



TEXAS TECH UNIVERSITY
J.T. & Margaret Talkington College of Visual & Performing Arts
School of Art™

PHOTOGRAPHY Studio Guide & Safety Plan

Rooms covered – Art SB01, SB02, SB03, SB04, SB07, SB08B, SB08C, and SB08D.

Responsible Individual - Professor Robin Germany 834-6440, office Art SB-04

Department Safety Officer – Mark Bond 834-1559, office Art 101

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Emergencies

In case of fire exit up the nearest clear stairwell, exit the building into the courtyard, cross the courtyard and meet at the bird sculpture. Do not go up the driveway because emergency vehicles may use it. There is a fire alarm pull station near the exit doors, if you pull it also call 911 to inform them of the situation.

In case of an Active Shooter lock the hallway door, turn off the lights, hide out of sight and remain quiet. If you know the shooter is in your immediate area barricade the door with anything you can to prevent or slow entry and call 911. Silence your phone but check it or your email for instructions from TechAlert! Wait until there is an “all clear” announcement from TechAlert! before leaving, do not rely on social media for information.

In case of a medical or security emergency call 911 or use the emergency call box near the restrooms.

In case a tornado or severe weather remain in the sub-basement.

Chemical Spills

Small chemical spills can generally be handled in the studio with the spill containment kit. The spill containment kit is clearly marked and is in room 101. Spills should be handled in the following manner:

1. Assess the need to evacuate the lab /studio.
2. If you don't know what the chemical is, call Environmental Health and Safety (EH&S) **(806) 742-3876** (during regular business hours) or **(806) 742-3328** (after hours).

3. Look up the chemical in Safety Data Sheet (SDS)
4. If you feel confident following cleanup instructions on the SDS proceed with cleanup.
5. If you don't feel confident or don't have the materials on hand for cleanup, because the spill is too large, call EH&S.
6. Report all spills that need more than paper towels cleanup to the SOA DCHO mark.bond@ttu.edu. He will arrange for waste pickup.

FIRST AID

1. There are eyewash stations in room SB03. If you get irritating chemicals in your eye immediately splash water in your affected eye(s) for fifteen (15) minutes unless otherwise instructed. If you get foreign matter lodged in your eye (metal, wood, etc.) do NOT rub your eye! The eyewash station may not dislodge something stuck in your eye; you will need to go to the emergency room in that case.
2. The First Aid kits are located throughout the studios and are clearly marked.
3. There are two kinds of burns that need attention:
 - a. **Minor cuts / burns** – can be attended to in the lab/studio. (examples – cuts that are not deep and stop bleeding and burns without large blisters) Minor cuts should be cleaned with antiseptic spray, alcohol wipes, or triple ointment. Cover them with a sterile Band-aid. Minor burns should be immersed in cool (not cold) running water for 15 minutes. Then apply a sterile bandage. Do not apply ice or ointments. If the wound does not heal properly seek medical attention.
 - b. **Major cuts / burns** - these are deep cuts or burns that will need IMMEDIATE medical attention. (examples – cuts pulsing blood or will not stop bleeding, or more than ¼” deep or with jagged edges. Major burns develop large blisters or char the skin) Major cuts should have pressure applied with a clean compress. Major burns should NOT be immersed in cool water, but covered with a clean compress and held above heart level if possible. In both cases, seek immediate medical attention.

When in doubt always seek professional medical attention.

The complete Texas Tech University Chemical Hygiene Plan and other helpful documents can be found online at <http://www.depts.ttu.edu/ehs/Web/Default.aspx>

Records of Employee / Student training are located in the School of Art main office.

Introduction

We at the School of Art endeavor to create a safe, healthy environment for all to work in so they can have a long and productive creative life. The following information will help you achieve these goals. Failure to follow the safety policies and procedures may lead to disciplinary action.

Be aware that words such as “water based,” “all natural,” and “organic” or “green” do not indicate the safety of a material. There are many items in nature that are hazardous to humans. Art supplies and materials may be “non-toxic” when “used as directed” but can become hazardous when not used as directed, such as heating, sanding or spraying the material.

Personal safety is usually more of an issue when fewer people are around in the evenings and weekends. Always be aware of your surroundings, know who is around you or not, keep your ears open by keeping music low and not using headphones. Do not work when impaired by lack of sleep, illness, drugs or alcohol. When working with machinery or hazardous processes always have more than one person present. All the buildings have combination locks on at least one door so never prop open doors to help keep unauthorized people out. Classroom doors can remain open during class time and when the room is occupied by an authorized person. Doors must be kept locked when the room is not occupied.

General rules

All students must have signed the Student Safety Training Form BEFORE they can participate in any hands on studio / lab activities.

The Safety Data Sheets for this lab are located in rooms SB03.

Chemicals and materials not listed in the Safety Data Sheet yellow binder cannot be stored or used in this lab without the consent of the Responsible Individual and the Safety Data Sheets being added to the SDS binder.

Any container other than the original container a chemical comes in is considered a “secondary container.” This includes open containers such as trays. Food or drink containers cannot be reused as secondary containers. All secondary containers (including water) **must be** labeled according to the OSHA GHS standard. The safety coordinator can answer GHS labeling questions. The RI will provide appropriate secondary containers.

No spraying may be done in these rooms. For approved locations contact your instructor.

All flammable and combustible liquids and gasses must be stored in the yellow flammable cabinet when not in use. After class, or any work sessions all flammables and combustibles **must be** returned to flammable cabinets. Lockers or open shelves are not acceptable storage for flammable or combustible liquids or gasses. NO EXCEPTIONS!

All solvents and corrosives must be barcoded into the inventory system by Environmental Health and Safety, including any that are student purchased. For details contact the SOA Safety Coordinator.

Procedures that are not listed in the Standard Operating Procedures section cannot be used without consent of the Responsible Individual and until the new procedures **have been added** to this Safety Plan.

Food and drink are not allowed to be stored or consumed in these rooms.

No tobacco use is allowed in the studio, including smoking, vaping and smokeless tobacco.

Long pants and closed toe shoes are required in SB03 and all of the darkrooms or where chemicals are being used.

Housekeeping is to be kept up with to provide a safe work space. Aisles and exits are to be kept free of slip, trip and fall hazards. Bench tops are to be free of excess storage and clutter. Extension cords can only be used temporarily and must be picked up at the end of class or work periods.

Sharp objects, such as xacto knife blades, utility knife blades and saw blades must be disposed of in an approved "Sharps" container, never the regular trash.

Art Installations must be pre-approved by the Safety Coordinator if they involve public spaces. If in doubt, ask first.

Never stand on anything other than a ladder or stepstool to increase your reach. Climbing on chairs, stools and tables frequently lead to falls and injuries.

Nothing can be hung or stacked closer than 18" (in the vertical dimension) to a fire sprinkler. Do not hang anything from any pipes, sprinkler heads or conduit. You may hang objects of less than one pound from suspended ceilings. If you need to hang multiple objects get approval from the Building Manager first.

No bicycles, skates, roller blades, skateboards, scooters, etc., are allowed in buildings.

Pets and animals are not allowed in buildings. Service animals for persons with disabilities are permitted as long as they are in compliance with section 7 of TTU OP 34.22.

Children are not allowed in Studios / Labs without Minors in Laboratory forms filled out and approved in advance.

No smoking inside the building, including e-cigarettes or vaping, or within 20 feet of any doorway. No alcohol or illegal drugs in any Studios / Labs.

Wash hands upon leaving the studio.

Standard Operating Procedures

A. STUDIO LAB VISTOR POLICY

Children, pets, or non-enrolled persons are normally NOT allowed in the studio lab for their own safety. However, minors and adults are allowed in the Photo Lab if the Chemical Hygiene Plan Laboratory form for minors or adults is filled out and approved in advance. Non-enrolled adults or minors will be allowed access to the lab complete once the consent form is completed and approved.

B. DOORS AND LOCKERS

1. ALL hallway doors to all rooms (**SB01, SB02, SB03, SB04, SB07, SB08B, SB08C, SB08D.**) must remain closed at all times and locked after class hours.
2. There is to be no tampering with the designated codes in the lock boxes.
3. Even if a student goes to the bathroom, make sure the door is locked behind.

C. POLICY ON CHEMICAL CONTAINERS

1. No photo chemicals are to be brought into the photo Lab by students at anytime.

D. FILM DEVELOPING

1. In the film developing room, all PPE must be worn, apron, eyewear and gloves. Proper lab attire (Personal Protective Equipment/PPE) must be worn at all times in the Photo Lab: i.e. aprons, safety glasses and gloves. The Photo Lab Tech will supply these items to you. If students refuse to wear Personal Protective Equipment, entry to the Lab will be refused.
2. The film developing process is posted on the wall. All the necessary equipment is supplied in the Film Processing room.
3. No chemicals used in the film developing process are to be poured down the drain. A waste chemical container for the developer is provided at the main film-developing sink. All other chemicals used (i.e. fixer and hypo clearing agent) are to be poured back into their respective dispensing containers.
4. Once the film developing process is finished, all graduates and film developing tanks and tops are to be rinsed and dried before returning them to their respective storage locations.

Film Processing for
Clayton F76 Developer

All times are for 68° F

Dilution ratio: 1 ¼ oz. F76+ and 14 ¾ oz. water @ 68° F.

Pre-Rinse

Rinse film with water for 1 minute with water at the temperature of the developing solution.

DEVELOP (see separate chart for times and temps)

After pouring in the developer, agitate for 15 seconds then bump the tank and let the tank sit still. Agitate for 2-3 inversions every 30 seconds thereafter.

Note: At the end of the developing step, pour the used developer in the red funnel to the right of the sink.

RINSE/STOP BATH Fill and empty tank w/water 3 times. Pour the first rinse down the red funnel. The other two may go down the drain.

FIX Fix for 5 ½ minutes. Agitate 7 seconds per minute. Save the fix.

RINSE Fill and empty tank w/water 2 times.

HYPO CLEAR 1 minute w/ constant agitation. Save the Hypo Clear.

WASH 5 minutes in washer

Final Film Treatment for Drying (Two Options): (Use only one)

Hang film on clip and use Kimwipe to absorb water from film.
Soak film in LFN (2-3 drops per pint) with gentle agitation.

DRY Hang to dry in cabinet

After hanging film up, dry the tank and reels and return them to their shelf.

E. PRINT ENLARGING AND DEVELOPING

1. In the print enlarging room, all PPE must be worn, aprons and eyewear. Gloves need not be used since print tongs are used to transfer printing paper to the respective trays and tanks.
2. The Plexiglas cover for the stop bath and fixing solutions is normally stored over the stop bath and fixer trays. Remove the cover when printing commences and store between the processing sinks.
3. When the printing process has been completed, pour the waste developing solution in the waste container in the sink. The Plexiglass cover for the stop bath and fixing solutions must be put back in place over the trays when printing process has ceased.

Print Developing Steps

For RC Paper:

Develop in developer tray for 2 to 4 minutes.

Stop Bath tray for 5 seconds

Fix tray for 1 minute with constant, gentle agitation.

Wash for 5 minutes

Squeegee and dry in the heat dryer (not the drying racks).

Fiber Paper:

Develop in the developer tray for 2 to 4 minutes

Stop Bath tray for 30 seconds

Fix tray for 1 minute with constant, gentle agitation.

Pre-wash for 5 minutes (you can do this in the darkroom)

Hypo Clear for 10 minutes with intermittent agitation, once every 3-4 minutes. Be sure the prints stay submerged.

Wash for 5 minutes

Squeegee and dry on the screen drying racks.

F. PRINT MOUNTING AND MAT CUTTING

1. In the print mounting mat cutting room, care should be taken when using mat cutting blades and bevel mat cutters since sharp razor type blades are used. All used blades are to be placed in the used blade containers.