

# **SMFA COLOR FILM PROCESSING STUDIO**

## **POLICIES AND PROCEDURES**

**STUDIO MANAGER: CHRIS MALIGA  
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Color film from still cameras can be processed in room B005. C-41 chemistry for color negative processes is provided with the use of the Jobo CPP-3 processor.

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## STUDIO ACCESS

Card access is granted to students who have been trained by their instructor or the Studio Manager.

The studio can be reserved using WebCheckout. Be sure to make a reservation and check that no one else is using the room before processing film. There is only enough room for one person to work at a time.

Access to the studio may be revoked if policies are not adhered to. 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 Darkroom throughout the week. While you are encouraged to ask questions and inform the monitor if there are any issues, the monitor cannot process film 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.

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- 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](#).

Please plan your time carefully. While the actual time to process a batch of color negative film is about 20 minutes, factor in loading and clean-up time when you make your reservation.

There is no food or drink allowed inside the studio.

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

## CLEANLINESS

It is your responsibility to leave the Darkroom as clean or cleaner than you found it.  
**Plan to allot 30-45 minutes for clean-up at the end of your studio time.**

Return all enlarging equipment to its enlarging station.

Clean and dry your tray(s) when done printing.

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

Do not leave prints in the washer. They will be thrown out.

Do not leave any prints or test strips in the chemistry. The longer they sit there, the faster the chemistry will exhaust.

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## MATERIALS

Color film is available for purchase at the SMFA Art Store and various online and retail vendors.

C-41 Chemistry is setup for the first day of classes, and is maintained by the studio monitors throughout the week.

Other processes, such as E-6 color positive, are allowed. Users need to purchase their own chemistry and meet with the Studio Manager about storage.

## STUDIO ETIQUETTE

- Please plan your time carefully. While the actual time to process a batch of color negative film is about 20 minutes, factor in loading and clean-up time when you make your reservation.
- Wash and dry all of the processing equipment you use before returning it to B005. Don't put wet tanks, reels, or beakers back in the drawers. They will not dry efficiently in there, and wet reels can make it hard for the next person using them to load their film.
- There is no storage of artwork or personal items allowed at the film processing sink or in the loading rooms.
- Do not add your film to a drying cabinet that is already running with someone else's film in it.
- Remove your film as soon as it is dry. Any film left behind in the drying cabinets will be removed.
- If you run into any problem with equipment, please inform the monitor on duty or the Studio Manager immediately.

## CLEANLINESS

- Please allot at least 15 minutes at the end of your work session for clean-up.

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- The film processing sink has a flat base that drains slowly. Use the squeegee when you're done washing to help keep the sink base clean.
- Do not leave anything in the film processing sink when you're done working.
- Remember to clean up your film scraps, backing paper, and/or cartridges from the loading rooms before you leave.

## **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**

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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 Darkroom 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 Darkroom if the ventilation is not on! Inform anyone else who is working in the Darkroom 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.

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## CHEMISTRY HANDLING

All chemistry stored in the darkroom 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.

Active chemistry is used in trays that sit below the sink ventilation. Do not lift these trays above the ventilation air barrier, or lean in below the air barrier.

Do not touch the chemistry with your bare hands. When moving prints through the trays, use tongs or wear gloves (or both!)

If you are the last person printing, make sure to cover the trays with the plexiglass covers before leaving.

Do not attempt to change chemistry yourself unless you have been trained and authorized to use the Chemical Mix Room in B011C.

Only liquid chemistry is allowed to be used in the Darkroom. Powdered chemistry is prohibited.

## EMERGENCY EQUIPMENT LOCATIONS

There is an emergency phone to the left of the main entrance to B011 when you walk in.

There are two eye wash stations: one to the right of the print washing sink, and one inside B011C.

The fire extinguisher is to the right of the main entrance to B011 when you walk in.

The emergency shower is inside B011C.

The SDS binder is to the right of the print washing sink.

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The spill control station is to the right of the print washing sink.

## **INSTRUCTIONS FOR PROCESSING C-41 FILM**

### *Setup*

1. Close the red drain on the lower right of the Jobo
2. Set the upper level drain to position 2
3. Fill the Jobo with 10L of water from the film processing sink. Pour the water into the lower basin.
4. Measure out 500ml each of developer, bleach, and fixer into the black Jobo containers. Place in the lower basin.
5. Fill three of the white Jobo containers with water. Place in the lower basin.
6. Turn on the Jobo. Select "Auto" and press Start.
7. Select "09 C-41" and "2550 Series" and press Start. The machine will begin to come up to temperature.
8. Take a tank, center column, lid with funnel and cog wheel, and reels into the loading room with your film. Load the film while the machine is coming up to temperature.

### *Developer*

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9. Attach the film tank to the Jobo.
10. Press "Start". The tank will start rotating and commence a 7 minute pre-heat.
  11. When the pre-heat is complete, press "Start" to stop the rotation and move on to the next step.
11. Pour the developer into the tank and press "Start". The developer step will run for 3 minutes at 15 seconds.

#### *Bleach*

12. When the timer goes to zero, press "Start."
13. While the rotation is stopped, lift the roller base to drain the tank. Make sure to insert the drain hose into a container to collect the waste chemistry.
14. Pour in the bleach and press "Start" to begin the 6 minute bleach step.

#### *Fixer*

15. When the timer reaches zero, press "Start" and drain the tank as before, using a container to collect the waste chemistry.
16. Fill the tank with water and press "Start" to commence a 1 minute rinse.
17. When the timer reaches zero, press "Start" and drain the rinse water. You do not need to collect rinse water in a container.

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18. After draining the rinse water, pour the fixer into the tank. Press "Start" to commence the 6 minute fixer stage.
19. Press "Start" when the timer reaches zero and drain the fixer into the waste container.

#### *Final Wash*

20. Pour 500ml of water into the tank. Press "Start" to initiate the final wash.
21. After 45 seconds, the machine will prompt you to change water. Press "Start" to halt the rotation and drain the water out. The timer will continue as you do so.
22. Fill the tank with another 500ml of water and press "Start" to resume the rotation. You will be prompted to change the wash water every 45 seconds until the final wash is complete.

#### *Stabilizer*

23. When the process is complete, press "Start" to end the program and halt the tank rotation. If there is still water in the tank from the final wash, drain it.
24. Remove the tank from the Jobo and bring it to the film processing sink. Remove the lid from the tank.
25. Measure out 500ml of stabilizer and pour it into the tank with the film. Fill the rest of the tank with water, making sure that the film is fully immersed.

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26. After 1 minute, remove the film from the stabilizer.
27. Remove the film from the reel and hang it in the drying cabinet. You may need to gently wipe off bubbles from the stabilizer to make sure they don't dry onto the film surface.
28. Set the drying cabinet temperature to 4 or 5 and the timer for 20-30 minutes. 29. Remove your film as soon as it is done drying.
29. Wash your tank, reels, chemical containers and beakers. Dry them and return them to the drawers under the Jobo sink.
30. Open the drain on the lower left of the machine and set the drain in the upper basin to position 1.
31. Pour the waste chemistry from the container into the collection container under the sink.

## 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**

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## 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.