

# Photography Department

## Guidelines and Policies

Pennsylvania College of Art and Design

The following policies and guidelines must be read, signed and returned to the instructor by the student prior to the student's access to photography facilities.

### General Policies and Procedures

- Conscientious, thoughtful and attentive behavior is requested at all times. Respect fellow students, monitors, faculty and the facilities.
- No smoking, eating or drinking is allowed in the darkrooms or film processing area.
- Each person is responsible for maintaining his/her own work area. This includes removing trash and debris (whether or not it is yours) and putting away all equipment and supplies in their proper places. In other words, leave your work area neat and orderly, regardless of how it was left for you.
- Always run water while dumping any chemicals.
- Gloves are required when working with chemistry.
- All bottles must be filled and dumped three times, then containers recycled or thrown away (recycled if uncertain).
- All fixer must be processed through the silver recovery system located at the end of each sink.
- Students should not set up, mix or decant trays of photo chemicals without proper training and approval by an instructor.
- All student developer must be stored in the appropriate cabinet. Any developer stored elsewhere will be thrown away. Containers must be clearly and properly labeled with student name, and date. All previous labeling must be totally removed.
- No unapproved chemistry may be brought on campus
- Any approved supplemental trays of developer, toner or other photo processing chemistry must be labeled with contents, dilution, any related hazard (i.e. toxic or hazardous), date and the name of the student using the tray.
- Small spills should be thoroughly cleaned up. Large spills should be reported immediately by calling ext. 1023.

- Please notify instructors or monitors if you have any questions or problems while working.
- If you notice anyone misusing the equipment or behaving in a disrespectful or incompetence manner, please inform an instructor or monitor.
- All work and supplies must be removed at the end of your work session, and prints / film must be removed from screens / drying cabinet when dry. Any materials left will be thrown away.

## Safety Rules and Guidelines

Please take care at all times to follow safety precautions. Safety Data Sheets (SDS) are available at all times in the film processing area on top of the film drying cabinet in binders. They contain information and precautions about all photo chemicals. It is your right and duty to be informed about the health hazards associated with your materials .

- No bare feet.
- No food or drinks allowed in the darkrooms or film processing area.
- Gloves must be worn when working with all chemicals.
- Always keep fans on when working with chemicals.
- Eye protection is available and required for mixing chemicals.
- An eye wash station and a first aid kit are located within the film processing area. It is your responsibility to be aware of these locations.