glasses to LERC in Lacey.

- Bring them by car when a club member is coming in this direction.
- Ship by common carrier freight lines. Many trucking firms will transport glasses free-of-charge.
- UPS/Fed Ex Ground. We get lots of glasses via these common carriers.
- Brainstorm transportation and funding ideas with your satellite clubs. Many satellite clubs have line-item budgets to help share the cost of transporting to LERC.

Unfortunately, NWLERC is unable to pick up glasses from satellites except when we bring our cargo trailer to conventions, district conferences and forums.

Before transporting boxes to NWLERC, ensure they are stored in dry location; moisture weakens the boxes. We will continue to look for low or no cost alternative ways to ship eyeglasses, and welcome your suggestions at any time.

Record Keeping:

Recording Volunteer Hours:
Please record volunteer hours on the SATELLITE Volunteer Hours Form (NWLERC #23) and send to the Center with the glasses you ship to us.

Receiving Eyeglasses at your satellite:
Record the date, donating club, and number of eyeglasses you receive from your Lions Clubs on the Satellite Eyeglass Receipts (NWLERC #27). Also, strongly encourage clubs to complete an Eyeglass Delivery/Donation Form (NWLERC #2) for each group of eyeglasses they donate. Send copies of completed Forms 2, 23 and 27 to NWLERC when you ship the glasses to us. LERC Form #11 can be used for Drop Box Locations. Please forward drop box locations so we can update our website.

Who to Contact for More Information

Satellite Coordinator PZC Jeannie Phillips
253-884-2317  snipn@aol.com

Northwest Lions Eyeglass Recycling Center
9013 Mullen Rd SE
Olympia WA 98513
360-923-2075

www.lionsnwlerc.org