

SMFA PRINTMAKING STUDIO

POLICIES AND PROCEDURES

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The SMFA Printmaking Studio supports a variety of printmaking processes, including intaglio, etching, relief, monotype, collagraph, lithography, and photo processes. Students can expect to explore scale, perform multiple plate editioning, and experiment with a large variety of traditional techniques.

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STUDIO ACCESS

The Printmaking Studio is open when the 230 Fenway building is open, except when a class is in session. A current class schedule is posted on the door of the studio. Only currently authorized users are allowed access to the Printmaking Studio.

Keycard access is granted through the following authorization methods:

- In-class orientation and safety training as part of a Printmaking course.
- Individual authorization session with the Studio Manager.
- Reauthorization by the Studio Manager in subsequent semesters

See the [Equipment Lists and Authorizations](#) section of this document for more information on how to be trained on individual equipment.

Authorization is given for the current semester. Users may request reauthorization by reaching out to the Studio Manager.

Overnight access is granted to pairs of students and must receive prior approval by the Studio Manager or faculty.

Studio Access may be revoked if policies are not adhered to. See [SMFA Studio Policy Violation Guidelines](#) for more information.

HOLIDAYS AND CLOSURES

The studio is closed on days that the 230 Fenway building is closed. Always check your Tufts email for Monday Holidays and school closures.

The studio is closed during Thanksgiving, Summer, and Winter breaks.

Undergraduate students may access the studio during Spring Break.

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 Printmaking Studio throughout the day.

The Studio Monitor cannot provide trainings. Please reach out to the Studio Manager if you wish to be trained on equipment not covered in your class sessions.

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](#).

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 flat files.

While you are encouraged to ask questions, you are responsible for completing your own work.

There is no food allowed in the studio.

CLEANLINESS

Take note of the Designated **clean areas** in the Printmaking Studio and remember to never place any beverages or inky materials on these surfaces.

Clean areas include: the paper tearing station, the paper soaking/blotting station, and all press beds.

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 rollers and brayers can be damaged by improper cleaning. See [Page 11](#) for detailed cleaning instructions.

Cleaning materials such as rags and chemicals are available in the Printmaking Studio.

Before leaving the studio, wipe down all surfaces that you used during your class or printing session. This includes tabletops, press beds/handles, rollers/brayers, ink knives/scrapers, etc. No trace of ink should be left behind on any tool or surface.

Be sure to sweep up any wood or metal shavings and collect paper scraps.

Extra solvents and grounds should be disposed of in the liquid hazardous waste bin. **You should never dump solvents or grounds down any of the sinks.**

Classes are required to perform group cleanups once a month if, and only if, the studios are consistently messy.

MATERIALS

The only materials that are allowed to leave the studio are materials you purchased.

The Print Studio stores large sheets of copper and woodblocks 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. Any outside inks or additives must be approved by the Studio Manager or Faculty.

Chemistry that is not provided by the studio is not allowed.

FLAT FILES AND DRAWERS

You will be assigned a flat file and a storage drawer 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.

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 drawer and flat file at the end of the semester. Do not leave garbage for the studio staff to deal with.

STUDIO SAFETY AND EMERGENCY PROCEDURES

Sturdy closed-toed shoes are required in all Print & Paper Facilities. 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 shop. Take your call out into the hallway.

Headphones are not permitted while operating presses and other equipment. Handle all equipment appropriately as instructed. This includes both Print Studio equipment as well as all the shop electronics.

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**.

The eye wash station is located next to the hand wash sink. The emergency shower is located to the left of the eye wash station.

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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.

Protective Eyewear is located in the tool cabinet in A104.

Face shields, aprons, and gloves are located hanging in the front by the etching sink.

All students are required to buy and wear plastic gloves. Gloves are available for purchase at the SMFA Art Store

ACID HAZARDS

Acids can cause severe skin burns, and eye damage and are highly toxic through inhalation, ingestion, skin contact, and absorption. Chronic inhalation of acid gases may result in permanent lung damage. Concentrated acids are more hazardous than diluted concentrations. Skin and eye contact should be avoided by wearing safety glasses, face shield, gloves, an apron to protect your body, and cover your arms. Safety Data Sheets for the acid should be consulted and PPE selected accordingly. Consult your faculty and Studio Manager for specific recommendations.

VENTILATION SAFETY

- Ventilation must be on when using mineral spirits, acetone, ammonia, paint stripper, aerosol cans, spray paint, or liquid hardground.
- To test if the ventilation is working properly feel for air pulling by placing a piece of paper underneath the hood or extractor.
- If ventilation is down, you cannot use the materials listed above. Please notify the Studio Manager, faculty, and/or studio monitors (in that order). Inform other users if ventilation is down and cease all work until it is active again. If you have already started using the materials listed above, immediately stop and move away from your workspace.
- The Studio Manager will contact facilities and let everyone know when the ventilation is back on and safe to use.
- If you feel dizzy or uneasy at any point, please notify the nearest individual to call the emergency number (617) 627-6911.
- Follow these rules to keep yourself and others safe.

EQUIPMENT LISTS AND AUTHORIZATIONS

The lists below indicate what equipment is in each room and how a user can receive training on using it.

A104

- Large Takach Press – Studio Manager Training or Class
- Small Takach Press – Studio Manager Training or Class
- French Tool Press - Class
- Spray Booth - Class
- Etching Sink – Requires PPE (Apron, Face Shield, Gloves) - Class
- Dremel tool, electric engraver, and electric woodcut tools – Requires PPE (Protective Eyewear) - Class
- Hot Plate - Class
- Wood cut tools – Studio Manager Training or Class
- Intaglio/Etching tools - Class
- Takach Brayers – Studio Manager Training or Class
- Takach Rollers – Studio Manager Training or Class
- Speedball Brayers – Studio Manager Training or Class
- Barons/Spoons – Studio Manager Training or Class
- Heat gun/hair dryer - Class
- Files - Class
- Press Blankets – Class

A106

- Stone Lift - Class
- Computers – No training required
- Scanner – No training required
- Laser Printer – No training required
- Light Table – No training required
- Exposure Unit - Class
- Takach Rollers – Studio Manager Training or Class
- Takach Brayers – Studio Manager Training or Class
- Takach Litho Press x2 - Class
- Vandercook Press – Studio Manager Training or Class

- Fuchs & Lang Litho Press - Class
- Levigators - Class
- Box Cutters – No training required
- Tear Bars – No training required
- Hole Punch – No training required
- Vacuum – No training required

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 Print Studio Orientation with the Studio Manager. Students are not permitted to use or operate any of the equipment that is not covered in class or in a training 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.

PRINTING PRESSES

- You must attend a press demonstration in your class to use the presses.
- Always keep hands away from rollers and any potential pinch points on the press. Be aware of less obvious pinch points created by the press bed, cranks, and lever handles. Familiarize yourself with the action of any moving parts and keep your body and head clear at all times.
- If you are the press operator, it is your responsibility to make sure that all other people stay safely clear of moving parts.
- Tie back long hair and remove loose jewelry and/or clothing when operating a press. These items can become entangled in press mechanisms leading to injury.
- THE PRESS IS A CLEAN AREA. Your hands MUST be clean when touching the press handle, bed, micrometers/adjustment handles, and tympan or blankets (if using).
- Adjust the pressure properly. Do not use excessive pressure; this can cause damage to the press, the blankets/tympan or yourself. If you are unsure of pressure settings, ask your instructor, or staff. In general, if you are getting a kick-back when the press goes off your plate, the pressure is too high.
- Only approved matrices may be printed on our presses. Please check with your instructor or the Studio Manager before running any other items through the

press. All metal plates must have smooth, beveled edges on both the upside and the back.

- On the Litho presses, never keep the pin/clutch engaged when pulling the press bed back. This will cause the crank handle to spin.

PRINTMAKING STUDIO CLEANING POLICY

Save Excess Ink

- If you are left with a useable amount of fresh ink after printing, you will want to save it for future use. Do not save ink that has already been rolled out into a slab because it may have become contaminated with dust or debris.
- Scrape up your remaining fresh ink and place it in the center of a piece of aluminum foil. Fold the foil over several times, trying to keep the ink in a tight pile at the center.
- Tape your ink packet closed and label with date, color, and any additives used. It is helpful to tape a draw-down onto your ink packet so that you can easily reference color. Store away from good prints and paper.

Scrape up your Slab

- Use a razor blade scraper to pick up all of the ink from your slab and deposit it onto a catalogue page.
- Roll out your roller and scrape the slab again. Repeat until very little ink comes off the roller.

Clean and Return Your Brayer

- If you have a sheet of scrap newsprint, roll the roller or brayer over it a few times to remove most of the ink. Tip the roller slightly to the left and right to remove ink from the roller's edges.
- Standing over a clean area of your glass slab, apply vegetable oil to a folded, half-dirty rag. Use this rag to remove as much of the ink as possible from the roller surface.
- Apply denatured alcohol to a folded clean rag. Use this to remove all vegetable oil and all traces of ink from the roller surface, brackets, and handles.
- Finish with a clean, dry rag. If any ink at all transfers to the rag, you are not finished.

- Return your brayer to the brayer storage area. The roller surface should never touch the wall or storage hooks. The roller should spin freely when stored correctly.

Clean and Return Your Ink Knives, Razor Scraper, Ink Cans, Oil/Alcohol Containers

- Use the scraper to remove excess ink from the ink knives. Wipe with denatured alcohol and a half-dirty rag - keep in mind that the blade has 5 sides. Clean the handle thoroughly. Finish with a clean, dry rag.
- Clean the razor Scraper as thoroughly as you can. You may need to remove the blade.
- Wipe the lip of each ink can thoroughly with a half-dirty rag. Finish with a clean rag - removing any smudges from the outside of the can. Return each can to the correct shelf with the label facing out.
- Remove any smudges from the oil and alcohol bottles and return them to the appropriate bins.

Clean Your Slab

- If you scraped the slab diligently, you should need only denatured alcohol or Windex to remove ink from the slab. Start with a half-dirty rag and finish with a clean and dry one.
- Test your work by running a white rag over the glass surface. If any ink or oil transfers to your rag, you are not done. Don't forget to check edges.

Clean and Tidy the Press

- Use denatured alcohol and a clean rag to remove any ink smudges from the press-bed, micrometers, and crank handles. You should leave the press spotless.
- Roll blankets neatly and return to the blanket storage area. Return press boards.

Tidy Up the Shop

- Look for any equipment that you may have left out. Return rulers, tear bars, cleaning supplies, etc.
- Collect any paper scraps and proofs. Sweep up wood shavings.
- Remember to leave the Shop cleaner than you found it - your fellow printmakers will thank you!

What Goes in the Red Flammable Cans?

- Rags that are completely saturated in ink or solvent.

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.