



Slip-Resistant Restricted Footwear Order Process

Overview

This document provides guidance on the process for placing a restricted footwear order.

Types of Restricted Footwear

Restricted Individual* – specialty footwear (e.g., diabetic shoes, etc.) assigned to eligible individual employees. These orders can be placed every 6 months.

Restricted Bulk* – specific footwear styles ordered in bulk to meet specific unit needs not supported by the standard footwear program. This footwear is NOT assigned to individual employees.

**Ordering restricted footwear requires additional approval from UCOP EHS.*

Please contact UC-SAFETYSHOES-L@LISTSERV.UCOP.EDU for more information.

Who Can Order

Restricted footwear can be ordered by any Authorized Purchaser who has also received additional approval by UCOP EHS (See above). Individual employees cannot order restricted footwear.

Instructions for Ordering

Approved Authorized Purchasers & EHS Personnel

Using the Order/Track Page

1. From the Slip-Resistant homepage, select **Order/Track**
2. Select **Tracker** in the top menu, then **Group Trackables**
3. Search for the name of a purchasing group
4. Select **SR Max** or **Shoes for Crews*** in the top right corner
5. Select **Restricted** or **Restricted Bulk** to be redirected to the appropriate supplier site in a new browser window
6. Place orders on the supplier sites using current procedures

**To view options from the other supplier, repeat steps 1-4.*