

PRINTMAKING STUDIOS 201 & 203 STANDARD OPERATING PROCEDURES

Pennsylvania College of Art & Design

General Procedures

Studio 201 is the screen-printing & table studio/shop. Studio 203 is the relief shop. Students are responsible for the safe & responsible use of both print shops & the equipment used to produce the work.

Students must be resourceful with inks, solvents & rags, etc., and cooperative with others when using the presses & workspaces.

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 you are unsure of how to use any of the presses or other equipment, be sure to ask a faculty member or lab monitor before using. You can seriously injure yourself and/or damage the equipment.

Both studios are for the production of prints & not used as a drawing studio or computer lab.

Keep all food and drinks away from inks, solvents, acids and developing solutions.

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

Using the Press

Be sure to double check that pressure is evenly set before printing.

Do not send any random objects 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 and Solvent Handling Procedures

Use Simple Green, or vegetable oil to thoroughly clean all working surfaces.

Do not leave ink cartridges in caulking guns.

Be sure to wear gloves when using any solvents.

Do not put any ink into the trashcan.

Ink should be cleaned up only with the red rags provided by PCA&D.

When red rags are completely dirty, they should be deposited in the red disposal cans & the lid to these cans must be fully closed.

Spray paints, fixatives and spray adhesives should not be sprayed in the print shop. Use the spray booth for this.

Refer to the MSDS 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

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.

Face shields must be worn.

Exposure Unit

When using the exposure unit, never look at the light. It is a UV light source.

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. Please follow this procedure. Do not place newsprint proofs on the drying racks.

Each student registered in a print course will be assigned a flat file in Rm. 201 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.

Silk screens must be stored in the racks in Rm. 201.

Flammable liquids must be stored in the yellow fireproof cabinet located in Rm. 203.

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 red rag and deposited in the red rag bin.

Damaged and unacceptable prints/proofs are put in the trashcan.