

ILLUSTRATION STUDIO STANDARD OPERATING PROCEDURES

Pennsylvania College of Art & Design

General Procedures

Students are responsible for careful use and thorough clean up of equipment and facilities.

Students should respectfully share these working spaces with fellow classmates.

Be aware of the location of the MSDS (Material Safety Data Sheets), first aid kit, and eye wash.

Safe Storage Practices

All student-owned flammables must be stored in the red flammable material lockers located in the studios. Departmental flammables will be stored by faculty in yellow flammable material locker inside Rm 300.

All flammables must be labeled with name, date and dilution ratio (if diluted)

Proper Disposal of Hazardous Materials

All paper paint palettes must be wiped as clean as possible with red rags that are provided.

Rags are disposed of in the metal container provided.

Wiped paper paint palettes should be thrown out in the normal garbage container.

Used solvents should be poured in metal container provided that sits in a tray under the clean up table.

Empty paint and solvent containers should be placed in that tray.

The clean up table should remain clear of containers and debris.

Acrylic paint should be wiped from brushes with a red rag before washing in the sinks.

Oil paint and solvents should NOT be cleaned in the sinks. Oil paint should be rinsed from brushes with solvent and wiped clean with a red rag before washing in the sinks.