Name_____ Class_____ Semester_____ Year_____

MCAD PRINTMAKING STUDIO RULES

HEALTH & SAFETY

YOU NEED TO FOLLOW ANY POSTED RULES IN THE PRINTMAKING STUDIO.

①Food and drink **cannot** be put on the Printshop tables since this will ruin paper and prints. Put drinks on lockers that are in the hallway or in designated areas for drinks in Litho, by the Guillotine, and in Screenprinting. If you break this rule, the Printshop staff will move your drink.

②Wear gloves when using any type of solvent, acid or chemical. This is critical to protect your skin over time since solvents can be absorbed through the skin and enter the bloodstream, potentially causing systemic health effects as well as skin conditions like dermatitis. If you are in the Printshop and found NOT wearing gloves, you will be asked to put on gloves

③Please pay attention to the following safety guidelines

·Consult the Printshop Safety Data Sheets sheets for detailed information regarding health effects. hazards, and personal protection if you have concerns about your exposure to any solvents, chemicals, or inks in the Printshop.

·Eyewashes and two safety showers are located in the studio; use them even if small splashes of substance occur.

·Closed toed shoes must be worn in the Printshop, no sandals or flip-flops allowed.

·Acid and caustic solutions are water-soluble: all splashes to your skin should be washed immediately with running water for several minutes.

·Emulsion and ink should be cleaned from under fingernails and hands before eating or smoking.

·Use ear muffs and glasses when using the pressure washer.

·Always use cutting tools away from your body and do not cut on the white tables.

·Respirators must be worn when using solvents in the lithography area or if you have a compromised immune system

·Special care needs to be taken in the studio if you are pregnant to avoid certain materials (See a staff member for more information). Use the safety shower if you spill large amounts of chemicals on your body.

·Report all accidents (major and minor) and any defective equipment to a staff member.

·If you are working when you are extremely tired. STOP ...this can be a cause of an accident.

-No smoking or vaping in the Printshop.

CLEANLINESS

1. Clean up after yourself, put inks away, plus your own materials, screens, plates, etc. Clean all surfaces you have been using, including ink knives, brayers, spatulas. plus remove tape, put rads in containers, throw away trash, etc.
2. Wash your hands each time before you print! This helps to keep your prints, the blankets and the Printshop clear
3. Use a razor scraper, Ink-Eater and "Restore the Earth" along with rags to remove oil-based ink from glass slabs
4. When cleaning up water-based inks, take your brayer and ink knives and wash them right at the white sink. The Printshop is in the process of transitioning to becoming a more "Green" Printshop so we want to encourage the use of more environmentally friendly inks that are easier to clean up
5. Please-NO red shop rags in Screenprinting. They are for oil based printing processes only.

SHARING THE PRINTSHOP WITH OTHERS

1. Only registered MCAD students who are enrolled in a Printmaking class or who have filled out a Personal Proposal may be in the Printshop. Guests are not allowed to come hang out, and cannot assist with prep work, printing or racking prints due to liability issues.
2. Remove prints from drying racks ASAP. We cannot guarantee the safety of your prints if you leave them for longer than a few hours.
3. Make room for others. LABEL ALL YOUR TOOLS. SCREENS. EMULSION, ETC..so if you lose them, you can find them in the Lost and Found.
4. No glass in screenprint area or commercial production printing. This means-do not print posters that you are going to sell at concerts.... the Printshop is for MCAD class work only. You need to supply your own ink for outside projects.
5. Please-do not prop the door open after hours! LAPTOPS AND THINGS GET STOLEN EASILY.. The locked door after 6pm and on weekends with card access is to keep students safe in the Printshop.
6. Always use enough newsprint when printing in order to protect the blankets, as they are expensive.
7. You may only work when there is NOT a class in session. Or, you can ask the instructor 15 minutes prior to class if you may work during their class.

RESPONSIBLITY FOR PERSONAL ITEMS, SUPPLIES AND ARTWORK

1.Any lost or forgotten personal items (e.g., cell phones, computers, chargers, purses, wallets) left in the Printshop will be turned over to Public Safety.

2.The MCAD Printshop is not liable for any valuables left unattended. We strongly suggest you lock up your personal belongings, even for brief periods.

3**.** The Printshop does not assume responsibility or safekeeping for student, faculty, or staff projects and items left in the studio. This includes completed prints, handmade paper, artist's books, screens, blocks, tools, or any work submitted to a faculty member for grading. Any items left in lockers, flat files, or anywhere else in the Printshop past the last day of the semester will be recycled and not stored due to lack of space._____(initials)

I have read, understand and will comply with the Printshop Rules and Procedures. I accept full responsibility for any damage to the Printshop due to misuse or negligence. I agree to remove the contents from my locker, flat file, remove my screens, prints, or they will become property of the Printshop and/or will be recycled after the last day of the semester. I understand I will be fined a minimum of $25 and/or my Printshop privileges will be revoked due to NOT following these rules, as well as any other posted rules in the Printshop. I understand that the Printshop is not responsible for any lost, stolen or damaged property.I choose to not follow the rules, this progressive disciplinary procedure will occur:1. Verbal Warning. 2. Written Warning. 3. One-week suspension from Printshop. 4. Printshop Privileges Revoked. For any questions, please contact the Director, MCAD Printmaking Studio, 612-874-3643 or email printmakingstudio@mcad.edu.

Print name (and all information legibly)_____

Signature_____ Date_____

Phone_____ Email_____