

SMFA MAIN DARKROOM

POLICIES AND PROCEDURES

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The Main Darkroom at SMFA is where black-and-white analog printing happens. It consists of two group darkrooms for printing, a finishing area, and a chemical mix room. The enlarging stations are equipped with everything you'll need to get started, and chemistry is maintained throughout the week. The finishing area in B011 is also where you can access film processing equipment.

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STUDIO ACCESS

The Darkroom 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 of room B011.

Because the Darkroom is a medium hazard studio, a student must complete a health-and-safety orientation before their id card will be authorized. Only currently authorized students may use the Darkroom

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 Darkroom 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 print for you or teach any skills that you are learning as part of your class.

Report to the monitor or Studio Manager if you suspect any chemistry has gone bad. There is a color chart in the finishing area that shows what each chemical should look like.

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 or drink allowed inside the Darkroom.

Do not add prints to a wash that's in progress. Your prints will contaminate the other person's, and the wash will have to start over.

Remove your prints from the drying rack within 48 hours. If the racks become too full, prints will be removed and possibly discarded.

Do not turn on the overhead lights in the printing area unless you are absolutely sure that no one has any light sensitive materials out.

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.

FILM PROCESSING AREA

Black-and-white film processing is performed at a large sink in the hallway near the Media Stockroom. There are two light-tight film loading rooms (B007 and B009) that accompany the sink. Here, students will learn how to develop black-and-white film in 35mm, medium, and large format. Standard chemistry is provided, but students may also bring their own chemistry with approval from the Studio Manager.

Wash and dry all of the processing equipment you use before returning it to B011. Don't put wet tanks, reels, or beakers back in the drawers. They will not dry efficiently, and wet reels can make it hard for the next person using them to load their film.

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.

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 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

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.

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.

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

EQUIPMENT

- 14 Omega D-series enlargers, capable of printing from 35mm, 120, and 4x5 negatives
- 8 Beseler 45-series enlargers capable of printing from 35mm, 120, and 4x5 negatives
- Beseler and Saunders 4-blade easels
- Metal and plastic reels and tanks for developing film
- Grain magnifiers
- Lenses for enlarging from various negative types
- Negative carriers
- Contact printing glass

SMFA Main Darkroom Policies and Procedures
Room: B011, B011A, B011B, and B011C
Studio Manager: Chris Maliga chris.maliga@tufts.edu
Hazard Level: Medium

- Vertical washers for prints up to 20"x24"
- Trays
- Enlarging filter packs
- Light table for negative viewing
- Burning and dodging tools
- Print dryer for RC paper

MATERIALS

Chemistry is provided and maintained throughout the week. Printing chemistry is made by Sprint Systems of Photography, diluted 1:9.

Students must bring in their own paper to print on.

If you wish to use a different chemistry from what is pre-mixed, contact the Studio Manager. Most currently available products can be accommodated.

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.