GENERAL INFORMATION
The information provided in this guide is a resource for students, staff and faculty working in Department of Art and Art History (DAAH) Studio Art facilities. Individuals are responsible for understanding and taking the necessary precautions to protect their own health and the health of peers. Where hazardous chemicals are present and the potential for splashing or spills exist, long sleeves, pants, closed toe shoes and a lab coat or apron should be worn. In addition, when operating equipment all hair shoulder length or longer or that obstructs your vision needs to be tied back, bracelets, long necklaces, chunky watches and rings should be removed. Students must follow lab specific safety guidelines.

DEPARTMENT OF SAFETY
Bloomsburg University's Department of Safety has university-wide responsibility for developing and maintaining health and safety programs, providing an environment that protects and promotes the health and safety of all students, employees and visitors, ensures compliance will all applicable local, state and federal laws and regulations.

Belinda DeLeon, Safety Administrator
Phone: 570-389-4792 | bdleon@bloomu.edu
(Not the contact for university emergencies)

EMERGENCY CONTACT INFORMATION
University Police - 570-389-2211 or 570-389-4168

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
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<tr>
<td>Medical Emergencies</td>
<td>911</td>
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<td>Fire</td>
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<tr>
<td>Bloomsburg University Police</td>
<td>570-389-2211 or 570-389-4168</td>
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<tr>
<td>Bloomsburg Police (Town)</td>
<td>570-784-6779 or 570-784-6300</td>
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<td>BeSafe Hotline</td>
<td>570-389-2723</td>
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<tr>
<td>Campus Counseling Center</td>
<td>570-389-4255</td>
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<td>Campus Health Center</td>
<td>570-389-4451</td>
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EMERGENCY CONTACT INFORMATION (continued)
The telephone numbers are provided to help you find appropriate information or assistance on campus.

If you have a medical emergency, call 911.

If you have a police-related emergency, call the University Police at 570-389-2211 or 570-389-4168 for immediate help.

The BeSafe Hotline (570-389-2723) delivers a recorded message regarding incidents that could affect the health and safety of students, faculty, staff and administration.

For answers to medical questions, advice about health problems, or treatment of minor injuries and illnesses, students should direct their calls to the Health Service Center in the Student Service Center in the Kehr Union at 570-389-4451.

Free, confidential consulting services to help students cope with the variety of personal and academic problems are available by calling the Counseling Center in the Student Service Center at 570-389-4255.

HAZARDOUS WASTE
The DAAH’s hazardous waste disposal procedure is designed to assure minimal harm to people and the environment. For additional information refer to the Universities “Hazardous Materials Handling, Storage, and Disposal Procedures”. Follow these procedures for safe disposal.

- Review the MSDS/SDS sheet to determine if material is hazardous
- Sink disposal is prohibited
- Use appropriate storage and disposal containers
- Follow safety procedures specified for each lab

FIRE SAFETY
Determine location of nearest fire exits, alarms, and extinguishers. In case of fire, do NOT use elevators, exit via stairways. For additional information refer to the Universities “Fire Prevention and Control Practices” program.

COMPLIANCE
Compliance with safety regulations in all classrooms and labs is monitored and maintained by the university’s Office of Facilities Management directed by Eric Ness. More information is available at the university’s web site at:
http://www.bloomu.edu/facilities
COMPLIANCE (continued)

- Campus security, health, and safety concerns are referred to the University Police 389-4168.  [http://departments.bloomu.edu/police](http://departments.bloomu.edu/police)
- BU's Safety Policy Statement (PRP 5221) is on line at:  [http://www.bloomu.edu/policies_procedures/5221](http://www.bloomu.edu/policies_procedures/5221)
- The Assistant Director of Facility Services manages hazardous waste removal.
- All studio areas have complete up-to-date MSDS/SDS sheets prominently displayed. All areas have first aid kits, eye wash stations, fire extinguishers, and appropriate protective gear.
- Studio equipment conforms to established regulations covering safety, fire, and health codes and other applicable federal, state, and local codes.
- When chemicals or dust are present in the studio, there should be no eating, drinking or applying cosmetics in the room.

LAB SPECIFIC PRACTICES

PAINTING
Use of radial arm saw is prohibited except under the supervision of the course instructor. Eyewash station, first aid kit, and MSDS/SDS (Material Safety Data Sheets/Safety Data Sheets) are located by the sink area. Keep your areas clean and throw trash away before leaving class.

ACRYLIC PAINT
Generally acrylic paint is considered non-toxic, but ingredients may vary by brand. Check the individual paint label for safety information.

OIL PAINT
Safe usage requires attention to handling and disposal. Follow these precautions:

- Use only solvents and mediums provided.
- Store solvents in the yellow flammable liquid storage cabinet located in the framing room.
- Keep solvent containers sealed when not in use to reduce exposure to fumes.
- Dispose of solvent waist rags in the red safety waste disposal container located by the gesso table.
- Avoid contact with skin; students may consider using rubber gloves when handling paint.
- Use only the glass or paper pallets provided (Not the plastic acrylic pallets) Check paint labeling for information about pigment and toxic hazards
**DRAWING**

Dry drawing media such as charcoal or pastels may present a dust hazard, are often fixed with aerosol fixative, and may also contain hazardous pigments. Follow these precautions:

- Avoid dust inhalation
- Only apply spray fixatives outside or in the spray booth located in the Printmaking Lab
- Do not blow off excess pastel or charcoal dust with your mouth. Instead, tap off the built up dust so it falls on the floor.

**PHOTOGRAPHY**

Photographic processing chemicals may contain hazardous chemicals; a trained Lab Technician prepares the chemicals used in the Photo Lab. Check MSDS/SDS sheets for more information. Eyewash stations are located throughout the lab. Follow these precautions:

- Avoid contact with developer baths; use tongs provided in each chemical bath.
- Use eyewash stations if photo chemicals splash in eyes.
- Always make sure ventilation system is turned on when working in lab.
- When working with any alternative process, use safety gloves provided in each darkroom.
- When working with chemicals wear splash goggles.
- When mixing chemicals, the Lab Technician must wear ventilator masks provided.
- Cover Baths when not in use to prohibit toxic chemicals being released into the air.

**SCULPTURE**

Only students currently enrolled at BU may use the shop without special permission. Students are not allowed to work alone; students should work while under supervision of an instructor or sign up with a “buddy” at the security desk. You may only use equipment that you have been trained on by an instructor.

Mandatory Shop Guidelines for **ALL** tool use:

- If you are stressed, tired, on medication that makes you drowsy, or distracted at the time, either ask someone qualified to do it for you, or wait until you are 100%. Qualified persons to ask are any of the fine art faculty.
- All hair shoulder length, longer, or in your face obstructing your vision, needs to be tied back. Bracelets, long necklaces, clunky watches, and rings should be removed. Oversized shirts should be secured, and baggy long sleeves pushed up. Just use common sense.
SCULPTURE (continued)
Mandatory Shop Guidelines (continued)

• Due to the possibility of sparks, cotton, denim, canvas and leather are acceptable materials for studio attire.
• Before turning on any machinery, make sure that you are completely set up; you have all needed tools and accessories within reach. Make sure that you can move freely around the machine as needed without any obstructions.
• **YOU MUST WEAR PERSONAL PROTECTIVE EQUIPMENT!!!!** Wear eye protection at all times, ear protection, and a dust mask when applicable. Processes that would require use of respirator mask for safety are prohibited, however students must use dust masks for appropriate activities/processes.
• Turn on exhaust fan and close the door to remove fumes while working.
• When welding you should surround yourself with the welding curtains to protect those around you from eye damage, and sparks. Locate fume extractors close to your working area.
• Please clean up after yourself when you have finished working on a particular area, and put all tools back in the appropriate place.
• If you break a blade, or damage a machine, it is okay. Please contact your instructor or studio monitor and leave a note on the machine, indicating it is broken, to protect others. If a machine has a lockout tag on it is not safe to be used and will be repaired.
• Be conscious of what material you are working on as different metals can release toxic fumes when heated. If you are uncertain about the material ask your professor.

FABRIC DESIGN

Sewing Machines
When using sewing machines, pull back loose sleeves, and, if your hair is long, tie it back away from the moving parts of the machine. Do not operate sewing machines if you are too tired or impaired in any other way.

Vertical Fabric Steamer, Steam Irons and Hot Plate
Use common sense when using any tool or equipment which contains heating elements. ALWAYS UNPLUG the Vertical Fabric Steamer, Steam Irons and/or Hot Plate when you have finished using them. NEVER LEAVE the Vertical Fabric Steamer, Steam Irons and/or Hot Plate unattended.
Dyes, Textile Pigments and Auxiliaries
The products used in Fabric Design are considered relatively non-toxic, but it is best to avoid unnecessary exposure. Keep in mind that they are industrial chemicals and not intended for inhalation or ingestion. Wear old clothing and/or aprons to protect clothing.

All students should use the following common sense safeguards:
• Do not eat, drink, or smoke in areas where dyes and chemicals are used.
• Work in a well-ventilated area.
• If you experience an adverse symptom to anything, move away from the area to fresh air. If the symptoms persist, stop using the product & consult your physician.
• Even though dyes are not absorbed by the skin you should wear rubber gloves, old clothes or protective clothing, and even old shoes.
• Contact lens wearers should be careful around powders to avoid eye irritation.
• Do not mix powders near furnace or air conditioner intake pipes.
• Use appropriate utensils to stir solutions and dye baths. If you use food utensils as dyeing tools don't reuse them for food preparation.
• Avoid exposure to dye powders, auxiliary chemicals and vapors during pregnancy or lactation.
• Avoid prolonged or repeated contact with the skin.
• Vacuum floors and surfaces, do not sweep.
• Keep dye and auxiliary containers closed and in a cool dry place, away from food.
• Wipe up spills immediately. Liquid dye dried to a powder can be accidentally inhaled or ingested.
• Clearly label all solutions and containers of powder. Do not remove the supplier's name or hazard warning labels.
• Always add powders and acids to water when mixing.
• Students must wear the appropriate PPE for the task/process they are completing.

Disposal
Quantities of dyes and auxiliary chemicals used by home dyers rarely exceed limits set for disposal in municipal or even septic systems. Concentrated highly acidic or alkaline waste water can upset the balance of a septic system. The amount of rinse water used for a normal dye bath is sufficient to dilute your dye bath for disposal purposes. Therefore, waste water disposal should not be a problem.
FABRIC DESIGN (continued)

Clean Up
Clean up work area with damp sponge and towels. Remove dye stains with a household cleaner containing bleach. Do not use bleach to remove dye stains from hands. Instead use a specifically designed hand cleaner - ReduRan. While hands are dry, rub a small amount of hand cleaner on hands and work in well. Add a small amount of water and work until dye residue is loosened. Wash off thoroughly with soap and water and dry hands. Repeat as necessary.

Bleach and Thiox
Work in a well ventilated area. Make sure that the VENT HOOD and WINDOW FAN are in place and ON. Wear gloves and safety goggles. THIOX: ALWAYS heat set Thiox under the vent hood – NEVER IN A COMMON AREA.

Wax
- Always use proper ventilation in your work area. Create a local exhaust system by putting a portable exhaust fan in a window, so it pulls air from the room to the outside.
- Heat wax to the lowest temperature at which it remains liquid. Hot wax is a fire hazard. Do not leave it unattended. Wax forms potentially hazardous vapors at high temperatures and may ignite. Use only the crock pot designated.

PRINTMAKING
General work areas are mostly free of solvents and toxins. Vegetable oil and Simple Green cleanser are used for clean up. There is a local ventilation area in the small acid room where a limited amount of solvent (odorless paint thinner and acetone) may be used for specific processes only. Check MSDS/SDS sheets for more information on possible chemical hazards. All work areas contain neoprene gloves. The washout area has eye protection and ear protection. Eyewash stations are located throughout the lab.

Only students currently enrolled in a printmaking course are allowed to be in or use the printmaking studio. All other students may only access the studio through the instructor’s agreement. Introductory and Intermediate students have studio access 6AM – 12Mid-night 7days a week. Advanced students have 24/7 access.

Each process has its own safety concerns and material handling precautions. Please locate, read and understand how to use eyewash stations prior to using the studio. First aid kit and MSDS/SDS information is located to the left of the doors when you enter the studio. Gloves and aprons are to be worn at all times when handling ink and cleaning. It is each student’s responsibility to clean up after himself or herself in the proper manner.
PRINTMAKING (continued)

ACID ROOM
- Please turn on Vent upon entering the room (switch on left under the hood). Ferric Chloride acid bath: Eye protection, apron, and gloves are provided on back wall. You must use them.
- Odorless Mineral Spirits, Acetone, and Alcohol must be used under the hood with ventilation on and you must wear gloves and eye protection when handling these solvents.
- Spray paint and fixatives must be sprayed under the hood with the ventilation on.
- Always clean area thoroughly when finished

INTAGLIO AND LITHOGRAPHY AREA
- Aprons are highly recommended at all times.
- Gloves must be worn while handling ink and cleaning.
- No solvents may be used in cleaning unless under the hood with the ventilation on in the acid room.
- Presses and paper shear may only be used when properly trained by the instructor.
- All loose clothing and hair must be secured prior to using presses.
- Use vegetable oil and simple green to clean ink.
- Check MSDS sheets for more information on inks and cleaning supplies.
- Always return materials to their proper place when done using them.
- Always clean area thoroughly when finished.

SILKSCREEN WASHOUT ROOM
- Please turn on ventilation upon entering the room.
- Power washer may only be used when properly trained by the instructor.
- Goggles and hearing protection are provided - please use them while using the power washer.
- Always clean area thoroughly when finished.

DARKROOM
- Exposure units may only be used when properly trained by the instructor.
- Solvent cabinet is to be only accessed by the monitor or the instructor.
- Always clean area thoroughly when finished.