

SMFA PAINTING & DRAWING STUDIOS

POLICIES AND PROCEDURES

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The Painting and Drawing Studios are designed to support painting and drawing processes, but can be used for most disciplines. With ample natural lighting, these studios are well suited to drawing or painting from life and displaying work for critiques, review boards, and end-of-year shows.

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STUDIO ACCESS

The studios A202, B305, B307, and B309 are open to students of all disciplines.

STUDIO HOURS

The studios may be used 24/7 whenever classes are not scheduled in that room. The class schedules are posted on door of each studio.

Occasionally, the studios may be reserved for events, seminars, or critiques. In these cases, there will be a sign posted to the door indicating what day and what time the studio is reserved and cannot be used by outside users.

Please note that if you see a magnetic sign on a studio door (including signs on connecting doors between studios) indicating that there is a model in session, you may not enter the studio unless you are enrolled in the class that is scheduled in that room.

The studios will be locked and inaccessible during semester breaks.

STUDIO ETIQUETTE

The artmaking studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards. This includes:

- Cleaning up after yourself.
- Being respectful of other users' space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-stationary equipment or non-circulating equipment
- Avoiding excessive and/or wasteful use of the materials provided in the studio
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the Tufts [Code of Conduct](#).

STUDIO CLEANLINESS

ONE PERSON'S TRASH, IS ANOTHER PERSON'S TRASH

When working in the studios, please leave them cleaner than when you entered. Remove any trash, food, drinks when you are done working. Be extra mindful of lower levels on metal rolling carts in the 3rd floor studios and cubbies inside the wooden horses of A202.

LEAVE NO ARTWORK BEHIND

Artwork should be removed from the walls when you are done working. There should never be artwork on the walls for when a class is scheduled in the room. Leaving a note with your name/email/phone number does not exempt you from this rule. If artwork is found on the walls, dried or not, it will be taken down.

PLEASE, NO JACKSON POLLOCKS

If you plan on working messily, please use the rolls of paper provided in the studios to cover the wall behind and/or floor below your work. This will make clean up easier for you and help us maintain the white walls for critiques and documenting work throughout the semester.

JUST COMMON COURTESY

The metal rolling carts are not to be used as mixing surfaces for paints. Please use disposable or reusable palettes. At the very least please put down cling wrap before mixing on the cart surfaces and remove after you are done working.

Please wipe down easels when you are done working on them.

Please remove any tape from drawing boards when you are done working.

SAFETY AND EMERGENCY PROCEDURES

To report a fire, call 911 immediately.

If there are any incidents, please report them to Tufts University Police Department (TUPD). You can do this by alerting the guard on duty at the security desk at the entrance of the building or by calling TUPD at 617-627-6911.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

No materials require gloves, masks, respirators, etc.

It is suggested that you wear nitrile gloves while working with oils, however, it is not required. The only instance when wearing gloves while working with oils is necessary is if you have *broken skin*. This means if you have a cut, cracked (due to dryness), or anything else that breaks your body's natural skin barrier. If you have broken skin, then the oils can absorb directly to your blood system. The studios provide hand lotion to help prevent cracks from dry skin due to frequently washing your hands/brushes and the cold weather.

SAFETY DATA SHEETS (SDS)

There is a binder with SDS on all permitted materials located near the entrance of each studio.

VENTILATION

When working in B305, B307, and/or B309 it is mandatory to turn on the ventilation system when working with the following materials:

- Oil based paints
- Solvent
- Loose powdered charcoal or pigment
- Graphite powder

To turn on the ventilation, look for an orange light above a button located near the studio entrance.

1. If you click the button once, the ventilation will stay on for only 5 mins.
2. Hold the button below the orange button down to add time.
3. Let go and wait 1 minute until the vents kick on.
4. The vents will automatically turn off when the timer is done.
5. Set a timer on your phone for the time on the vents to remind yourself to add more time if you work longer.
6. To turn the vent off manually, click the button once when the timer is on.

When working in A202, there is always proper ventilation. However, that studio is exclusively focused on dry materials. Therefore, oil-based paints should not be used in there.

Whenever working with loose charcoal or pigment and graphite powder, you are encouraged to wear a mask for additional protection against particle inhalation.

AEROSOLS

Aerosols are only allowed to be used in the following spaces at SMFA:

- The 230 Fenway Spray Booth located in A304 which requires safety training to gain authorization.
- Outside (weather permitting) beyond the cobblestone front courtyard on the public sidewalk. At 230 Fenway, *do not* use the front or rear courtyard.
- Mission Hill Building Spray Booth (160 St Alphonsus Street). Tap your Tufts ID at the entrance of the building to gain access and the spray booth is located at the top of the stairs on the second floor.

All aerosol cans should be stored in the 230 Fenway Spray Booth material storage area in A304. Aerosol cans are not allowed to be stored in lockers or in individual studio spaces.

SOLVENT SAFETY

SMFA IS A **GAMSOL ONLY** CAMPUS. Absolutely no Turpentine, Turpenoid, Acetone, or other solvents allowed.

The following is a distillation of OSHA Policies that must be unwaveringly followed.

WHERE TO STORE IT

Flammable liquids should be stored in the yellow Flammables “Flam” Cabinets located in B305, B307, and B309. Gamsol is categorized as a fire hazard, therefore, it should be the only stored in the Flam Cabinets that means do not store it in your locker. There should never be more than two containers stacked on top of each other to minimize the risk of things falling or spilling.

WHAT TO STORE IT IN

Every container in the cabinets must meet the following standards:

- No leaks, cracks, or holes in the container
- A functional and secure lid
- A legible and accurate label of contents

Containers must first and foremost *contain* its contents. So, if a container is found to be leaking, its contents should be transferred to a new container immediately.

Every container in the cabinets must be tightly capped to prevent leaking. The Studio Manager will regularly check caps, and if any are found be leaking (or in some cases, without a lid at all), they will be disposed of.

HOW TO LABEL IT

Lastly, each container needs to be accurately and visibly labeled. If you are using the original container you purchased (AKA a Primary Container), then you need to add your FULL name and semester you are in. Be sure not to cover the existing label with this information. If you have transferred the contents into a new container* (AKA a Secondary Container), then you must label the contents in addition to your full name, the course, and semester you are in. Premade Gamsol labels are provided with all the necessary safety information for you to use. Be sure to place this label somewhere that is easily visible. Do not place the label on the top or bottom of the container.

*If you are recycling an old container, especially if it once housed edible contents, you must *remove the old label entirely* before using it. This includes juice bottles, pasta sauce or salsa jars, etc.

HAZARDOUS MATERIAL DISPOSAL

WHERE TO DISPOSE

B305, B307, and B309 each have a satellite collection station for hazardous materials. There should be a bin for liquid waste and a separate bin for solid waste.

These satellite collection bins will be emptied once a week. If you notice any of the bins filled up, please alert the Studio Manager immediately. If you see a bin that is to the point of overflow or the lid not completely shutting, then please dispose of your waste in the next closest satellite collection station.

LIQUID WASTE

Absolutely no solvent should ever be poured down the sinks. Any discarded solvent or oil paint saturated oils should be poured into the liquid hazardous materials bin, which resembles a tea kettle. There is a fine wire mesh trap on the opening to filter out oil paint particulates which may cause the bin to appear full. You can accurately check if it is full or not by picking it up and feeling the weight. You can also alert the Studio Manager to the filtration trap being full.

SOLID WASTE

Any rags or disposable palettes that are fully saturated* with oils should be deposited into the red, foot operated hazardous material trash bins. Emptied containers with oily or solvent residue may also be disposed of in these bins. Nothing else should go in these bins.

*Fully saturated means that if you squeeze your rag as hard as you can and at least one drop of material comes off, then it is considered fully saturated. Anything less than fully saturated will dry out by the time it reaches landfill

and no longer be a hazard and therefore can go in the regular trash. However, it is strongly recommended that you continue to use the same rag until it is fully saturated to cut down on waste.

PLATFORM LADDERS

There is one shared platform ladder for the 3rd floor studios as well as one extra tall platform ladder for A202.

Prior to using the ladders, all faculty, students, and staff must complete a Tufts ladder safety training course located on the Learning Center website OR complete a documented in-person training with a member of the Studio Team.

Please be mindful when moving the ladders around to avoid hitting any ventilation ducts.

The platform ladders can be used to hang work and adjust track lights. You can adjust the angle and position of the track lights but do not remove any lights from the tracks. Only licensed electricians are allowed to remove lights from the tracks, so contact the Studio Manager to arrange that in advance.

You can find the online training by signing into the Tufts Learning Center with your Tufts username/password then searching “Ladder Safety Training.” Click “Enroll” and the training should take 15 minutes.

SUPPORTED STUDIO PROCESSES

The studios are designed to support painting and drawing processes but can be used for most disciplines.

See Studio Materials sections for more specifics on what can and cannot be used in the studios.

STUDIO EQUIPMENT

SHARED TOOL WALLS

There are peg boards containing shared tools in each of the studios. These tools are for the whole community and are not allowed to leave the studio. The tools are color coded to clearly indicate which studio they belong in.

The tools will not be replenished during semesters if they go missing. Please treat them with respect and return them when you are done using them.

The tool walls are equipped with:

- Rulers
- Scissors
- Hammers
- Screw drivers
- Levels
- Staple guns (and staples)
- Canvas stretching pliers*
- Push pins
- Sharps blade disposal bins
- Box cutters

*Only in B305, B307, and B309

EQUIPMENT FOR CHECKOUT

The Painting & Drawing Area has some items available for semester long checkouts.

- Reusable Glass Palettes
- Silicoil Jars

These items are stored in the Studio Manager's office in B022 and requires coordination for pickup and return. Items need to be fully cleaned before returned.

SPECIALIZED FURNITURE

The studios are equipped with the following:

A202

- Easels
- Wooden tableaus/horses
- Red folding tables
- X3 modular model stands
- Flat files
- Masonite drawing boards (no oils)

B305

- Easels
- Metal rolling carts
- X2 modular model stands
- Vertical drying racks
- Flat files
- Masonite boards

B307

- Easels
- Metal rolling carts
- X2 modular model stands
- Vertical drying racks
- Flat files
- Masonite boards

B309

- Easels
- Metal rolling carts
- X2 modular model stands
- Vertical drying racks
- Flat files
- Masonite boards
- Guillotine paper cutter

If there are any issues with the studio equipment, please contact the Studio Manager.

STUDIO MATERIALS

MATERIALS THAT ARE ALLOWED IN THE STUDIOS

Users may use any materials they need for their projects so long as it isn't toxic or damaging to the space.

MATERIALS THAT ARE NOT ALLOWED IN THE STUDIO

The only exceptions are the following:

- Materials requiring ample ventilation and/or fume extraction such as
 - epoxies
 - resins
 - soldering
 - plasters & ceramics
- Aerosols such as
 - spray paint
 - fixative
 - spray adhesive, etc.

Materials requiring fume extraction can be used using a snorkel fume hood in the Plaster & Mold Making Studio (A314).

Aerosols can be used in the Spray Booth (A304).

PROVIDED CONSUMABLE MATERIALS

The studios are stocked regularly with consumables that students may use to support their practices. These materials are shared with the whole community and should never leave their designated studio or be used in their entirety for an individual student's projects.

- White kraft paper
- Brown kraft paper
- Masking tape
- Painter's tape
- Gesso
- Vegetable oil*
- Nitrile Gloves (Small, Medium, and Large sizes) *
- Gojo natural pumice hand soap

- Ajax dish soap*
- The Master's brush cleaner and preserver*
- Compressed charcoal
- Staples (for staple guns)
- Push pins
- HB pencils

*Only in B305, B307, and B309

Consumables are stored in gray cabinets in each of the studios that are labeled "Studio Consumable Cabinet." The shelves in the cabinets are labeled as to where each consumable can be found. All materials should be returned to their spot in the cabinet after use.

ARTWORK STORAGE

The Painting & Drawing studios have short term storage available for WORKS IN PROGRESS. Anything left in the studios past the last day of the semester is considered abandoned and subject to disposal.

FLAT FILES

- The flat files may be claimed by faculty for classes by labeling drawers with a faculty's name and/or course name.
- Any unlabeled drawers may be used but cannot be claimed by individuals.
- The flat files will be cleared out at the end of every semester. Any artwork abandoned in the drawers after the final posted pick-up date will be thrown out.
- No personal materials or supplies should be stored in the flat files, and any found will be donated to Carte Util.

VERTICAL DRYING RACKS

- The vertical drying racks are for actively drying paintings only. Please remove paintings when they have finished drying.
- The racks will be cleared out at the end of every semester. Any artwork abandoned in the rack after the final posted pick-up date will be thrown out.
- The drying racks are a shared amenity and cubbies cannot be claimed by an individual or a specific class.

- No personal materials or supplies should be stored in the drying racks, and any found will be donated to Carte Util.

LARGE ARTWORK RACK

- This rack is for large works in progress that do not fit in the vertical drying racks or the flat files.
- The rack will be cleared out at the end of every semester. Any artwork abandoned in the rack after the final posted pick-up date will be thrown out.
- All artworks must be visibly and legibly labeled with:
 - your FULL NAME and
 - the CURRENT academic semester (Example: FALL '22, SPRING '23).
- Any unlabeled work is subject to disposal.

Since all the artwork racks and flat files will be cleared out at the end of every semester, the final clean out deadline will be posted a month before the deadline. This should give ample notice for students to collect their work.

SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.

- Violation of other studio policies as stated in the studio-specific policy documents

ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.