

# **SMFA ALTERNATIVE PROCESS STUDIO**

## **POLICIES AND PROCEDURES**

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The Alternative Process Studio allows students to work in a wide range of photographic techniques, primarily using UV contact printing processes. Examples include cyanotype, platinum/palladium, Van Dyke brown, and salt paper. While the sink and UV exposure unit in the studio are enough to complete many processes, this studio is often used in conjunction with the digital lab (for printing negatives) and the main darkroom.

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## STUDIO ACCESS

Access to B006 requires the completion of a darkroom health-and-safety training. This training is given by the Studio Manager, and is typically included as part of a darkroom class.

B006 is accessed via id card swipe at any time of day, except when classes are scheduled inside. A schedule of classes for the current semester is posted on the door.

Students may also request access via the Photography Studio Manager.

Violating studio policies can result in the loss of access to the studio. See [SMFA Studio Policy Violation Guidelines](#) for more information.

## STUDIO STAFF

The Studio Manager oversees the day-to-day operations of the studio, authorizes users for access, and supervises the Studio Monitors.

Studio Monitors are student employees who provide assistance to users and maintain the studio throughout the day.

Student monitors work in the studio throughout the week. While you are encouraged to ask questions and inform the monitor if there are any issues, the monitor cannot print for you or teach any skills that you are learning as part of your class.

## 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](#).

There is no food allowed in the studio.

There is no storage of artwork or personal items allowed in B006.

Students are responsible for removing their own work from the drying racks. If the racks become crowded, work that has been sitting for a long time may be discarded.

## CLEANLINESS

It is your responsibility to leave the studio as clean or cleaner than you found it. **Please allot at least 15 minutes at the end of your work session for clean-up.**

Pick up and dispose of any paper scraps, including test strips.

Return contact printing frames and all studio materials to their storage locations.

Thoroughly rinse all of the trays that you use, and dry them with the paper towels in the studio.

## SAFETY AND EMERGENCY PROCEDURES

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.

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.

**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. In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

## **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**.

First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.

## **VENTILATION**

The ventilation in the studio is always turned on. If you suspect that it is not working, report it to the Studio Manager or TUPD via the emergency phone immediately.

Do not work in the studio if the ventilation is not on! Inform anyone else who is working in the studio if you suspect the ventilation is off, and wait until it has been turned back on before resuming work.

Signs that the ventilation is not working:

- A strong chemical odor
- Stagnant air
- In some cases, a headache or dizziness

## CHEMICAL SPILLS

If there are drops of chemistry on the floor, you can clean them up with a sponge while wearing gloves. Drips do not need to be reported.

Report major spills to the Studio Manager or the public safety number on the emergency phone. Do not attempt to clean it up yourself.

Some chemicals are clear and don't have a strong odor. Do not assume that a puddle is water unless you are absolutely sure.

## CHEMISTRY HANDLING

All chemistry stored in the studio must be in closed, clearly labeled containers. If you see a container of chemistry that does not have a label, report it to the Studio Manager.

Do not touch chemistry with your bare hands.

## EMERGENCY EQUIPMENT LOCATIONS

There is an emergency phone down the hall, near the Media Stockroom

One eyewash station is located next to the film processing sink. There is another inside room B011.

The SDS binder is above the yellow storage cabinet by the sink.

## EQUIPMENT

- 30"x40" Edwards Engineered UV Exposure unit
- Leitz enlarger for small and medium format
- Beseler enlarger for 8x10 negatives
- 45"x60" rolling sink

SMFA Alternative Process Studio Policies & Procedures

B006 – Medium hazard studio

Studio Manager: Chris Maliga – [chris.maliga@tufts.edu](mailto:chris.maliga@tufts.edu)

- Contact printing frames

## MATERIALS

Students must bring in their own paper to print on. Paper is available for purchase at the SMFA Art Store and various online and retail vendors.

Some chemistry is often provided by classes. It will be stored in the yellow cabinet and labeled with the course, semester, and instructor name. Do not use these materials unless you are enrolled in that course.

Students using B006 who are not currently enrolled in an alternative processes course should verify with the Studio Manager that their desired process is supported.

## 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.