**PRINTMAKING 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 here: 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.
* No food or drink in the studio.
* Wear appropriate gloves when using any type of solvent, acid or chemical (gloves should be considered used with inks).
* Printmaking shop doors must remain closed at all times for ventilation system to work.
* Familiarize yourself with the closest eyewash unit and chemical shower.
* Closed toed shoes must be worn in the Print shop, no sandals or flip-flops allowed.
* Emulsion and ink should be cleaned from under fingernails immediately
* Turn off hot plates immediately after use.
* Always use cutting tools away from your hands and body.
* Special care needs to be taken in the studio if you are pregnant to avoid certain materials.
* Only students currently enrolled in courses or with area head permission may use the the printmaking studios ( Letterpress, silkscreen, main)
* Cutting tools should be sharp and in good condition. Care should be taken to insure safety of the individual using the tool(s) and other students when tool(s) are being used.
* No feathering of acid when etching.
* When the printmaking studio is in use, the ventilation system must be turned on.
* The last person to exit the studio should make sure the ventilation is turned off, along with lights, water, hotplate etc.
* Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
* First aid kits are found in each studio. Notify your instructor if supplies are low.
* Report any safety issues IMMEDIATELY to your instructor.
* All courses must engage in an end of the semester clean up.
* 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.