

SMFA SCREEN STUDIO

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Screen Studio & Policies

A203 – Low hazard studio

Studio Manager: Louis Meola – louis.meola@tufts.edu

Overview

The SMFA Screen Studio is an entirely water-based studio equipped with darkroom facilities, a large vacuum-frame exposure unit, a light table, multiple screen printing stations, and a power washing booth. Students learn the basics of screen printing ranging from reductive screen printing, four color CMYK separations, repeat printing, and textile printing.

Studio Manager hours will be posted on the door each week along with monitor hours during open studio times. The best way to reach the Studio Manager is through email: louis.meola@tufts.edu

Studio Access

- Students enrolled in a Screen Studio course will receive key-card access to the studio, and are permitted to use the equipment introduced in their class(es) upon completion of an in-class safety authorization.
- Students may use the Screen Studio during their class sessions or during open studio time. Students are NOT permitted to use the facilities during a scheduled class in which they are not currently enrolled.
- Open studio time is any time during the day that there is not a class scheduled inside this studio. A current class schedule is posted on the main door of the studio.
- Authorized users are given key-card access, and do not require supervision by a student monitor.
- Overnight access is granted to pairs of students and must receive prior approval by the Studio Manager or faculty.
- Undergraduate students do not have access to the Screen Studio during Thanksgiving, Summer, and Winter breaks.
- Undergraduate students do have access during Spring Break.
- Always check your Tufts email for Monday Holidays and school closures.
- After you have received access, access will be granted again each semester after reaching out to the Studio Manager.
- The Studio Manager is the only person who can grant access to the studios.
- Students who are currently enrolled in a screen printing class (A203) may have access to the Screen Studio. If a student has taken a class in the past, they may request access from the STUDIO MANAGER, but need to attend the scheduled safety talks. All students who wish to gain access to this studio will need to attend the studio orientation talk and fill out the studio agreement form.
- Students CANNOT let other students who do not have access into the studio.

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Studio Safety and Emergency Procedures

- In case of injury: Inform the Studio Manager, faculty, or Studio Monitor. They will contact TUPD and file an Incident Report if needed. In the case of a serious emergency, call TUPD immediately **617.627.6911**. Do not wait for the Studio Manager, monitor, or faculty, just call!
 - Eye wash kit is located in the washout room (A203C).
 - First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.
- Do not EVER use the studio while intoxicated or impaired. This applies to alcohol and recreational drugs. If a faculty member, Studio Manager, or monitor notices you're intoxicated or impaired, you will be asked to leave.
- INFORM YOURSELF. If you have any concerns about the materials being used in the studio, refer to the Safety Data Sheets (SDS) in the red and yellow binders around the studio. You have the right and responsibility to know about the potential health hazards associated with the materials you use, and how to protect yourself.
- THERE ARE NO STUPID QUESTIONS. Ask the Studio Manager or your faculty if you don't know how to do something, where a tool goes, where materials are, etc. We would rather take the time to answer your question than to see you hurt yourself or someone else.
- In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.
- The Screen Studio has Personal Protective Equipment (PPE) for using the pressure washer.
 - Face shields and ear protection are located hanging on the wall when you enter the washout room (A203C).
 - PPE is required when using certain equipment and materials. You will receive instructions on what PPE is required and how to use it from the Studio Manager and/or faculty during training.

Studio Etiquette and General Rules

- The Studio Monitor provides assistance as needed and maintains the studio throughout the day. While you are encouraged to ask questions, you are responsible for completing your own work and cleaning up after yourself.
- The Studio Monitor cannot provide trainings. Please reach out to your faculty if you wish to be trained on equipment not covered in your class sessions.
- Take note of the designated **clean areas** in the studio and remember to never place any beverages or inky materials on these surfaces.
 - **Clean areas** include: the paper cutting station, exposure unit, light table, and computer stations.

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- Sturdy closed-toed shoes are required in the Screen Studio. If you enter the studio without proper footwear, you will be asked to leave.
- BE AWARE OF YOUR SURROUNDINGS:
 - No cell phone calls are permitted in the studio. Take your call out into the hallway.
 - Headphones are not permitted while operating equipment.
 - Handle all equipment appropriately as instructed. This includes both Screen Studio equipment as well as all the shop electronics.
- Students are responsible for removing their own work from the drying racks. If the drying racks become overcrowded, Monitors may move the work to the reclaimed print area.

Cleanliness

- It is your responsibility to leave the print studio as clean or cleaner than you found it. Plan to allot 30-45 minutes for clean-up at the end of your studio time.
- Pay careful attention during equipment cleaning demos and take notes. Fragile equipment such as the exposure unit can be damaged by improper cleaning.
- Before leaving the studio, wipe down all surfaces that you used during your class or printing session. This includes tabletops, exposure unit, sink, squeegees, washout booth, spatulas, etc. No trace of ink should be left behind on any tool or surface.
- Be sure to sweep up and collect paper scraps.
- There is limited space, so remove your prints from drying racks as soon as they are dry. Prints could get damaged, dirty, misplaced, or moved by accident.

Materials

- The only materials that are allowed to leave the studio are materials you purchased.
- The Screen Studio stores silk screens for students to purchase.
- A variety of consumables are free to students. These consumables must not leave the studio. Inform a Studio Monitor, faculty, or the Studio Manager if any consumable has run out.
- Any student who wishes to use a non-traditional matrix or a substrate that has not been introduced in a class must request approval from the Studio Manager or faculty.
- Chemistry that is not provided by the studio is not allowed.
- Any outside inks or additives must be approved by the Studio Manager or Faculty.

Flat Files and Cabinets

- You will be assigned a flat file and a storage cabinet at the beginning of the semester. Items left in flat files or drawers after the last day of review boards will be thrown away.
- All supplies, materials, and artwork that you wish to store in the studio must go into your flat file. Anything left outside of the flat file after you leave is subject to disposal or repurposing.

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- Take care not to over-fill your flat file drawer. This can cause damage to your work and the work of others.
- Remove any unwanted items from your cabinet and flat file at the end of the semester. Do not leave garbage for the studio staff to deal with.

Equipment Lists and Authorizations

Enrollment in a Screen Studio course is required in order to receive authorization on the following equipment:

- SureColor 24" Epson Printer
- HP Laser Printer
- Light Table
- Nuarc Exposure Unit
- Hydro-Pressure Washer

Students have access to all the equipment on which they have been trained in a class session for the duration of the semester. After the semester is over, students can regain access to the equipment by scheduling a Screen Studio Orientation with the Studio Manager. Students are not prohibited to use or operate any of the equipment that is not covered in class or in an Orientation by the Studio Manager. Students CANNOT train other students on how to use equipment. All issues with equipment should be reported to the Studio Manager, Faculty, and/or Studio Monitor in that order.

For any questions or concerns, please send the studio manager an email. The manager's office is located on the second-floor front stairwell hallway (Edwin Gallery).