

FINE ART PAINTING 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 SDS (Safety Data Sheets), first aid kit, and eye wash.

Safe Storage Practices

- Departmental flammables will be stored by faculty in yellow flammable material locker inside Rm 310.
- All student flammables must be stored in the red flammables locker located in the classroom or studio space.
- All flammables must be labeled with name, date and dilution ratio (if diluted)

Proper Disposal of Hazardous Materials

- All paper paint palettes and excess paint must be wiped as clean as possible with the provided cloth rags.
- Rags are disposed of in the metal container provided. These containers should be closed securely to avoid combustion.
- Wiped paper paint palettes should be disposed of in a garbage container.
- Used solvents should be poured into the disposal container provided. This container sits in a tray under the clean up table.
- Empty paint and solvent containers should be placed into the disposal container tray. The clean up table should remain clear of containers and debris.
- Acrylic paint should be wiped from brushes with a 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 rag before washing in the sink