

PRINTMAKING STUDIOS 203 & 205 STANDARD OPERATING PROCEDURES

Pennsylvania College of Art & Design

General Procedures

- Room 205 is the screenprinting & table studio. Room 203 is the printshop containing relief and etching presses, acid baths, a paper soaking sink, and a washout sink. Students that are present in room 203 should be active use of the equipment in this space only.
- Students are expected to be cooperative with others when using these shared workspace and are responsible for the safe handling of all tools and equipment in this workspace.
- Students are responsible for thoroughly cleaning work areas & tools. This includes the inking station, worktables, press beds, all tools, brayers, and sweeping the floors of debris from plate carving.
- Students are not to use equipment without proper training. If unsure ask a faculty member or printmaking tech before using. Improper handling of equipment can cause serious injury and/or damage the equipment.
- Keep all food and drinks away from inks, solvents, acids and developing solutions. No food or drinks should be present in room 203.
- Be aware of the location of the SDS (Safety Data Sheets), first aid kit and eyewash.

Using the Etching & Relief Presses

- On the Charles Brand and French Tool Presses, the pressure should be evenly set on both sides of the press before printing.
- Keep hands away from roller and press bed when actively printing.
- Do not send random objects through the press. Don't force anything through the press.
- When not in use, the press should be set at a resting position. Blankets should be removed from under the roller, the press bed should be centered and pressure should be released.

Ink & Solvent Handling Procedures & Storage

- Use Simple Green, or vegetable oil to thoroughly clean all working surfaces.
- Wear gloves when working with oil based inks, and using solvents.
- Inks are stored in sealed or closed containers in designated cabinets when not in use.
- Solvents and flammable liquids must be stored in the yellow fireproof cabinet located in Room 203.
- Ink should be cleaned using rags. When rags are completely dirty, they should be deposited in the red disposal cans in room 203. The lid to these cans must always be fully closed, to avoid spontaneous combustion.
- Do not put any ink into the trashcan.
- Spray paints, fixatives and spray adhesives should not be sprayed in the print shop. Use the spray booth on the second floor for this.
- Empty ink and solvent cans should be disposed of in the provided grey bins in room 203.
- Refer to the SDS or ask faculty for the proper disposal of solvents.

Acid Baths

- Do not use the acid tanks unless you have received proper instruction.
- Always wear gloves and eye protection when using the acid baths.
- Do not remove acid from the tanks.
- Never place your hands in the acid tanks.
- If acid spills, report this immediately to a faculty member or monitor.
- If ferric acid makes contact with your skin, neutralize it with baking soda. If a significant amount contacts your skin, immediately notify faculty or the monitor.
- If acid gets in your eyes, do not rub them. Use the eyewash.
- Acid baths should be covered at all times.

Hot Plate

- Do not stack combustible material on the hot plate when it is on.
- When finished, make sure the hot plate is switched off and the temperature gauge is set to zero.

Grinding/Buffering Wheel

- When using the Buffering Wheel:
 - Do not wear anything around your wrists, hands or fingers (no jewelry), and make sure sleeves are out of the way.
 - Long hair must be tied back.
 - Protective glasses must be worn

Use of Screen Printing Equipment

- All screenprinting stations and screens are stored on the rack in room 205. All screenprinting tools and inks are stored in the cabinet in room 205.
- Screens should be cleaned and reclaimed in the washout sink in room 203

Exposure Unit

- When using the exposure unit, never look directly at the light. It is a UV light source.
- Turn the machine off when finished.
- If the machine does not work properly contact a faculty member immediately.

Storage Procedures

- The drying racks in both studios are limited, temporary storage for prints to dry. Once dry, the prints must be removed to make space for other work. Placement of wet prints starts at the bottom of the racks & moves up.
- Each student registered in a print course will be assigned a flat file in Room 205 for the duration of the semester. This is used to store editions of prints, carving tools, plates & printing paper. Flat files will be cleaned out at the end of the semester.

- It is the student's responsibility to remove old plates of editioned prints once finished with them. Do not leave them lying around either shop. They will be thrown out if unclaimed at the end of the semester.

Proper Disposal of Hazardous Materials

- All thoroughly used red cleaning rags must be deposited in the red disposal cans & the lid to these cans must be fully closed.
- Empty ink cartridges & cans must be placed in the grey plastic containers.
- Excess & leftover ink is to be scraped from the ink table, placed in a rag and deposited in the red rag bin.
- Damaged and unacceptable prints/proofs are put in the trashcan.