**PHOTOGRAPHY AREA RULES**

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

* Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
* Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
* In case of emergency, call campus police at 392-1111
* File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
* Alcohol is forbidden in studios
* Follow all posted rules / policies / notices as well as those below.
* Follow the posted SA&AH Satellite Waste Management Chart for the photo area. Keep these areas clean and organized.
* READ AND OBEY ALL SIGNS POSTED IN THE PHOTO AREA.
* There is absolutely no food or drink allowed in the darkroom at anytime.
* You must check in with a lab monitor to use any of the facilities.
* You must have a GATOR ONE card in order to check out items for the darkroom.
* Lab use is restricted to students currently enrolled in a photography class who have had orientation. Darkroom monitors will have a list of students currently allowed to use facilities.
* Equipment checked out must be returned in the same condition as when it was checked out.
* Your class and experience level determine the level of your darkroom privileges and access to certain equipment and processes.
* You must have a towel if you are in the darkroom.
* Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use properly labeled equipment appropriately.
* You must handle and dispose of all chemicals properly by following all SA&AH guidelines, and house rules. Do not leave chemistry out or open. Clean up all spills and drips immediately.
* If you cross contaminate chemistry or an area, please tell a lab monitor immediately.
* If you do not know how to use a piece of equipment, or are unsure of proper procedures please ask someone.
* If something breaks, please tell a lab monitor immediately.
* You must clean up after yourself. Pick up all trash, wipe up all spills, squeegee sinks, and put away all equipment used.
* You must leave enough time at the end of open lab or class time to properly wash your prints, clean up, and return equipment to the cage.
* Follow the **SA+AH CONTAINER POLICY** (see policy below)

*There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.*

**White:**

All new and or used product in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc…) must be labeled within the SA+AH to identify their contents. Labels can be found at the MSDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

**Yellow:**

WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.

**All containers** must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up.

- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).

- 5 gallon jugs must have a yellow hazardous waste label on the outside.

- Fibrous containers must have a yellow hazardous waste label on the outside (top).

- Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.

Labels should also include the Bldg and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

* Failure to comply with any of these rules will result in expulsion from the darkroom.