School of ART + ART HISTORY

UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

Health and Safety Handbook

UPDATED: Fall 2022

http://arts.ufl.edu/academics/art-and-art-history/health-safety/

Table of Contents

Handbook & General Guidelines

While this manual covers specific issues related to the SA+AH, general University of Florida policies must be followed.

All users* of School of Art + Art History (SA+AH) facilities, including classrooms, labs and studios are required to follow guidelines outlined in this manual *at all times.

Report any safety issues IMMEDIATELY to your instructor(s), Teaching Lab Specialist, or to the SA+AH Operations + Facilities Manager in FAC 101.

Each instructor must include a discussion of their area's appendix as well as Appendix B (H&S signature page) as part of their syllabus. These must be reviewed verbally in class at the start of each semester and the H&S signature page turned in to the SA+AH office by the 3rd class meeting.

Failure to adhere to the Health & Safety (referred to as H&S in this document) guidelines (including granting access to persons who have not had training and therefore are not permitted to use the SA+AH labs and studio facilities) will result in consequences determined by the SA+AH Director in consultation with faculty.

Health and Safety Program Mission

The goal of the SA+AH Health and Safety Program is to protect the health and welfare of all students, faculty, and staff, and to cooperate with the University of Florida's Department of Environmental Health & Safety (EH&S).

Introduction

The School of Art + Art History has specific health and safety guidelines for all students, faculty, and staff members using University of Florida facilities. Although this Handbook will outline many of our health and safety procedures, should a problem arise, please identify the appropriate contact and communicate with that person. It is the responsibility of each student and faculty member to be familiar with and follow these procedures when on the UF campus in order to maintain a safe learning and teaching environment.

In Case of Emergency

Call campus police at 352-392-1111 or 911 and notify them of your location and the emergency. Provide your building name and room number. There is signage with building information posted in each SA+AH building near the stairwell doors of all floors.

After immediate danger has been addressed, report all accidents/emergencies (Appendix P) to the SA+AH Operations + Facilities Manager, FAC 101 / 352-273-3048.

University of Florida Police Department

http://www.police.ufl.edu
352-392-1111

SA+AH Health and Safety contacts:

Area	Contact	Phone Number	E-mail
SA+AH Operations + Facilities Manager – FAC 101	Annemarie Furlong	352-273-3048 786-838-1355	apoyofurlong@ufl.edu
Ceramics	Derek Reeverts	352-273-3085	dreeverts@ufl.edu
Design / Art + Technology	Michael Christopher	352-273-3077	mchristo@ufl.edu
Sculpture	Brad Smith	352-273-3087	brsmith@ufl.edu
Painting & Drawing			
Photo / Art + Technology	Jordan Marty	352-273-3034	jordanmarty@ufl.edu
Printmaking / WARP	Myles Dunigan	774-239-6650	mdunigan@ufl.edu
Art Education	Michelle Tillander	352-273-3079	mtilland@ufl.edu
University Galleries	Annemarie Furlong	352-273-3048 786-838-1355	apoyofurlong@ufl.edu

Student Nighttime Auxiliary Patrol (SNAP)

The Student Nighttime Auxiliary Patrol (SNAP) provides nightly escorts anywhere on campus upon request. The service is staffed by students equipped and supervised by the campus police and can be reached at 352-392-SNAP (7627). It is advised that at least an hour's notice is given.
For more info: https://taps.ufl.edu/alternative-transportation/snap/

Hours of Operation
Fall and Spring Semesters: 6:30 PM to 3:00AM
Summer Semester: 8:30 PM to 3:00 AM

Training

Annual training at the SA+AH Health and Safety Orientation is required of all: Studio and Art Education Faculty, Teaching Lab Specialists, and Studio and Art Education graduate students.

This training occurs prior to the beginning of the fall semester of each academic year. Annual training is a UF requirement. No studio access will be granted to incoming students until training is completed.

Specific Laboratory trainings in Ceramics, Creative Photography, Painting and Drawing, Printmaking, and Sculpture are also required of all users of these SA+AH Labs.

UF Environmental Health & Safety (EH&S)

http://www.ehs.ufl.edu/ (352) 392-1591 / (352) 392-8400
UF's EH&S department is a federally regulated organization dealing with campus concerns regarding health and safety. EH&S works as a liaison between the university and many governmental agencies and departments. The Hazardous Materials Management division of EH&S manages and picks up the hazardous waste from all SA+AH studios' satellite hazardous waste areas and processes it at their campus facility. EH&S ensures compliance of the SA+AH with federal laws and protects the safety of personnel and students.

Please inform your Teaching Lab Specialist when a pick-up is needed.

Hazardous Materials and Hazardous Waste

UF is required to uphold safe handling and disposal of hazardous wastes as identified by the US Environmental Protection Agency.

Of particular concern to students of the SA+AH are art materials containing any of the eight toxic heavy metals: arsenic, barium, cadmium, chromium, lead, mercury, selenium and silver. These heavy metals are commonly found in materials such as paint and colored pigments. Please see your area's Appendix at the back of this Handbook for a complete list of potentially hazardous materials.

Safety Data Sheets/ Chemical Inventory

Chemical Inventory lists with links to electronic Safety Data Sheets for all materials used in the SA+AH classrooms are stored in a binder in each studio. The significance (as well as location) of SDS forms will be communicated to each student at the beginning of every semester in each studio classroom. SDS forms contain important information including name of chemical, company information, and safe handling procedures. The forms are invaluable so that everyone is aware of what chemicals and products are being used in the classrooms. If an exposure or accident occurs, the appropriate information sheet should be provided to emergency responders or taken to the emergency room with the affected person.

Sheets can be downloaded online from manufacturer and supplier websites. If there is an accident such as a spill, accidental ingestion, or medical issue, the sheets will supply the emergency responders with the necessary chemical information.

It is the responsibility of the Teaching Lab Specialist or area designee to keep the inventory up to date. Instructors/graduate students should work in conjunction with Teaching Lab Specialists when new materials are introduced. Instructors should review the current SDS at the beginning of the semester and notify the Teaching Lab Specialist about new additions throughout the semester.

Satellite Waste Management Area

Satellite Waste Management Areas (SWMA) are managed by assigned Waste Managers (typically the Teaching Lab Specialist for the area).
Each instructor is required to educate and work within the framework set forth by the Teaching Lab Specialists and follow the SWMA guidelines. Waste Managers (Teaching Lab Specialists) must attend the yearly H&S workshop to remain a waste manager. Satellite Waste Management Areas are located in each room where hazardous waste may be generated. Incompatible types of waste are segregated and stored in the four types of bins in the satellite waste management area including: blue bin, clear plastic jug, fiber drum and red flip-top can.

The EH&S maximum for allowable waste is 55 gallons (in total for wet and dry combined) per SWMA. If you anticipate reaching or going over the limit, contact EH&S at (352)392-8400 for a pick-up.

Teaching Lab Specialists submit pick up requests by contacting EH&S:
https://www.ehs.ufl.edu/forms/hazardous-waste-forms/

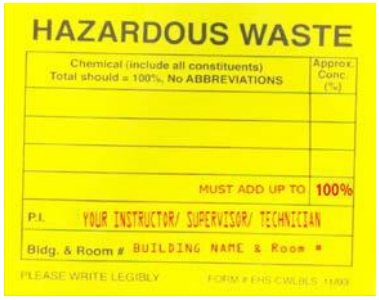
Satellite Waste Management Area Guidelines (from UF EH&S)

1. **Label** all waste containers with the yellow **Hazardous Waste** labels. (see section: Container Policy, pg. 11)

2. **Label** all waste containers accurately indicating the constituents and percentage of each. The concentration of the constituents must add up to 100%. Standardized labels may be obtained from EH&S at no charge. Call (352)392-8400 for labels.
3. **Limit** the satellite area waste volume to no more than 55 gallons of waste. Submit a collection request well before you exceed these volumes. Refer to the SA+AH Satellite Waste Management Chart (Appendix A) for assistance in identifying waste types.
4. **Close** all containers during accumulation except when necessary to add or remove wastes. Do not overfill containers. Leave adequate headspace for expansion.
5. **Funnels** must be removed from containers when not in immediate use. All waste must be collected in sealable containers.
6. **Seal** all containers tightly. No beakers or open containers may be used for waste accumulation.
7. **Ensure** waste is compatible with other wastes in the container, and with the type of container it is stored in. The exterior of the container must be free of chemical contamination; leaking containers will not be picked up. Segregate containers of incompatible waste to prevent reactions.
8. **Keep** containers near the process generating the waste.
9. **Inform** all students and employees of waste accumulation site requirements.
10. **Inform** students of Satellite Waste Managers (see chart below).
11. **Know** the location of your nearest spill kit, eyewash unit, emergency shower, fire extinguishers, and exits

Labeling Hazardous Waste

Hazardous Waste disposal Labels are available free of charge by contacting EH&S at (352)392-8400 and providing a P.O. Box number or delivery location.
(see section below- *Containers found at SWMA*) for instructions.



Satellite Waste Management Area Checklist

1. Clearly identified and maintained area
2. Satellite Waste Management Chart (see appendix A)
3. Discipline specific containers for Hazardous Wastes
4. SWMA Requirement Sign: https://webfiles.ehs.ufl.edu/SAAReqs.pdf
5. Hazardous Waste / Monthly Self Audit: https://webfiles.ehs.ufl.edu/monthly_waste.pdf
6. Spill Kit

Satellite Waste Management Areas (SWMA): Managers and Room Numbers

LOCATION	AREA	WASTE MANAGER / AREA CONTACT
FAD 101	Drawing	
FAD 105	Painting	
FAD 107	Painting	

FAD 115	Drawing	
FAD 117	Drawing	
FAD 201	Painting	
FAD 205	Painting	
FAD 215	Drawing	
FAD 315 suite	Photography	Jordan Marty / jordanmarty@ufl.edu
FAC 112*, 118*, 310*, 314/316*	Graphic Design - Junior/Senior/Grad	Michael Christopher / mchristo@ufl.edu
FAC 302*	Art + Technology - Junior/Senior	Michael Christopher / mchristo@ufl.edu
FAC 318/318A	Printmaking	Myles Dunigan / mdunigan@ufl.edu
FAC B18	Ceramics	Derek Reeverts / dreeverts@ufl.edu
FAC B5-A	Sculpture Studio	Brad Smith / brsmith@ufl.edu
FAB 106	University Galleries	Annemarie Furlong /
534 SW 4th Avenue	Workshop for Art Research & Production / WARP	Myles Dunigan / mdunigan@ufl.edu
810 NW 1st Ave	GRADhaus	Annemarie Furlong / apoyofurlong@ufl.edu
Norman 10A	Art Education	Michelle Tillander / mtilland@ufl.edu

*First Aid kit only at these locations

SA+AH Satellite Waste Management Area (SWMA) Chart
The posted Satellite Waste Management Area chart has information and guidelines for acceptable waste disposal for the SA+AH. Students must follow the SA+AH Satellite Waste Management Chart. (see appendix A)

SWMA Requirements Sign
This sign must be posted at the SWMA area and updated as necessary with current Waste Manager's name. It is available at the UF EHS website https://webfiles.ehs.ufl.edu/SAAReqs.pdf) and must be posted at the SWMA at all times.

It is also recommended to post and complete the Hazardous Waste / Monthly Self Audit form: https://webfiles.ehs.ufl.edu/monthly_waste.pdf

Spill Kit
UF policy requires all chemical labs to maintain spill control materials in the event of a liquid chemical release. The kit is designed for small chemical/acid material spills and is contained in a convenient 3-gallon pail with locking lid. Spill kits are located at each SWMA. When a kit is used, the SA+AH Operations + Facilities Manager (352-273-3048) must be notified immediately so the kit may be inspected and replaced.

Containers found at SWMA:

NOTE:
All containers must have a label identifying the contents at all times.

Flammable solid containers must have a yellow hazardous waste label on the outside (top).
5-gallon plastic jugs must have a yellow hazardous waste label on the outside.
Fibrous containers must have a yellow hazardous waste label on the outside (top).
Each item in the blue bin must have a yellow hazardous waste label.
Used oil must use the Used oil label available from EH&S.

Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. Labels should also include the building name and room number of the shop/studio generating the waste and the name of the shop supervisor.

Hazardous Waste Blue Bin

Unused portions or unopened containers of hazardous chemicals such as solvents, paints, glazes, etc. may be placed in the Blue Bin for disposal through EH&S. The Blue Bin may also be used for materials of an unknown origin, which are suspected to contain hazardous materials. Finally, the Blue Bin may be used to dispose of items which are too large to be disposed of in
the other containers found at the SWMA. All items in the Blue Bin must be labeled with yellow hazardous waste labels (found on the front of each SDS red box).

Hazardous Waste Plastic Clear Jug

The usage of this container varies across areas in the school. The jug is used in all areas outside of ceramics and photography to collect liquids contaminated by distillates. Examples include paint thinners, mineral spirits, and paint/Gamsol mixtures. Ceramics uses these containers to collect solutions containing heavy metals, such as barium or chromium. Photo uses these containers to collect chemistry that cannot be dumped down the drain, such as developers and used fixer. Funnels are provided for this container but may not be substituted for the container lid. Make sure that a yellow hazardous waste is affixed to the outside of the jug and update this label with a description of each liquid added. The top must be closed at all times. Do not overfill this container. Allow for at least 1" of air space in the jug.

Hazardous Waste Fiber Drum

The fiber drum is for the disposal of aerosol cans (empty or full). In ceramics, the fiber drum is also used for dry glaze waste containing barium or chromium; this disposal is managed by the ceramics Teaching Lab Specialist. The fiber drum (and all other containers in the SA+AH) must be properly closed at all times.

Red Flip-Top Can

For all Flammable Solids
All solids contaminated by flammable materials go into this can. This includes brushes, palettes, canvasses containing oil paint, gloves, rags, oil paint scrapings, and empty oil paint tubes. The lid must close completely at all times. If the can becomes close to full, notify the area's Teaching Lab Specialist before regular pick-up to schedule a special pick up by EH&S.

Painting studios cans should be lined with plastic garbage bags to avoid excess build-up of paint on edges.
Note: Empty cans of solvent may be thrown in the regular trash can as long as the can is completely empty.

Used Oil

Contact the area Teaching Lab Specialist for disposal method and Used Oil labels.

Trash Can *(not an official component of the SWMA)*

The trash cans in each classroom may be used to contain common trash, dried latex paint, empty

solvent containers, alkaline batteries, incandescent bulbs (wrapped in paper and marked), and dried acrylic paint and gesso. Oversized non-hazardous garbage must be taken directly to the dumpster.

Spill Response

Each SWMA is equipped with a spill kit, if the kit is used, please contact the SA+AH Operations + Facilities Manager FAC 101 for a replacement.

Minor Spill

If the spill is isolated and the material can safely be handled by shop personnel, absorb and collect the spill waste. Place the spill waste in an appropriate container for EH&S waste pick up.

Major Spill

In the event of a spill of a dangerous or hazardous chemical within the shop, contact EH&S at (352)392-8400. If the spill represents a threat to personnel safety, evacuate the area immediately and prevent re- entry until the danger has been eliminated. Be prepared to provide information such as: name of material spilled; approximate quantity; specific location of spilled material; contact information (i.e., name and phone number where you can be reached)

Spill to the environment

In the event of a spill that reaches soil or water contact EH&S Waste Management immediately at (352)392-8400 during normal operating hours, or after hours contact University Police Department at (352)392-1111.

Waste Minimization

Waste minimization is key to the process of becoming a safe and healthy environment. There are two methods of waste reduction: source reduction and recycling. Source reduction can include re-evaluating the materials used and researching options that are more environmentally safe. It also helps if students get together to purchase supplies to share so that fewer chemicals are wasted or go unused. Make sure to date your materials when received and use all older ones first. Recycling chemicals greatly reduces the amount of hazardous waste. Purchasing recyclable gas cylinders, reusing solvents and cleaners multiple times, and using the chemical redistribution program through EH&S are all ways to reduce hazardous waste.

General Classroom/ Department Safety

*see Appendices for area-specific guidelines

Health & Safety Violations/ Issues

Report any H&S violations, events, issues, or concerns immediately to the area Teaching Lab Specialist, faculty, or the SA+AH Operations + Facilities Manager (FAC 101).

Incident Report

If an accident occurs with an injury, the instructor / supervisor at that time must complete and Incident Report (see Appendix P).

Fire Extinguishers

The SA+AH follows fire safety codes with fire extinguishers available inside each of its buildings. Only

use fire extinguishers to put out fires inside buildings. For fires outside of buildings (for example in dumpsters), call the UF police department at (352)392-1111.

Report the use of an extinguisher to the SA+AH Operations + Facilities Manager immediately so it may be inspected and replaced. A report describing the incident must be produced by the Operations + Facilities Manager and provided to EH&S including what happened, why the extinguisher was used, and what equipment or materials were damaged for insurance purposes.

Material Handling

Follow best practices for material handling. If you have questions about a material, ask your instructor or Teaching Lab Specialist for guidance.

First Aid

First Aid kits are found in each studio area. Identify where the closest first aid kit located. Notify the area Teaching Lab Specialist or your instructor if supplies are low.

Hazardous Materials and Sinks

The disposal of hazardous materials in either classroom or restroom sinks is not permissible. Please use the Satellite Waste Management Area. Instructors should be sure to point out hazardous materials to all students.

Flammable Cabinets

All flammables must be stored in flammable cabinets. Flammable lids must be closed tight. Do not allow items to rust in the cabinets. Keep flammable cabinets closed at all times. Leaving doors open defeats the purpose of the cabinets. Cabinets must be monitored by instructors and Teaching Lab Specialists, and organized and cleaned out regularly (i.e., combining like items, re-using/recycling old containers before new ones are opened). If an item looks compromised, follow the SWMA guidelines for proper disposal.

Solvent Use in Classrooms

Solvents should only be used in a well-ventilated area. Keep solvent fumes to a minimum by covering containers in use. Store solvents in proper containers and label properly. Dispose of solvents by following the SWMA chart. Follow guidelines for brush cleaning. Use solvents that are low in odor and toxicity. Follow area guidelines for approved solvents.

Personal Protective Equipment

Gloves:

Students must wear nitrile gloves when handling hazardous or toxic materials. Nitrile was chosen as an alternative to latex and is an allergen-free glove, stronger, and holds up longer to solvents. However, for prolonged use or when using concentrated materials, students should purchase heavy-duty, multiple use gloves.

Specialty gloves are provided where needed to prevent exposure to heat or abrasion.

Safety Glasses:

It is required that safety glasses be worn whenever instructed and wherever eye danger is possible. Safety glasses that are property of the SA+AH and should not be removed from lab areas.

Shoes:

Closed toe shoes are a requirement in all sculpture areas and in other areas designated by area faculty and Teaching Lab Specialists. Closed toe shoes are recommended in all studio classrooms.

Respirators:

See Appendix N for policy

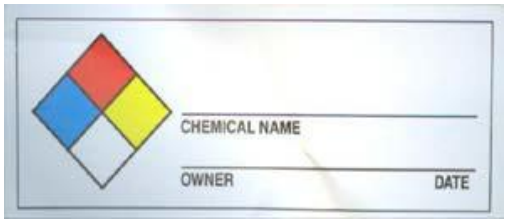
Other ways to protect yourself:

Tie hair back and remove jewelry when operating any machinery.
Pay attention to what you are doing; do not be distracted by your phone or your friends.

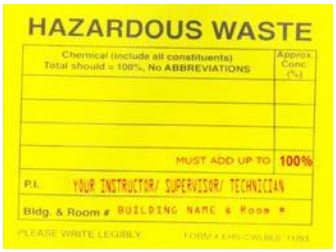
Label Policy

There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH and EH&S. The SA+AH Operations + Facilities Manager has a backup supply in case of emergency. Area Heads and/or Teaching Lab Specialists should purchase white labels with lab fees.

All containers must always have a label identifying its contents.



White label



Yellow label

White Labels:

All new and or used products in containers (hazardous or what might be perceived as hazardous, i.e., watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled to identify contents. Labels are located in the SDS box in each studio and work area. All containers must be marked with the user's name, contents, and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers are subject to immediate disposal.

Yellow Labels:

WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.
All containers must have a yellow label identifying contents designated as trash for EHS pick up.

- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
- 5-gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.

Labels should also include the building and room number of the shop generating the waste along with the Waste Manager for your area.

Clean up

Clean up after yourself.
Each class instructor is required to consider classroom/studio maintenance as part of the general health and safety. Each class should engage in an end of the semester studio clean-up as well as maintain a level of order throughout the semester to ensure general health and safety.

Eyewash and Safety Shower Locations

Building/Room Number	Equipment Available
FAD 101	Eyewash Unit
FAD 105	Eyewash Unit
FAD 107	Eyewash Unit
FAD 115	Eyewash Unit
FAD 117	Eyewash Unit
FAC 318/ Main Printmaking Studio	Eyewash Station
FAC 318A / Printmaking	Safety Shower and Eyewash Station
FAD 315 Photography Darkroom	Safety Shower and Eyewash Station
WARP	Eyewash Station
GradHaus	Eyewash Station
FAC B005A/ Woodshop	Eyewash Unit
FAC B1	Eyewash Unit
FAC B8	Eyewash Unit
FAC B21/Metal Shop	Eyewash Unit
FAC 309A	Eyewash Unit

Spray Booth

A spray booth is located in FAC room 211A. Aerosol materials including spray paint, fixative, and spray adhesives may ONLY be used in the spray booth. No aerosols may be used in classrooms, studios, hallways or outside – this will be considered vandalism.

Dumpster Use

Non-hazardous trash that does not fit in classroom or studio trash cans must be immediately taken to the dumpsters on the south side of FAC. Oversized trash (with length that exceeds 4 feet in any direction) must be taken to the open top green dumpster on the south side of FAC and placed inside. Palettes may be placed beside the dumpster for separate pick up. Broken glass wrapped inside paper or bubble wrap, labeled on the outside as broken glass, and placed inside the dumpster. Glass with hazardous materials must be wrapped, labeled with a completed yellow hazardous waste label, and placed in the blue bin at the SWMA. Trash guidelines are to ensure the safety of anyone encountering the materials. Liquids, medical waste, yard waste, appliances are not permitted in SA+AH dumpsters. There are two types of dumpsters available for use:

- **Large square brown dumpster for regular refuse.**
  Intended for the disposal of regular debris, i.e., non-hazardous debris which would normally fit into a classroom/studio trash can.
- **Open top, roll-away dumpster** (south side of FAC, to the left of the two small dumpsters)
  Intended for large items and building materials. May include wood, metal, broken down furniture, cabinetry, floor coverings, drywall, and other building materials.

Complete guide to UF recycling and disposal:
https://www.facilitiesservices.ufl.edu/departments/finance/recycling/recycling-guide/

Sharps/Broken Glass

X-acto blades must be wrapped in tape before disposal. Other sharps (broken palettes, etc.) should be wrapped in paper or bubble wrap and placed directly in the roll-away dumpster to avoid injury.

Fire Code Safety & Passages

-Do not block doorways
-Do not prop doors
-Do not block access to lights
-Do not store belongings on the floor
-**Do not post any bills in the stairwells of FAC (fire hazard)**
-Temporary or permanent storage of items in hallways or egress is prohibited

Drug-Free and Alcohol-Free School & Workplace

Possession or use of drugs or alcoholic beverages are not permitted in the classrooms, studios, or outdoor areas. **The possession or consumption of alcohol is prohibited by UF regulations. No marijuana, heroin, narcotics, or any other controlled substances prohibited by law.** Violation is punishable by law.

Smoking

No smoking or vaping is permitted on campus.

Classroom Furniture

Do not remove furniture from rooms or borrow furniture from rooms without permission from faculty or Teaching Lab Specialist.

Extension Cords

Extension cords cause many fires on campus and many injuries are caused by the cords themselves. Use extension cords only when necessary, and only on a temporary basis. Extension cords must be grounded. They must be unplugged when not in use. It is never permissible to use extension cords on a permanent or semi-permanent basis. Do not create “daisy chains” of multiple electric cords. Do not use staples or nails to attach extension cords to a baseboard or to another surface; this could damage the cord and create a shock or fire hazard. Do not overload extension cords by plugging in appliances that draw a total of more watts than the rating of the cord. When using outdoor tools and appliances, use only extension cords labeled for outdoor use. Cords must be grounded and plugged either directly into the outlet, or with one electrical cord between it and the outlet. Cords not in compliance will be removed and confiscated. Extension cords with multiple outlets are prohibited. Power strips are only permitted when powering a desktop computer and must never be plugged in to an extension cord or provide power to an extension cord. The use of extension cords or power strips in an inappropriate manner is subject to removal and disposal.

SA+AH Building Access

Building	Key/Keypad/Card swipe	Hours Locked	Who has Access
FAC	Gator1 card swipe on back door (at Inner Road, near dumpsters).	Weeknights at 10pm, Weekends all day/night except during AFA Library hours	Students registered in FAC courses, undergrad art majors, grads, and faculty.

FAD	Gator1 card swipe on exterior door near elevator. Keypad on Exterior 2nd	Weeknights at 10pm, Weekends all day/night	Students registered in FAD courses, grads and faculty using FAD.
WARP	Card swipe on east main entry door during monitored or class sessions.	Monitor hours vary by semester	Students enrolled in WARP for the semester, grad monitors, WARP faculty
Norman Art Ed	Keys for area	Unlocked during day	Students enrolled in Art Ed classes, faculty
Gradhaus	Keyfobs	24/7	Grad students with an assigned studio

Appendix A: SWMA chart

SA+AH SATELLITE
WASTE MANAGEMENT AREA CHART

FLAMMABLE SOLID CONTAINER Contaminated solids 	**PLASTIC JUG** Area Specific Use 	**FIBER DRUM** Area Specific Use 	**TRASH CAN** non-hazardous materials 	**BLUE BIN** labeled items for EHS pickup 
Anything contaminated with oil based or flammable products (wet or dry) including liquin, lacquer thinner, damar varnish, gloves, brushes, palettes, scrapings from oil based palettes, Wesson oil **No Trash** Note: Removed Oil Paint Tubes	**WARP/Painting/Drawing** Liquid from solvents, oils, lacquer thinner, mineral spirits liquin, varnish, or liquids contaminated with these materials **Printmaking** Asphaltum, paint thinner, mineral spirits, type wash, laquer thinner **Ceramics** Glaze containing Chromium or Barium **Other areas** See Technician or faculty **No Trash**	**MUST BE PROPERLY CLOSED AT ALL TIMES** **All Areas** Aerosol Cans (empty or full) **Ceramics** Dry glaze waste containing Chromium or Barium. (All ceramic waste should go through technician) **No Trash**	Trash Old latex “house paint” (MUST BE DRIED. If wet, see Blue Bin) Empty Solvent containers Dried-up Acrylic Paints, gesso Dried non-oil based painting accessories (rollers, brushes, trays) Well-wrapped & secured sharps (x-acto, glass) Alkaline Batteries **NO**: oversized items, unwrapped sharps, materials containing the Big 8.	**All items must be labeled with yellow Hazardous Waste labels** Unused hazardous liquid products (paints, solvents, etc.) Propane cylinders. If empty, mark “EMPTY” If unknown, mark UNKNOWN Segregate Acid Waste into separate area or bin Oil paint tubes (wet or dry), **No Trash**

QUESTIONS: CHECK WITH YOUR INSTRUCTOR, TECHNICIAN, PRODUCT LABEL, OR SDS FORMS.

Appendix B: Student Acknowledgement / Signature

SA+AH Health and Safety Program

STUDENT SIGNATURE PAGE

To be filed in the SA+AH Administrative Office, FAC 101 no later than the third course meeting.

Course Title	
Instructor	
Meeting Room	
Semester/Year	

My instructor has reviewed the policies in the School of Art + Art History Health and Safety Handbook with me as well as the inherent hazards of my course media, best practices, links to more information, and the area rules. I understand that I am responsible for the information within and that access to SA+AH studio classrooms, studios, and laboratories is contingent upon adherence to the aforementioned.

Access the Health + Safety handbook on the School of Art + Art History website:

http://arts.ufl.edu/academics/art-and-art-history/health-safety/

Student Name (printed clearly)	Student Signature

Appendix C: Health and Safety Area Specific Information: Drawing

1. Hazards of Media (inherent)

The hazards of each type of painting or drawing will depend on the toxicity of the ingredients of the materials and how much exposure occurs during use.

When drawing materials are airborne, they are more dangerous to your system, while many materials cause skin irritation. See the SDS forms for each material you work with to determine precautions, risks and treatment plan for inhalation, contact or ingestion.

The hazards of traditional drawing materials arise from exposure to their pigments, vehicles and solvents. Today, as the definition of drawing changes, students should cross reference as needed based on materials they choose to work with.

Drawing materials are pigments suspended in vehicles. Drawing vehicles include wax (crayons) inert materials (pastels, conte crayons, chalks), and liquids (solvent and water-based inks and marking pens). Pencils contain graphite and clay or pigmented clay/binder mixtures.

Fixatives, Mists, Adhesives, Spray Paint

Both permanent and workable spray fixatives used to fix drawings contain toxic solvents. There is high exposure by inhalation to these solvents because the products are sprayed in the air, often right on a desk or easel. Additionally, you can be inhaling the plastic particulates that comprise the fixative itself.

Spray mists are particularly hazardous because they are easily inhaled. If the paint being sprayed contains solvents, then you can be inhaling liquid droplets of the solvents. In addition, the pigments are also easily inhaled, creating a much more dangerous situation than applying paint by brush.

Aerosol spray paints have an additional hazard besides pigments and solvents. They contain propellants, usually isobutanes and propane, which are extremely flammable and have been the cause of many fires.
Other aerosol spray products such as retouching sprays, spray varnishes, etc. also contain solvents.

Pencils

Pencils are made with graphite and are not considered a hazard. Colored pencils have pigments added to the graphite, but the amounts are small so that there is no significant risk of exposure.

Charcoal

Charcoal is usually made from willow or vine sticks, where wood cellulose has been heated without moisture to create the black color. Compressed charcoal sticks use various resins in a binder to create the color. Although charcoal is usually considered a nuisance dust, inhalation of large amounts of charcoal dust can create chronic lung problems through a mechanical irritation and clogging effect. A major source of charcoal inhalation is from the habit of blowing excess charcoal dust off the drawing.

Chalks

Colored chalks are also considered nuisance dusts. Some chalks are dustier than others. Individuals who have asthma sometimes have problems with dusty chalks, but this is a nonspecific dust reaction, not a toxic reaction.

Pastel

Pastel sticks and pencils consist of pigments bound into solid form by a resin. Inhalation of pastel dusts is the major hazard. Some pastels are dustier than others. Pastels can contain toxic pigments such as chrome yellow (lead chromate), which can cause lung cancer, and cadmium pigments (which can cause kidney and lung damage and are suspect human carcinogens). Blowing excess pastel dust off the drawing is one major source of inhalation of pastel pigments. Pastel artists have often complained of blowing their nose different colors for days after using pastels, a clear indication of inhalation.

Crayons and Oil Pastels

Crayons and oil pastels do not present an inhalation hazard, and thus are much safer than pastels. Some oil pastels can contain toxic pigments, but this is only a hazard by accidental ingestion.

Liquid Drawing Material

Drawing inks are usually water-based, but there are some solvent-based drawing inks. These usually contain toxic solvents like xylene.
Many permanent felt tip markers used in design or graphic arts contain solvents. Xylene, which is a highly toxic aromatic hydrocarbon, is the most common ingredient; newer brands often contain the less toxic propyl alcohol (although it is an eye, nose and throat irritant). The major hazard from using permanent markers results from using a number of them at the same time at close range.
Water-based markers do not have an inhalation hazard although there is concern about the dyes used in these (and with permanent markers).

2. Best Practices

Working safely means becoming more knowledgeable about the hazards of the media that you work with, making changes in how you select and handle your art materials, and creating a healthier environment to work in.

Good hygiene, reviewing SDS forms, and working safely can prevent many problems cause by pigments and exposure or accidental ingestion. Wear gloves, wash hands regularly, and avoid over exposure to materials.

Spray Materials (fixatives, spray paint, spray adhesives)
-Try to brush items rather than spraying if possible.
-Use water-based airbrushing paints and inks rather than solvent-based paints.
-Use spray cans or an airbrush in a spray booth (FAC 211A).
-Never try to spray paint by blowing air from your mouth through a tube. This can lead to accidental ingestion of the paint.

Pastels, Chalks, etc.
-Use the least dusty types of pastels, chalks, etc. Asthmatics in particular might want to switch to oil pastels or similar non-dusty media.
-Don't blow off excess pastel or charcoal dust with your mouth. Instead, tap off the built-up dust so it falls to the floor (or paper on floor).
-Wet-mop, vacuum and wet-wipe all surfaces clean of dusts, do not sweep.

Liquid Drawing Material
-Use water-based markers and drawing inks if possible.
-Alcohol-based markers are less toxic than aromatic solvent-based markers.
-Solvent-based drawing inks and permanent markers should be used with good dilution ventilation (e.g. near classroom vents).

3. Links to more information on Health & Safety for the discipline

http://www.modernalchemyair.com/common-uses/business/art-studios/

4. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: https://arts.ufl.edu/academics/art-and-art-history/health-safety/)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health and safety guidelines posted for your media.
- **In case of emergency, call campus police at (352)392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Operations + Facilities Manager within 48 hours of the event.
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- Familiarize yourself with the closest eyewash unit.

- Do not spray any aerosols in any SA+AH classroom/studio/doorway or exterior wall/floor. A spray booth is located in FAC room 211A.

- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- Remove all trash that does not fit in trashcans to the dumpster on the south side of FAC. Any trash that does not fit in the trash receptacle must be taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must be taken to the dumpster on the south side of FAC and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper, labeled on the outside as broken glass, and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a completed yellow hazardous waste label, and placed in the blue bin at the SWMA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- No eating, consumption of alcohol, or smoking / vaping is permitted in the studios.
- Clean up after yourself; wipe down surfaces (easels, drawing boards, stools) with a wet towel.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from faculty or the Teaching Lab Specialist.
- Do not create "daisy chains" with multiple electric cords.
- No hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- Clean up after yourself.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- NO SOLVENT USE ALLOWED IN DRAWING ROOMS
- Follow the **SA+AH CONTAINER POLICY** (see policy below)
  There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH. Each is used for a different purpose.

  White:
  All new and or used product in containers (hazardous or what might be perceived as hazardous, i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled within the SA+AH to identify their contents. Labels can be found at the SDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

  Yellow:
  WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.
  All containers must have a yellow label identifying the contents that are designated as trash for EHS pick up.
  - Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
  - 5 gallon jugs must have a yellow hazardous waste label on the outside.
  - Fibrous containers must have a yellow hazardous waste label on the outside (top).
  - Each item in the blue bin must have a yellow hazardous waste label.

  Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
  Labels should also include the building and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

Appendix D: Health & Safety Area Specific Information: Painting

1. Hazards (inherent)

Acrylic Paints

May contain ammonia which may cause eye, nose, throat irritation, especially if large amounts are used; may contain preservatives, such as formaldehyde - Precautions: good hygiene; switch to formaldehyde-free painting medium; avoid inhaling pigment powder; use least toxic preservatives possible; clean brushes properly.

Watercolors and Gouache

Inhalation: Moderately toxic - Skin Contact: Slightly toxic - Gum arabic and gum tragacanth cause skin allergies; gum arabic can cause asthma; may contain preservatives, such as formaldehyde - Precautions: Good hygiene; switch to formaldehyde-free painting medium; avoid inhaling pigment powder; use least toxic preservatives possible; clean brushes properly.

Tempera

Inhalation: Highly toxic- Skin Contact: Highly toxic- Hazards in pigments & preservatives; tetrachloroethane highly toxic; more toxic than carbon tetrachloride, causing severe liver damage - Precautions: Good hygiene; clean brushes properly; **DO NOT USE tetrachloroethane.**

Latex

Ingestion: Slightly toxic if glycols are present - Skin Contact: Possibly toxic if the paint contains glycol ethers - May contain glycols, mercury - Precautions: Good hygiene; clean brushes properly; **DO NOT USE paints with mercury preservatives.**

Oil Paints

Ingestion: Pigment Poisoning - Skin Contact: Pigment poisoning; When used with solvents: all solvents are moderately toxic by all routes of entry- ingestion, inhalation, and skin contact - Precautions: Good hygiene; adequate ventilation; wear nitrile gloves; clean brushes properly; **DO NOT USE with banned solvents.**

Alkyd and Other Solvent Based Paints

Inhalation: Toxic - Pigment hazards; solvent-based paints more hazardous than oil paints; much more solvent exposure; toluene/xylene much more toxic than paints with mineral spirits – Ingestion: Pigment and solvent poisoning – Skin Contact: Pigment and solvent poisoning - Flammable - Precautions: Good hygiene; use with adequate ventilation; wear nitrile gloves; clean brushes properly; **DO NOT USE toluene or xylene based alkyd paint; DO NOT USE with banned solvents.**

Solvents

Inhalation: slightly to highly toxic depending on type; acute inhalation can cause dizziness, nausea, fatigue, memory loss, coma, and respiratory irritation; chronic inhalation can cause organ damage, respiratory allergies, and brain damage – Ingestion: slightly to highly toxic depending on type; ingestion can be fatal and cause aspiration into the lungs after vomiting – Skin Contact: slightly to highly toxic depending on type; can cause defatting of the skin and dermatitis; can be absorbed through skin – Flammable: solvents can spontaneously combust; dispose of solid waste contaminated with solvents in red bin – Volatile: solvents will evaporate quickly; keep containers closed at all times, even while using – Precautions: Use with adequate ventilation; wear nitrile gloves; keep all containers tightly closed; store only in glass or metal that have lids; minimize use and reuse; use least toxic types; never dump down drain; clean brushes properly; do not clean hands with solvents; dispose of solid waste contaminated with solvents in red bin; **DO NOT USE banned solvents.**

The following solvents are not permitted for use in the SA+AH*:

Turpentine, Turpenoid, Mineral Spirits, Oil of Spike, Damar Varnish, Denatured Alcohol, Benzene, Toluene, Paint Thinner

The following solvents (odorless mineral spirits) and solvent containing-mediums are allowed for use in the SA+AH*:

Gamsol (Gamsol is supplied by the SA+AH), Sansador, Galkyd, Liquin

*This is not an exhaustive list. If you want to use something not listed here, please check with your instructor or Teaching Lab Specialist.

Pigments **(see attached chart)**

Many pigments are toxic, including those based on lead, cadmium, mercury, chromates, manganese, and cobalt. The main risk is from accidental ingestion of the pigments due to eating while working, nail-biting, pointing your brush with your lips,

and similar means of hand-to-mouth contact. Using dry pigments can allow the pigments to be inhaled through the air (this also occurs when using encaustics in an unventilated space.)

2. Best Practices

- Do not eat, drink, or smoke / vape in studio
- Wash hands, including under fingernails (good hygiene)
- Wear nitrile gloves
- Avoid inhaling pigment powder
- Use least toxic versions of paints, mediums, solvents
- Don't do solvent washes
- Reuse solvent: Used solvent can be reclaimed by allowing the paint to settle and then pouring off the clear solvent into another jar. The sludge that remains at the bottom must be disposed of in the liquid waste jug.
- Remove paint from hands with baby or vegetable oil—Do not wash it down the sink
- Work in a well-ventilated area. Use solvents near exhaust vents.
- Take breaks during painting to step outside for fresh air.

3. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor or Teaching Lab Specialist.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: https://arts.ufl.edu/academics/art-and-art-history/health-safety/)
- **In case of emergency, call campus police at (352)392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Operations + Facilities Manager within 48 hours of the event.
- SA+AH is committed to upholding the policies set forth by the University of Florida with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not permitted. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media. Keep the Satellite Waste Management Area (SWMA) clean and organized. Follow the SWMA guidelines posted.
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
- Keep solvent fumes to a minimum by covering containers in use even while painting. Don't leave brushes sitting in jars of solvents.
- Clean up after yourself. Wash hands and all tools properly. Dispose of all towels and gloves in the red bin. Close all containers, and return anything flammable to the yellow flammable cabinet.
- No hazardous materials, oils, or solvents down sinks.
- Follow guidelines for brush cleaning found at each SWMA. See section below for instructions on using Parts Washers.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- All Hazardous Waste must be labeled with the yellow labels found at the SWMA (use this label when item is designated as trash).
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- No aerosol spraying in any classroom/studio in the SA+AH: use the spray booth located in FAC 211A.
- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- Remove all trash that does not fit in trashcans to the dumpster on the south side of FAC. Any trash that does not fit in the trash receptacle must be taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must be taken to the dumpster on the south side FAC, and placed beside the dumpster in the area
  designated for oversized trash. Broken glass must be packed inside paper, labeled on the outside as broken glass, and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a completed yellow hazardous waste label, and placed in the blue bin at the SWMA. The trash guidelines are to ensure the saf

anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.

- No eating, consumption of alcohol, or smoking / vaping is permitted in the studios.
- Clean up after yourself and wipe down surfaces after use (easels, drawing boards, stools).
- Do not block doorways.
- Do not block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from faculty or Teaching Lab Specialists.
- Do not create "daisy chains" with multiple electric cords. Unplug cords when not in use.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Locate the nearest eyewash unit and familiarize yourself with its functions.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **SA+AH CONTAINER POLICY** (see policy below)
  There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH. Each is used for a different purpose.

  White:
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  Labels should also include the building and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

Parts Washer Paintbrush Cleaning Stations

Safety-Kleen solvent based parts washer- Red with black basin, hereinafter referred to as the solvent-based parts washer. Contains 5 gallons of Gamsol. This solvent is an inhalation, ingestion and contact hazard. Minimize exposure by always wearing gloves, being sure not to spray outside of basin, using near ventilation, and always closing the lid when finished.

Safety-Kleen aqueous based parts washer- Red with blue basin, hereinafter referred to as the aqueous-based parts washer. Contains 5 gallons of either Safety Kleen brand water based degreaser or Simple Green Crystal, parts washer will be labeled with type. These degreasers are corrosive and irritants. Minimize exposure by always wearing gloves, being sure not to spray outside of basin, using near ventilation, and always closing the lid when finished.

When the station is not actively being used, the top lid must be closed. This is especially important for the solvent-based washer (black basin)! **Do not leave open. Always TURN OFF** parts washer when finished or when not actively being used. Do not leave it running. Never use an extension cord or power strip. Always plug directly into wall outlet.

Safety-Kleen Parts washer must be used next to ventilation. No exceptions. Always use provided personal protective gear- gloves, apron, and eye protection when using the parts washer. Always wash hands afterwards.

CLEAN UP station and area when finished. Wipe any paint off edge of parts washer before closing lid. TURN OFF parts washer when finished. ALWAYS THROW AWAY ALL GLOVES AND TOWELS USED AT STATION INTO THE RED OIL WASTE CAN!

Solvent-based parts washer is for cleaning brushes with oil based paints & mediums, and solvents. Do not use the solvent-based (black basin) parts washers to clean nonoil based paints and mediums like latex, water-based or acrylic paints and gesso.

Aqueous-based parts washers (blue basin) is for cleaning water based, acrylic, and latex based mediums, paints and gesso. Never clean brushes used with oil based paints & mediums, or solvents.

Parts Washers are for cleaning paintbrushes only. Absolutely no paints, solvents or liquids of any kind may be dumped or poured directly into parts washers. The parts washers are considered to be one of the last steps in the paintbrush cleaning process. First steps are always to wipe and dip clean the brush, depending on paint type, in solvent, oil, or soapy water first.

How To Use Parts Washers:

1. Remove excess paint from brush by dipping into cleaner/solvent of choice for type of paint being used: water, soap, gamsol, or oil and then wipe excess off on rag/towel or newspaper.
2. Put on Personal Protective Gear: gloves, apron, eye protection.
3. Open lid of parts washer and make sure that spray nozzle is pointing down.
4. Turn on parts washer and wait until cleaning liquids starts spraying out.
5. Simply place brushes under spray, and rinse and wipe on nozzle brush/basin until they rinse clear. You can also check by wiping on clean towel for traces of paint.
6. Wipe off with towel when finished, and you may now do a final rinse with water in the sink.
7. Don't forget to turn off parts washer, close the lid, and throw away all towels and gloves in RED OIL WASTE CAN when finished. CLEAN UP!

Toxic Paint Pigments/ Painting

The following paint ingredients are extremely toxic to you through skin contact, inhalation, or if swallowed.
Know that you have a choice when purchasing art supplies and choose paints that are non-toxic to you, others and the environment.

Highly toxic pigments- Avoid at all costs

Lead Red (Red 105) Contains lead
Molybdate Orange (Red 104) Contains lead and chromates
Chrome Orange (Orange 21) Contains lead and chromates
Mercadmium Orange (Orange 23) Contains cadmium, mercury and sulfides
Barium Yellow (Lemon Yellow, Barium Chromate, Yellow 31) Contains barium and chromates
Chrome Yellow (Chrome Lemon, Primrose Yellow, Lead Chromate, Yellow 34) Contains lead and chromates
Zinc Yellow (Zinc Chromate, Yellow 36) Contains chromates
Naples Yellow (Lead Antimonite, Antimony Yellow, Yellow 41) Contains lead and antimony
King's Yellow (Yellow 39) Contains arsenic
Strontium Yellow (Yellow 32) Contains strontium and chromates
Zinc Yellow (Yellow 36) Contains chromates
Chrome Green (Milori Green, Prussian Green, Green 15) Contains chromates
Emerald Green (Paris Green, Vienna Green, Green 21) Contains arsenite
Scheele's Green (Schloss Green, Green 22) Contains arsenite
Cobalt Violet (Violet 14) Contains cobalt and arsenite
Flake White (Cremnitz White, Lead White, White 1) Contains lead
Lithopone (White 5) Contains zinc sulfide
Zinc Sulfide White (White 7) Contains zinc sulfide
Witherite (White 10) Contains barium **Antimony**
White (White 11) Contains antimony **Antimony**
Black Contains antimony sulfide

Possibly toxic pigments- Avoid unless necessary

Vermilion (Cinnabar, Red 106) Contains mercury compounds
Cadmium Red (Red 108) Contains cadmium
Cadmium Orange (Orange 20) Contains cadmium
Cadmium Yellow (Yellow 37) Contains cadmium
Cobalt Yellow (Aureolin, Yellow 40) Contains cobalt
Cobalt Green (Green 19) Contains cobalt
Chromium Oxide Green (Olive Green, Permanent Green, Green 17) Contains chromic oxide
Viridian (Emeraude Green, Green 18) Contains chromic oxide
Prussian Blue (Iron Blue, Milori Blue, Bronze Blue, Blue 27) Contains cyanide compounds
Antwerp Blue (Blue 27) Contains cyanide compounds
Cobalt Blue (Kings Blue, Blue 28) Contains cobalt
Manganese Blue (Blue 33) Contains manganese
Manganese Violet (Permanent Mauve, Violet 16) Contains manganese and barium

Potentially toxic pigments- Use caution

Lithol Red (Red Lake R, Red 49) Sometimes contaminated with soluble barium
Nickel Azo Yellow (Green Gold, Green 10) Contains nickel
Barium White (Blanc Fixe, White 21) Sometimes contaminate with soluble barium

Note: If paint is listed as a hue, for example, Cadmium Yellow Hue, then that means that the paint is made of derivatives to look like Cadmium, and it is usually nontoxic.

Appendix E: Area Specific Information: Printmaking

The printmaking labs are a collaborative, democratic space dedicated to communal making. We ask for all participants in the space be mindful and respectful of each other and our shared equipment. This guide generally outlines the procedures for using various areas of the Printmaking lab area; detailed Health & Safety guidelines can be found in the SAAH Health and Safety Handbook. https://arts.ufl.edu/academics/art-and-art-history/health-safety/

1. Hazards (inherent)

Inhalation of vapors and fumes associated with solvents in inks, thinners, lacquers, wash-ups, film adhesives and block-outs, aerosol fixatives and glues, vapors given off during the drying process of toxic pigments
Spillage resulting in skin or inhalation contact with corrosive liquids and solvents. Absorption and ingestion of toxic chemicals.
Fire associated with the use of solvents and other substances with low flashpoints.
Physical Use of heavy machines (presses) pose a risk of exertion or physical injury if used improperly.
Skin Damage/irritation Certain solvents and corrosives pose a risk of irritation or harm if in contact with exposed skin.
Eye Damage Chemistry presents a risk for eye irritation or damage if used without protective eyewear.

Risk Levels:
Risk levels in printmaking activities are divided into three categories, depending on the complexity of the operation and the degree of associated risk:

Low risk Processes that do not require protective equipment and pose a low level of injury. This includes screen printing, press use, mixing inks, general studio usage.

Medium risk: Includes activities that require protective equipment but present low risks if done properly. This would include using photo-sensitive materials, oil-based ink clean up, monotype, lithographic printing.

High risk: Activities where safety equipment must be used and present a moderate to high risk of injury. Includes any activity where acid or corrosives are present, power washer use, hot plate use, mixing intaglio grounds, using petroleum-based solvents.

2. Best Practices

Always be aware of the safety concerns of your class materials and ensure that you and others in the studio are wearing the proper protective equipment and using ventilation if necessary. Nitrile gloves, eye protection, and hearing protection are provided for enrolled students.

Before beginning a printmaking course, students will receive training in printmaking and worksite safety so that they are aware of the range of hazards associated with printmaking. Students will be instructed on the nature, safe mixing, use and disposal of toxic pigments, acids, solvents and other chemicals used in the printmaking processes as well as the safe operation of the printing equipment.

Any activity in which ink or solvents re present requires protective gloves. If further protective equipment is required for the handling of a specific material or process, your faculty and lab TLS will go over the exact procedures needed.

To ensure the safety and health of students and instructors, the following is a list of best practices in the effort to create a safe working environment. In any instance where you are unsure of the safety protocol, always ask your faculty or area TLS (mdunigan@arts.ufl.edu) before preceding.

Printmaking Techniques: Hazards & Precautions

	Ingestion Hazard	Inhalation Hazard	Skin Contact Hazard	Flammable/ Other	Precautions
PRINTMAKING INKS					
Pigments	Haz. w/chronic exposure	Potential haz.	Chromate and cobalt cause irritation	Getting pigments in cuts or sores	Use ready-made inks; use glove box, respirator; follow good hygiene practices; wash work surfaces
Oil vehicles slightly haz, chronically	Do not ingest!!! High Toxicity.	Don't use open flame; place oil- soaked rags in disposal cans or pails of water	Moderate Toxicity, avoid prolonged contact, use gloves	Flammable and may spontaneously combust	
Tack Reducers	Moderate toxicity	Moderate toxicity	Moderate Toxicity	Benzine flammable	
Stiffeners	Not toxic	Large amounts haz.	Irritant		
Anti-skinning Agents	Moderate to high toxicity	Highly toxic (aerosols)	Slightly irritating/ slightly toxic		
Dryers	Do not ingest!!! High toxicity	Moderate toxicity; High toxicity if sprayed	Moderate irritation Possible	Flammable (most)	Avoid lead or manganese driers; take precautions against fire
PRINTING					
Inking and Printing	Haz. w/accidental ingestion	No hazard, unless old inks dry	Haz. if ink gets into sores or cuts	Heavy rollers cause back problem s	Use water-based inks; avoid hand-spreading inks; use barrier cream; practice good hygiene techniques; safety guards
Cleanup	Moderately toxic	Moderately/Highly toxic	Moderately toxic	Solvents flammable, talc toxic by inhalation	use safety razor blades to remove ink; use least toxic solvents; wear nitrile gloves; use exhaust fan; respirator; avoid talc
LITHOGRAPHY					
Drawing Materials					
Solvents	Lamp black	Airbrushing more	Avoid skin contact		
moderately toxic, except alcohol (slightly toxic)	moderately toxic, may cause cancer	hazardous	w/lamp black and solvents; use ventilation; do airbrushing in spray booth; use respirator		
Stone Processing					
Rosin dust, talc, solvents	Gum arabic and acid, can burn	Some are carcinogenic; skin irritants	Use prepared etches; don't use hydrofluoric acid; wear appropriate gloves, goggles, apron; add acid to water, not water to acid; neutralize acids		
Stone Cleaning	Highly toxic	Not as serious a hazard	Highly corrosive/toxic	Phenol can be fatal	DON'T USE phenol; wear nitrile gloves, goggles, protective apron
Metal Plate Processing					
Dichromates highly toxic; lacquers haz.	Acids irritants; moderately toxic; phenol highly toxic	Dichromates probable carcinogens; solvents flammable	Avoid phenol, dichromates,gas , concentrated acids; wear gloves, goggles, apron; use exhaust hood, respirator, ventilation		
Photolithography					

Ammonia highly toxic; solvents highly toxic	Moderately toxic, eye irritants;solvents highly toxic	Carbon arc fumes highly toxic; uv radiation damaging	Avoid ammonium dichromate; wear gloves, goggles; use exhaust hood, respirator; don't use carbon arcs; paint walls w/zinc oxide for protection		
INTAGLIO (Acid Etching)					
Etching Grounds and Stop-Outs					
	Xylene absorbed; solvents haz.; asphaltum slightly toxic	Xylene highly toxic; rosin dust slightly toxic		Xylene flammable; alcohol slightly toxic; PAH's carcinogenic	Store solvents in safety cans; use exhaust ventilation; practice good hygiene techniques; use lowest temperature on hot plates to avoid vaporization of PAH's
Aquatints					
Rosin dust causes allergies; spray paints					
Rosin and asphaltum dusts explosive					Wear respirator; make sure rosin box is spark-proof; wet-mop rosin dusts; use spray hood or respirator, or spray outdoors
Etching Process	Acids corrosive, highly toxic	Highly toxic chlorine gas, nitrogen dioxide haz.	Acids corrosive; ferric chloride irritant	Acids may be fatal; Reaction. can cause fires; edges can cut	Use ferric chloride; store nitric acid & potassium chlorate away from others; wear gloves, goggles, apron; use ventilation; neutralize acids; don't induce vomiting; cover acid baths; use eyewash fountain
Photoetching	Ether acetates moderately toxic; xylene highly toxic	Ethyl acetates highly toxic; xylene highly toxic	Ethyl acetates highly toxic; xylene moderately toxic	Butyl cellosolve highly toxic, carbon arcs haz.	Use pre-sensitized plates; use local exhaust ventilation; wear respirator, gloves; with carbon arcs, use ventilation, wear welding goggles; paint walls with zinc oxide paint to prevent uv radiation reflection
INTAGLIO (Drypoint, Engraving, Mezzotint)					
Metal dust irritating	Cuts from metal	Carpel tunnel syndrome; electrical shock	Clamp plate to table to prevent slipping; hold tools properly; cut away from body; store tools in canvas holders, with sharp edges embedded in corks; wear respirator; keep tools sharp; rest wrists to avoid carpel tunnel		
RELIEF PRINTING					
Woodcuts and Wood Engraving					
Wood dusts moderately toxic	Woods moderately	Tools can cause carpel tunnel	Vacuum or mop all wood dust; wear		
	toxic & skin irritants; tools can cut skin	syndrome	hand creams protective against irritating woods; cut away from you, with hands behind tool; rest wrists to avoid carpel tunnel syndrome; use linoleum cutting instead		
Linocuts					

Solvents moderately toxic	Tools less likely to cause cuts; caustic soda corrosive	Heated wax and solvents flammable	Cut away from you; heat linoleum with electric pad on low heat; wear gloves and goggles; wash hands; avoid open flames; do not let children use caustic soda		
Letterpress					
Metal Type					
	Wash hands after handling type; do not ingest	Avoid stirring up lead or metal dust to avoid inhalation	Metals can irritate skin; wash hands	Not flammable	Washing hands is important safety precaution of handling metal type and material. Dispose of waste metal in "hell box" to be emptied periodically.
Rubber Based Inks					
	High toxicity; do not ingest	Moderate to high toxicity	Skin irritant, avoid contact with cuts or sores	Moderate flammability. Keep away from heat or flame.	Ventilation should always be used when handling inks. Dispose of cloths containing ink in Red flammable waste can
Cleaning					Ventilation should be used while printing and cleaning in the letterpress studio.
Crisco	Low toxicity	Low toxicity	Low toxicity	Moderate flammability. Keep away from heat or flame	Dispose of cloths containing Crisco in Red flammable waste can
Simple Green or Mr. Clean	Moderate toxicity	Low to moderate toxicity	Low toxicity/ skin irritant	Low to moderate flammability	Dispose of cloths covered in inks, Crisco, and cleaner in Red flammable waste can
Mineral Spirits	High toxicity	High toxicity	Moderate to High toxicity	High flammability. Keep mineral spirits capped and in flammable cabinet when not in use.	Dispose of cloths covered in mineral spirits in Red flammable waste can
SCREEN PRINTING					
Stencils					
					Paper stencils are the least hazardous, since solvents are not used in their preparation; stencils for water-based inks need to be insoluble in water at room temperature; those for solvent-based inks must be insoluble in ink solvents
Resists and Blockouts	Methyl alcohol moderately toxic	Ethyl alcohol slightly toxic; methyl alcohol moderately toxic; lacquers highly toxic	Ethyl alcohol slightly toxic; methyl alcohol moderately toxic; lacquers highly toxic	Solvents flammable	Water-soluble glues, wax, and frisket are least haz. materials; wear gloves, goggles; wash hands with water, not solvents; use ventilation, respirator; store solvents in closed containers and dispose of daily
Film Stencils					

Adhering fluids moderately toxic; film removers highly toxic; Isopropyl alcohol slightly toxic	Adhering fluids slightly toxic to moderately toxic; film removers toxic	Isopropyl alcohol, adhering fluids, film removers flammable	Use ventilation with adhering fluids and isopropyl alcohol; use adhering fluids instead of film removers to remove film; follow fire prevention rules		
Photo Stencils					
Ammonium dichromate irritating (probable carcinogen)	Ammonium dichromate moderately toxic; diazo eye irritants	Carbon arcs highly haz; uv light haz.	Wear appropriate gloves (see SDS), goggles; use diazo photemulsions or presensitized emulsions; DO NOT USE carbon arcs; use photoflood or sunlamp instead		
Screen Printing Inks	Mineral spirits moderately toxic; modifiers moderately toxic	Mineral spirits moderately toxic; toluene highly toxic; vinyl inks highly toxic	Mineral spirits moderately toxic; epoxy inks irritating; retarders moderately toxic	Glycol ethers more haz. than propylene/ ethylene	Use SDS's; use water-based screen printing inks; use local exhaust ventilation; obey fire prevention rules; empty waste cans daily
Printing and Drying					
					Solvents highly haz.; gases/fumes irritating
					Use slot exhaust hood; wear respirator; dry prints in specially ventilated area; use dilution ventilation for post-print curing of fabrics; no ventilation needed for water-based inks
Cleanup					
	Solvent wash-ups highly toxic; mineral spirits moderately toxic; bleach highly toxic	Solvent highly toxic; mineral spirits moderately toxic; bleach highly toxic	Solvents moderately toxic; mineral spirits moderately toxic; bleach moderately toxic	Solvents are fire hazards. Store in flammable cabinets.	Clean ink off screen before it dries; use acetone, odorless mineral spirits, or lithotine instead of commercial wash-ups; use ventilation and respirator; wear gloves,goggles; prevent fire; dispose of solvent-soaked rags
OTHER PRINTING PROCESSES					
Collagraphs					
	Organic solvent glues haz.	Aerosol spray fixative haz. Organic solvent glues haz.; sanding dusts irritating	Possible skin irritants		Avoid more toxic glues; wear nitrile gloves; use adequate ventilation; use water-based glues instead of solvent-based; wear dust mask; brush on fixatives, instead of spraying; spray outside, with respirator
Plastic Prints					
	Haz. of accidental ingestion of ink		Haz. of ink in cuts and sores		Use water-based inks; don't wipe plates with hands; use barrier hand cream; use good hygiene techniques; use safety guards
Monoprints					
	Haz. of accidental ingestion of ink		Haz. of ink in cuts and sores		Use water-based inks; don't wipe plates with hands; use barrier hand cream; use good hygiene techniques; use safety guards

3. Links

Non-toxic printmaking mandate at Rochester Institute of Technology:
http://www.rit.edu/cias/art/nontoxic/intro.htm

Non-toxic Printmaking (with further links on the subject):
http://www.nontoxicprint.com/hsinformation.htm

4. Rules

Access

Printmaking courses will require a significant amount of work in the studio outside of class. Use of the facilities are currently reserved for students enrolled in printmaking classes and graduate students. You must complete a safety orientation to sign up for open studio access (Contact Myles Dunigan mdunigan@arts.ufl.edu for training appointments or sign up on the Virtual Print Shop canvas).

- Do not work in the studio alone
- No Food/Eating in the studios. Beverages must be covered.
- Follow the proper procedure for reserving studio time in accordance with COVID guidance.
- Only SA+AH students, faculty and staff are allowed in SA+AH buildings. Pets, children, roommates, etc. are not permitted in the studio spaces.
- Certain print materials pose moderate to significant health risks; consult the teaching lab specialist or your faculty for instruction on safe use.
- Do not prop open the doors or give out the door codes to others.

Ventilation

FAC 318, 318A (acid room) and 311 (type shop) are equipped with ventilation systems. You must have the ventilation turned on and the studio doors closed when using nitric acid etching baths and/or solvents (lithotine, California wash, Gamsol, etc.) The ventilation system in FAC 311 must remain on at all times. The 318/318A system should remain off unless certain chemicals/processes are in use.

Health and Safety

In case of a medical emergency, dial 911 or Campus Police (392-1111).

Accidents or injuries must be reported to your faculty or TLS immediately. Failure to adhere to the SA+AH safety guidelines may result in access to the labs being limited or revoked.

- SA+AH is committed to upholding the policies set forth by the University of Florida with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not permitted. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.
- Personal protective equipment must be worn when handling printmaking materials. Gloves and safety goggles must be worn when using any solvents or hazardous materials.
- Closed-toe shoes must be worn at all times in the studios (no sandals, flip-flops, etc.)
- Long hair should be tied back when using the etching or lithographic presses. Do not wear dangling jewelry or loose-fitting clothes when operating the presses.
- All materials must be labeled and properly stored. Do not leave projects on tables, cutting surfaces, or obstructing any door/hallways.
- Flammable waste must be disposed of in red disposal bins.
- Clean up any spills and immediately report them to the teaching lab specialist.
- Do not use unauthorized materials (dry pigments, clay/plaster, ammonia-based cleaners, etc.) in the studio.

Equipment

The printmaking area contains certain specialized equipment for print processes (presses, exposure units, power-washer, etc.) Do not use any equipment without training from your instructor or area TLS. The use of printmaking equipment will be covered in your course instruction and by special permission from area faculty. If you see students using equipment in an improper or dangerous manner, please ask them to stop what they are doing and report to your faculty or TLS. Equipment/Tools/Materials must remain in the lab areas at all times.

Studio Maintenance

We are all responsible for maintaining a clean, organized print shop, and each person using the space is expected to clean up after themselves. Always leave the studio cleaner than when you found it.

- Do not leave ink on the glass slabs or on brayers if you are not working. Even if you are simply taking a break, clean up your space so someone else can use it.
- Wipe down the press bed after every use. Do not leave plates/stones/blocks on the press if you are not actively printing.
- If we are running low on a certain solvent or cleaning material, contact your faculty, TA, or TLS and let them know.
- Recycle your paper scraps if they are clean! Dispose of garbage properly.
- Only use your own designated cubby or flat file. Never take materials from another student's drawer or storage area.
- Clean all work surfaces used.

Printmaking Computer and Transparency Printer

The printmaking area includes a computer and digital inkjet printer (FAC 308A) for making photo transparencies for certain processes. Printer use is reserved for students enrolled in printmaking courses that use photo processes. Contact Myles Dunigan (mdunigan@arts.ufl.edu) or your faculty regarding access. Please prepare your files using your own computer in advance of printing.

Acid Room

Gloves and goggles must be worn at all times in the acid room (FAC 318A). Nitric acid is hazardous and caustic, and use of the etching baths require the ventilation system to be on. Ask for assistance with etching your plates, nitric baths are for zinc only currently, do not use them for copper or steel. If you come into contact with acid, wash the affected area immediately with water and report the incident.

SA+AH CONTAINER POLICY (see policy below)

Any materials brought into the lab (excluding items already on your class materials list) must be labeled and be assessed for potential hazards or chemical interactions. Contact the TLS in advance of bringing chemicals, solvents, cleaners, or other hazardous materials into the studio.

There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH. Each is used for a different purpose.

White:
All new and or used product in containers (hazardous or what might be perceived as hazardous -i.e. watered down
gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc…) must be labeled within the SA+AH to identify their contents. Labels can be found at the SDS box in each studio and work area. All containers must be marked with your name, contents and

date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

Yellow:
WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.
All containers must have a yellow label identifying the contents that are designated as trash for EHS pick up.
- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
- 5 gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
Labels should also include the building and room number of the shop generating the waste along with the Waste
Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

Appendix F: Health & Safety Area Specific Information: Sculpture

1. Hazards (inherent)

Welding
Welding produces toxic fumes and radiates UV light.

Sanding
Sanding produces toxic and/or irritating dust.

Spray Paint
Spray paint produces toxic fumes, generates liquid hazardous waste in excess paint and solvents used in cleaning (acetone, mineral spirits.)

Epoxy, Bondo, Polyester Resins
These produce toxic fumes and generate both toxic and liquid hazardous waste. Stones containing silica are also toxic when sanded.

Plaster, Cement
Both generate toxic, irritating dust when mixing. Cement is highly alkaline and can burn then skin when exposed.

Silver Soldering
Both electrical and structural soldering produces toxic fumes from flux (hydrochloric acid and phosphors). Solder may contain lead, which is toxic.

2. Best Practices

- All students must attend an orientation before using the wood and metal shops. During the orientation, all shop rules and policies are presented as well as a discussion of the proper and safe use of shop tools.
- Work in a well-ventilated area while welding; cover all skin.
- Shield eyes with approved lens safety wear.
- Work in well-ventilated area while sanding wood.
- Spray painting must be done in spray booth (FAC 211A).
- Resins may not be mixed indoors.
- Wear rubber gloves and use plastic drop cloth to contain chemicals when used.
- Silver soldering should be done in a well-ventilated area.

3. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor or Teaching Lab Specialist.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://arts.ufl.edu/academics/art-and-art-history/health-safety/
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- **In case of emergency, call campus police at (352)392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Operations + Facilities Manager within 48 hours of the event.
- SA+AH is committed to upholding the policies set forth by the University of Florida with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not permitted. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.
- Get permission from shop supervisor before beginning work
- Sign in to use the wood shop
- Eye protection must be worn when using any power tools
- Long hair must be tied back

- Hearing protection is available
- Familiarize yourself with the closest eyewash unit
- Shirt tails must be tucked in, and loose sleeves rolled up
- Shoes must cover toes
- No loose jewelry allowed in the shop areas
- Clean up your mess
- Students are prohibited from taking home any SA+AH property
- All painting and sanding must be done in the courtyard when weather permits.
- Newspaper or plastic must be used to protect table and floor surfaces from paint, glue and plaster
- Students are prohibited from storing materials or projects in the wood or metal shops
- Do not use stationary equipment to cut painted, recycled or pressure treated lumber
- Dust off tools, tables and sweep the floor when finished using wood tools
- Scrap material must be disposed of immediately
- Tools and shop equipment must be put away in its proper place
- The table saw, jointer and planer are to be used only under the supervision of Brad Smith and any unauthorized usage will result in expulsion from the shops
- No food or drink in the shops
- Only students enrolled in current SA+AH courses who have attended the orientations may use the shops. No visitors while you work.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Locate the nearest eyewash unit and familiarize yourself with its functions.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **SA+AH CONTAINER POLICY** (see policy below)
  There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH. Each is used for a different purpose.

  White:
  All new and or used product in containers (hazardous or what might be perceived as hazardous, i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc…) must be labeled within the SA+AH to identify their contents. Labels can be found at the SDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

  Yellow:
  WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.
  All containers must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up.
  - Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
  - 5 gallon jugs must have a yellow hazardous waste label on the outside.
  - Fibrous containers must have a yellow hazardous waste label on the outside (top).
  - Each item in the blue bin must have a yellow hazardous waste label.

  Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
  Labels should also include the building and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

Appendix G: Health & Safety Area Specific Information: Ceramics

1. Hazards of the Materials

Ceramic Dust is a potential irritant and prolonged exposure may result in chronic conditions.
Many substances in the glaze room are marked as toxic or hazardous materials. Ingestion and inhalation of these materials could be hazardous or fatal.

2. Best Practices

Use gloves to avoid exposure to hazardous materials.

3. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://arts.ufl.edu/academics/art-and-art-history/health-safety/)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- **In case of emergency, call campus police at 392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Operations + Facilities Manager within 48 hours of the event.
- SA+AH is committed to upholding the policies set forth by the University of Florida with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not permitted. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges
- No eating or drinking in the glaze or mixing areas
- Familiarize yourself with the closest eyewash unit
- Shoes must be worn at all times
- It is required to use safety glasses when grinding, chipping shelves, etc., protective lenses for kiln viewing, gloves for hot objects, heat-resistant aprons for raku, ear protection for grinding and sawing, rubber gloves for mixing hazardous materials
- Do not block aisles, halls, or doors
- Do not bring children or pets into the studios
- Do not store things on the floor
- Clean up spills immediately
- Scoop up dry materials, mop up liquids, do not return spilled materials to original source as they are contaminated now
- Carry heavy or large trash to the dumpster
- Place materials containing barium or chrome in the hazardous waste disposal area
- Do not sweep. This puts hazardous materials in the air. Rather, scrape up chunks and wet-clean.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **SA+AH CONTAINER POLICY** (see policy below)

  There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH. Each is used for a different purpose.

  White:
  All new and or used product in containers (hazardous or what might be perceived as hazardous, i.e., watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled within the SA+AH to identify their contents. Labels can be found at the SDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. Unmarked containers will be disposed of without notice.

Yellow:

WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.

All containers must have a yellow label identifying the contents to be designated as trash for EHS pick up.

- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
- 5 gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
Labels should also include the building and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

Appendix H: Health & Safety Area Specific Information: Photography

1. Hazards of Materials

There are many hazards associated with photographic materials. An effort to minimize the hazards associated with photographic chemicals begins with the understanding and following of darkroom rules and procedures, and with familiarity with the SDSs and proper handling and disposal of these chemicals.

Developers: Developer solutions and powders are often highly alkaline and are moderately to highly toxic. They are also sources of the most common health problems in photography: skin disorders and allergies. Developers are skin and eye irritants and many are strong allergic sensitizers.

Stop Baths: The acetic acid commonly found in stop baths can cause dermatitis and skin ulceration and can severely irritate the respiratory system. Contamination of the stop bath by developer components can increase inhalation hazards.

Fixers: Fixer contains sodium thiosulfate, sodium sulfite and sodium bisulfite. It may also contain potassium aluminum sulfate as a hardener and boric acid as a buffer. Fixer solutions slowly release sulfur dioxide gas as they age. However, when these solutions are contaminated with acid from the stop bath, the gas sulfur dioxide is released at a more rapid rate.

Hardener: Hardeners are added to fixer for use in film processing. They often contain formaldehyde, which is poisonous, very irritating to the eyes, throat, and breathing passages, and can cause dermatitis.

Fixer Removers: Also known as Hypo Clear. Many hypo eliminators are skin and respiratory irritants. Some are corrosive to skin, eyes, nose and throat.

Toners: Toner usually involves the replacement of silver with another metal such as gold, selenium, uranium, lead, cobalt, platinum or iron. These highly soluble toxic compounds are more dangerous since they can be readily absorbed in the body and immediately affect internal organs.

This is not an exhaustive list of all the types of chemistry we use in the darkroom, nor does it cover all of the risks. Please familiarize yourself with the chemistry you will be using by reading all instructions associated with their use, and their corresponding SDS sheets.

2. Best Practices

The darkroom is a communal and shared workspace filled with expensive, sensitive equipment and corrosive chemicals. How you conduct yourself directly affects your fellow students and vice versa. It is very important to keep darkroom equipment and finishing areas separate from chemicals, hence the need for designated dry and wet areas. Different chemicals have different methods of handling and disposal, which are outlined on signage in each area.

The following points are a guide to basic darkroom safety and etiquette. To use these facilities, you must adhere to these safety guidelines and always leave the darkrooms clean and orderly.

- Never leave equipment unattended.
- Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, and emergency spill kits. A first aid kit is available in the cage.
- Wear nitrile gloves, chemical aprons, and safety goggles when using hazardous materials.
- Nitrile gloves are recommended for film processing and printing.
- Tong use is mandatory for printing. Be sure that you are using the properly labeled tongs for each tray.
- Avoid splashing or spilling chemicals. Immediately wipe up any spills, splashes or dribbles. Chemicals dry into a powder and become airborne, contaminating all areas of the darkroom and your lungs!
- Never leave chemicals out. Everything must be put away: either returned to a container if reusable, or properly disposed of.
- The following are to never be poured down the drain and have specific waste collection containers: used fixer, toners, bleaches, and all developers other than the basic Sprint developer.
- Follow all prescribed rules for the labeling of hazardous materials for disposal and stock. White labels are for open chemistry in use and in storage. Yellow labels are for disposal.

- Always use a funnel when pouring chemistry into containers. Never leave the funnel in the container. Always keep containers closed, and do not fill all the way up to the top.
- Rinse all lab ware and trays before and after use with hot water. Return items to their proper place, and invert to dry.
- When printing, always use a gold viewing tray to transport wet prints, and avoid dripping on the floors.
- Never place trays or chemistry on enlarger stations or on dry areas. Dry areas include enlarger stations, drying racks, green wash tubs, cutting areas, finishing areas, light tables, and designated work tables.
- Never place darkroom equipment, paper, negatives, or personal belongings on wet areas. Wet areas include the entire film room, light blue tables, sinks, and anywhere chemistry is used.
- Keep the darkroom uncluttered to avoid tripping hazards in the dark.

3. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: https://arts.ufl.edu/academics/art-and-art-history/health-safety/)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- **In case of emergency, call campus police at (352)392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Operations + Facilities Manager within 48 hours of the event.
- SA+AH is committed to upholding the policies set forth by the University of Florida with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not permitted. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.
- Follow the posted SA&AH Satellite Waste Management Chart for the photo area. Keep these areas clean and organized.
- READ AND OBEY ALL SIGNS POSTED IN THE PHOTO AREA.
- Absolutely no food or drink is allowed in the darkroom at any time.
- You must check in with a lab monitor to use any of the facilities.
- You must have a valid Gator1 card in order use the darkroom, lighting studio, and computer lab.
- Lab use is restricted to students currently enrolled in a photography class who have had an orientation. Darkroom monitors will have a list of students currently allowed to use facilities.
- Equipment must be returned in the same condition as when it was checked out.
- Your class and experience level determine the level of your lab privileges and access to particular equipment and processes.
- You must have a towel to use if you are in the darkroom.
- Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use equipment appropriately.
- You must handle and dispose of all chemicals properly by following all SA&AH guidelines, and house rules. Do not leave chemistry out or open. Clean up all spills and drips immediately.
- If you cross-contaminate chemistry or an area, please inform a lab monitor immediately.
- If you do not know how to use a piece of equipment, or are unsure of proper procedures, please ask someone.
- If something breaks, please inform a lab monitor immediately.
- You must clean up after yourself. Throw away all trash, wipe up all spills, squeegee sinks, and put away all equipment used.
- You must leave enough time at the end of open lab or class time to properly clean up.
- Follow the **SA+AH CONTAINER POLICY** (see policy below)

There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH. Each is used for a different purpose.

White:

All new and or used product in containers (hazardous or what might be perceived as hazardous, i.e., watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled within

the SA+AH to identify their contents. Labels can be found at the SDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. Unmarked containers will be disposed of with no notice.

Yellow:
WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.
All containers must have a yellow label identifying the contents that are designated as trash for EHS pick up.

- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
- 5 gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item (which must add up to 100%).
Labels should also include the building and room number of the shop generating the waste, along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

Failure to comply with any of these rules will result in revoking of darkroom privileges.

Appendix I: Area Specific Information: Art + Technology

1. Hazards of Materials

Batteries, old monitors, lamps from digital projectors if broken may release mercury.
THERE ARE NO KNOWN HEALTH HAZARDS FROM EXPOSURE TO LAMPS THAT ARE INTACT.

2. Best Practices

Though not much is generated, the Teaching Lab Specialist is certified for handling Hazardous Waste. For installations or sculptural elements, please cross-reference with other area specific information as needed.

3. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: https://arts.ufl.edu/academics/art-and-art-history/health-safety/)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- **In case of emergency, call campus police at (352)392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Operations + Facilities Manager within 48 hours of the event.
- SA+AH is committed to upholding the policies set forth by the University of Florida with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not permitted. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.
- No eating or drinking in computer the lab.
- Do not use spray adhesive in the studios or in the building. There is a professional and safe paint spray booth in FAC 211A for your use.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Installations must be removed as soon as possible after critique.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster; follow dumpster guidelines.

Appendix J: Area Specific Information: Design

1. Hazards of Materials

Students in the SA+AH design courses are not expected to encounter risks in the classroom or studios different than or greater than those ordinarily encountered in daily life or during the performance of routine work. The design program prohibits the use and storage of hazardous or dangerous materials in the design studios, classrooms, and other shared spaces. Naturally, guidance should be sought using equipment and tools with which one is unfamiliar and the safe use of materials, tools, and equipment should be a goal. For more information, contact the Teaching Lab Specialist.

2. Best Practices

The Teaching Lab Specialist is certified for handling Hazardous Waste by the University of Florida. For installations or sculptural elements, please cross-reference with other area specific information as needed.

3. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: https://arts.ufl.edu/academics/art-and-art-history/health-safety/)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- **In case of emergency, call campus police at (352)392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Operations + Facilities Manager within 48 hours of the event.
- SA+AH is committed to upholding the policies set forth by the University of Florida with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not permitted. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.
- Students not in the Design program are not permitted to use the studio facilities without permission from instructor.
- No use of spray adhesives is permitted in the graphic design area or for any graphic design project. There is a professional and safe paint spray booth in FAC 211A for your use.
- No one may store any hazardous or flammable material in any graphic design studio or classroom, ever. This includes items such as spray paint, spray adhesive, thinners, nail polish remover, etc.
- Be community-minded and collegial.
- Recycle paper, cans, and reuse other materials. Throw away trash. Do not leave food lying around.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.

Appendix K: Area Specific Information: WARP

1. Hazards (Inherent)

Power Tools: tools present a danger of personal injury, eye, injury, particulate inhalation, and hearing damage. Electrical tools present a fire risk and electrical risk.

Aerosols: Inhalation risk from fumes and eye damage. Highly flammable.

Solvents: Petroleum distillates are highly flammable and present a risk of fumes and are harmful or fatal if they are ingested or come into contact with skin.

Plaster: Plaster presents a risk of severe burns when setting; plaster dust is an inhalation hazard.

Wood varnishes/finishes: Flammability risk; harmful in event of skin contact or ingestion.

Cleaning products: May irritate skin, eyes; harmful or fatal if ingested.

2. Best Practices

WARP students must adhere to the practices set out by faculty and in all safety trainings.

- Protective equipment is required of all students in WARP while power tools are being operated. Hearing protection and protective eyewear required of all students in vicinity of power tools.
- Aerosols and solvents must be used outside and must remain there until completely dry.
- Students can not work alone in the lab and may only operate power tools under supervision by WARP staff/faculty.
- No food is permitted in WARPhaus, beverages must be in closed containers.
- Gloves and eye protection are required when using any hazardous materials.
- Flammable waste must be disposed of in red flammable container; flammable materials, including aerosols, must be stored in the flammable storage cabinet when not in use.
- Appropriate attire is required to work in WARPhaus. No open-toed shoes or items that may snag or get caught in moving tools.
- All materials must be labeled when they enter WARPhaus. Check with area TLS before bringing potentially hazardous materials into the lab.

3. Rules

Follow all SA+AH Health and Safety handbook guidelines.

GENERAL RULES

- Do not bring hazardous materials into the lab without prior approval from area TLS.
- Do not use WARP facilities or equipment for non-WARP classwork.
- Supplies provided in the WARP tool room are for class projects; please be mindful of using them economically.
- Do not eat food in WARPhaus, beverages must be in a covered container.
- Closed-toe shoes and appropriate work clothes are required.
- Only use tools and equipment after being trained and under supervision.
- Return checked out tools and equipment on time. Tools should be put away in the tool room after use.
- Label your work area and all supplies

FACILITIES - POLICIES AND SECURITY

WARPhaus is equipped with a security system that enables students to access the building **through the eastside door ONLY during regularly scheduled class times, and TA supervised open studio hours.**

- Open studio hours will be posted prominently in the WARPhaus and you will be notified via email about any temporary changes to the schedule. Students should plan to complete projects during supervised studio hours.
- Please do not ask TAs for permission to continue working after hours. For your own safety and security, TAs may not leave students to work unsupervised in the space.
- Only currently enrolled WARP students may be in the lab except during exhibition hours.
- Entering and exiting through any other door in the facility will set off a silent alarm that will notify the UF Police Department. These doors should be used **only in an emergency** and should not be left propped open at any time. The security system will recognize open doors (with the exception of the main east entrance) and this too will set off an

alarm that will alert UF Police.
- Please note that TAs and faculty will use a key lock box, located near card reader system, to physically override system and lock out students during unsupervised hours. They will also padlock the outdoor courtyard gate.

Although WARP TAs will be responsible for locking the facility each evening, please do your part to maintain security. The last one out should assist TAs in turning off the lights and locking the doors. For your own safety, do not prop open doors, especially when working at night, and commute to WARPhaus with a friend whenever possible.

WARPhaus location and security info and UF emergency phone numbers are posted prominently in the space. In case of a medical or life-threatening emergency, students should call 911. Supervising WARP TAs/GAs will be responsible for calling 911 in the case of a serious emergency, reporting suspicious activity to non-emergency UF police dispatch (352) 392-1111, and upholding policies related to student behavior and safety.

- In case of a minor injury, a first aid kit is mounted in each bathroom and another mounted in the shared portion of tool closet.
- All minor injuries should be treated at UF infirmary or the individual's doctor immediately after the incident. Inform the area TLS or your faculty of all injuries that require medical attention.
- Eye wash station is located in NE corner of large WARP space by main entrance.

STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)

SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students, equipped and supervised by the university police department. Escorts are routed on foot and driven trips. A person requesting an escort may contact SNAP via telephone at 392-SNAP (392-7627). It is advised that students call SNAP at least 45 minutes to an hour before the end of studio session

PARKING AT WARPHAUS

We do not have student parking. Temporary parking for loading/unloading materials by permission.

- **Students may not park at WARPhaus, this includes nights/weekends.**
- **Do not park in front of the dumpster on the west side of the building.**
- The three spaces on the east side of building (just outside the gate) are reserved for faculty and special guests only.
- The disabled parking space inside the gated courtyard should be open and reserved for disabled students and guests only.
- Bike racks are located inside the east courtyard gate between Little Haus and the picnic table.
- Cars parked across the street in the open lot or on the sidewalks surrounding WARPhaus WILL BE TOWED!

SHARED SPACE AND SAFETY ISSUES

In common consideration for others in the WARP community, please clean up after yourself, respect property by not using other people's materials without permission, and take care not to damage the studio space, tools or projects.

- **Tools and digital equipment must be checked out with your TA before use** and you will be held accountable to replace tools that are lost or damaged due to negligence. Equipment may be checked out by a TA once students complete a safety orientation. **Power tools can only be used with TA supervision and may not leave the lab.**
- **No thinners, spray adhesives or spray paint may be used inside the facilities. Students must use these types of materials outside in our designated courtyard area, with a tarp to protect the concrete.**
- **DO NOT migrate into, occupy, or store materials in any classroom space NOT assigned to your class.**
- Unwieldy materials cannot be stored where they may present a problem or hazard to other students in the course.
- **ALL students enrolled in courses taught at WARPhaus MUST participate in upkeep of facilities. Custodians are not responsible for removing trash, sweeping the floors, or recycling.** Faculty and TAs will announce cleanup at least 15 minutes before studio closes. During this time, students should clean up their own area. This includes throwing away cups, paper scraps, etc. and sweeping the floor and/or tables. Brushes and paint rollers should be cleaned out and sinks should be left free of paint, tools and debris.
- **PAINT, PLASTER AND OTHER ART MATERIALS SHOULD NOT BE DUMPED IN THE SINK.** Health and environmental concerns are associated with this practice, as is the need for a "clog free", working sink.
- **When projects are disassembled, put reusable lumber in designated recycling area and the rest inside the west- side outdoor dumpster.** The dumpster is only for materials smaller than 4 feet. Do not put larger items or carboard in the dumpster. It is the students' responsibility to remove all projects by the class deadline in an appropriate manner.
- At the end of the day, if TAs are required to clean up after a student, this will be noted and reflect negatively in their

participation grade. Remember, if you leave a project behind, or do not dispose of the remnants correctly, your grade will begin to plummet in just 24 hours, and the project will ultimately be thrown out.

DRUG-FREE SCHOOL & WORKPLACE AND CLEAN INDOOR AIR ACT

WARPhaus is committed to upholding the policies set forth by the University of Florida in regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not allowed in the classroom or outdoor areas. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.

SA+AH HEALTH & SAFETY PROGRAM - HAZARDOUS WASTE SATELLITE ACCUMULATION

All students will get a presentation on safe use and disposal of hazardous materials and be expected to be conscious of the safe use of materials and proper waste disposal procedures. Please make yourself familiar with the SA+AH Health and Safety Program https://arts.ufl.edu/site/assets/files/37319/saah_health_and_safety_handbook_2020.pdf during the first week of class. Each student will be asked to complete an H&S student waiver form (which will be given to you and signed during studio).

The WARPhaus facility has a designated area for art materials/hazardous waste pickup (located by the southeast utility sink area). This area should NOT be used for art making and bins and storage containers utilized in this area should NEVER be moved or used for any other purpose. When in doubt about the safety or disposal of your art materials, please speak with WARP faculty and TAs. Information about Hazardous Waste Disposal, Health and Safety will be posted in this area for consultation as well.

SA+AH CONTAINER POLICY

There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red SDS box and are supplied by the SA+AH. Each is used for a different purpose.

White:

All new and or used product in containers (hazardous or what might be perceived as hazardous, i.e., watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled within the SA+AH to identify their contents. Labels can be found at the SDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

Yellow: WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE **All containers** must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up. - Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top). - 5-gallon jugs must have a yellow hazardous waste label on the outside. - Fibrous containers must have a yellow hazardous waste label on the outside (top). - Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture, as well as an approximate percentage of the total for that item and must add up to 100%. Labels should also include the building and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

GUIDELINES FOR USE OF CAMPUS FACILITIES AND GROUNDS

Please make every effort to maintain the facilities and grounds of the WARPhaus, the School of Art and Art History, the College of Fine Arts and The University of Florida. Specifically we ask that you follow these guidelines:

- Do not mark, paint on or deface any interior or exterior of the school or college facilities. Take care to use protective tarps, drop cloths or masking material when working with paint media or similar materials to protect the walls, floors and baseboards in public spaces such as hallways, studio classrooms, sidewalks, outdoor courtyards and parking lots.
- If a special project requires temporary modification to a wall surface or to the grounds, you must obtain specific permission from your instructor prior to undertaking the project. The site must be returned to its original condition immediately following the project unless prior written permission has been obtained from the School of Art + Art History. If given permission to alter a space, please work with your instructor to make sure correct materials and procedures are used and that surrounding areas are properly protected to ensure any altered space will be easily repairable.
- Art projects must NOT interfere with or impede access to, classrooms, hallways or other public spaces.
- Site-specific art projects must be installed and engineered with the safety of the general public in mind. Grades will not be issued for the project, or the class, until the project has been completely removed, and the site has been

restored to its original condition.

Failure to comply with these rules will result in disciplinary action, withholding of grades, the possible lowering of a grade, or failure of the course.

GUIDELINES FOR WORK IN THE SURROUNDING COMMUNITY

Projects on campus and in the surrounding community will be held at a higher level of scrutiny than those conducted inside the studio. Proper care should be taken in order to assure all property in the area is respected and well maintained, and projects should be executed with public health and safety in mind. Vandalism of any kind will not be tolerated. As on campus, students doing site-specific work off-campus will be legally and financially accountable for any illegal or destructive actions.

In addition, projects involving the greater community should be carefully considered and faculty and TAs must be consulted throughout. All public projects must be cleared by faculty and permission granted. Remember, that the School of Art + Art History retains the power to require a more appropriate solution to projects that may violate any of the guidelines outlined above.

Treat the community surrounding WARP studio with respect. Please do not litter or leave materials out in the area. Respect property, surrounding businesses and the rights of individuals in the community.

Failure to comply with these rules will result in disciplinary action, withholding of grades, the possible lowering of a grade, or failure of the course.

PROJECT ACCOUNTABILITY AND CONSEQUENCES

As an art student at the University of Florida, you will receive our support and guidance for carefully thought-out projects, but we are also counting on you to use your best judgment. Please think carefully about the repercussions of your work, especially as they relate to the use of human subjects and animals, the health and safety concerns of you and others, environmental concerns, inappropriate or illegal use of property, including copyright violations and other legal and ethical issues**. Being an art student does not protect you from academic and even legal actions**, should your judgment be flawed. You are responsible for checking with faculty and with other officials if you are the least bit uncertain in this regard. **PLEASE NOTE THAT THE SCHOOL OF ART + ART HISTORY AT THE UNIVERSITY OF FLORIDA RETAINS THE POWER TO VETO ANY PARTICULAR RESPONSE TO A SET PROJECT AND TO REQUIRE A MORE APPROPRIATE SOLUTION.**

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Appendix L: Rules Governing the Use of Live Animals

All students using live animals in any art project, sculpture, installation or exhibition* taking place on University property, making use of University facilities, or in response to any assignment given in any University class or program will be required to:

Read the Animal Welfare Act and the Florida State Laws Relating to Animals available at http://iacuc.ufl.edu/guidelines.htm.

Fill out a "Animal Use for Teaching Purposes" approval request form, which is available at https://research.ufl.edu/compliance/animal-subjects.html

In this proposal, the student must address a significant number of issues, some of which include: Description of animal project including species of animal(s) to be used, numbers of animals involved, duration, and any other information that will give an accurate characterization of the proposed activity. Justification for project – what is the intended significance of this work? Why is the inclusion of live animals important?

Name of veterinarian responsible for veterinary services to animal(s) if necessary.

- How will animals(s) be housed, cared for, watered and fed? Will animal(s) be subjected to any non-standard housing, care and/or will animal(s) undergo any food or water restrictions?
- Will animal(s) be subjected to excessive restraint?
- What will happen to the animal(s) at the end of this project?
- Will you be performing any activity that might cause the animal to die?**

*This is not intended to apply to students who merely plan to represent animals, as, for example, when a student wants to photograph, draw, paint or sculpt animals. In this same example, however, if the student, in the course of his/her art making activity, plans to bring an animal into the classroom or studio to use as a model, then permission must be obtained via the above-explained guidelines. The spirit of
these guidelines is that, generally speaking, the School of Art + Art History policies support respect for life. The SA+AH does not support the making of art that causes animal suffering.

**It is highly unlikely that any project involving animal euthanasia would be approved at the School level. However, in the unlikely event that approval is obtained at this and all other levels, students will be required to follow the specific rules and methods of humane animal euthanasia listed in the 2000 Report of the American Veterinary Medical Association's Panel on Euthanasia, which can be obtained at https://research.ufl.edu/compliance/animal-subjects.html

If you plan to use dead animals or animal parts, you must complete the "Cadaver/Tissue Use Only – No Live Animal Contact Approval Request Form", which may be found at https://research.ufl.edu/compliance/animal-subjects.html

Appendix M: Rules Governing the Use of Human Subjects

https://research.ufl.edu/compliance/human-subjects.html

Research Compliance: Human Subjects
In all research, development and related activities involving the use of human subjects, (including oneself) the University seeks assurance that those persons who participate as subjects or volunteers does not get expose to unreasonable risks to their health, general well-being or privacy. All projects involving human subjects must be reviewed and approved by the University's Institutional Review Board (described below) before the planned research may begin.

The Institutional Review Board (IRB) is a committee of appointed volunteers (both University and Non-University representatives) who review and approve the use of human subjects, volunteers, or participants in research projects.

UP Non-Medical/IRB-02: 352-392-0433

Incident Report: School of Art + Art History

This form must be completed by the supervisor and submitted to
SA+AH Operations + Facilities Manager, room FAC 101
Procedures are listed on the back of this page

Name of Injured Party _____ UFID_____

Supervisor Completing Report and Contact Information_____

_____

Date_____ Time_____ Location_____

Course/Class_____

Witnesses (Name and Contact Information)_____

_____

Briefly Describe Injury_____

_____

_____

Please Explain Incident in Full Detail (Use Additional Pages if Necessary)

Action Taken - (Students should go to UF Student Health Care Center. Employees, including GTA/GA, call Worker's Compensation.)_____

_____

_____

_____

Signature:_____
GTA (if teaching the course)/Faculty

Signature:_____
Witness (if applicable)

Incident Report Procedures: School of Art + Art History

Injuries or Medical Emergencies: *If you discover a medical emergency:*

1. If necessary, call 911. Make a note of your location (listed below).
2. Immediately **notify** your Supervisor, GTA and/or Faculty.
3. The Supervisor, GTA, or Faculty will bring the **first aid kit** to the site or instruct someone else to do so.
4. If necessary, and you are properly certified, while waiting for EMT to arrive, administer First Aid/CPR using all personal safety equipment available as outlined in First Aid training.
5. Keep the person as comfortable as possible. **Disperse any crowd** that may have gathered.
6. Take a moment to look around, making a mental note of the scene and those around you.
7. It is against SA+AH safety procedures for anyone to drive an injured person to the hospital**. Do not put an injured person in your car**. Call an ambulance when medical attention is needed.
8. **Locate any witnesses**. Make sure they remain in a specified location so that you can talk to them after the injured person has been attended to.
9. The Supervisor should be introduced to the injured person and then to any witnesses.
10. The Supervisor should fill out the **SA+AH Incident Report** including any information witnesses may have. Any witnesses should also to sign this form.
11. Submit this form to the SA+AH Operations + Facilities Manager, room FAC 101
12. **For non-emergencies**, strongly encourage the student to **seek medical attention** at the UF Student Health Care Center or student's doctor immediately after the incident. It is SA+AH policy that the student seek medical attention after every incident.

UF BUILDING	**UF BUILDING NUMBER**
Fine Arts Building A (Library, Office of the Dean)	597
Fine Arts Building B (Gallery)	598
Fine Arts Building C (Main Office, AH, Studios)	599
Fine Arts Building D (Studios, Offices)	269
Old Norman (Art Ed)	101
WARPhaus (Off campus- 534 SW 4th Ave)	3451
GRADhaus (Off campus – 810 NW 1st Place)	3324

CONTACT	**PHONE NUMBER**
Medical Emergency	911
UF Police	(352) 392-1111
UF Infirmary (afterhours medical concern)	(352) 392-1161
UF Infirmary (afterhours mental health concern)	(352) 392-1575
SA+AH Main Office	(352) 293-0201
UF Workers' Compensation (employees only, grads when engaged in UF work) --	1-800-455-2079 (Amerisys)

Injury Reporting Procedures for Employees *(Faculty, Staff, and GTAs engaged in UF work)*

Non-life Threatening Injuries

Before Getting Treatment

Treatment for any non-life threatening work-related injury or illness must be authorized by the State of Florida's workers' comp contractor: AmeriSys prior to obtaining medical treatment.

FIRST: Fill out the Incident Report Form so you have all the details of the injury.

SECOND: Call 1-800-455-2079 (AmeriSys): If you sustain any non-life threatening on-the-job injury. AmeriSys is the State of Florida's medical case management vendor.

- AmeriSys will ask for your Location Code. Your Location Code is 0172 (Education)
- They will ask for other info that seems intrusive, but UF has confirmed that the State requires it in order to assign a claim number. They will authorize treatment and set up the initial appointment.
-

THIRD: Call COTA Human Resources at (352)273-3054 as soon as possible thereafter.

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Life Threatening Injuries

FIRST: Seek emergency medical assistance immediately (call 911 or get to a hospital) for a life-threatening injury (loss of limb, normal body function loss such as difficulty breathing and extreme bleeding, etc.).

SECOND: Fill out the Incident Report Form so you have all the details of the injury.

THIRD: Call or have someone call 1-800-455-2079 (AmeriSys):

- AmeriSys will ask for your Location Code. Your Location Code is 0172 (Education)
- They will ask for other info that seems intrusive, but UF has confirmed that the State requires it in order to assign a claim number. They will authorize treatment and set up the initial appointment.

FOURTH: Call COTA Human Resources at (352)273-3054 as soon as possible thereafter.

Appendix O: Respirator Policy

UF Environmental Health and Safety
UNIVERSITY of FLORIDA

Employee Safety Training

VOLUNTARY USE OF FILTERING FACEPIECE RESPIRATORS

Review each of the following points with the employee (have employee initial boxes):

1. FILTERING FACEPIECE RESPIRATORS AND OSHA REQUIREMENTS

❑ Filtering Facepiece Respirators (also called dust masks) are considered true respirators according to OSHA. N95 refers to the NIOSH certification of the filter media that comprises the facepiece. N means that it is not oil resistant and 95 refers to it being 95% effective at filtering particles at the 0.3 micron level. N95 is the most common type of filtering facepiece respirator. Other NIOSH-certified filtering facepiece respirators include R95, P95, N100 and P100.

❑ Voluntary use is defined as use for employee comfort purposes only. No hazard exists that requires use of a respirator and the use of the respirator does not produce any additional hazard. At the University, the only acceptable respirator for voluntary use is the filtering facepiece respirator. Use of any other type of respirator, for example, a ½ face elastomeric respirator with cartridges requires full compliance with the University's Respiratory Protection Policy.

❑ If an employee is required to wear a filtering facepiece respirator (to protect against a respiratory hazard or as required by the employer), full compliance with the University's Respirator Policy is required, which includes a medical evaluation by the University's physician or other licensed health care professional, respirator training and fit testing.

❑ OSHA requires that all employees voluntarily wearing filtering facepiece respirators receive basic information on respirators as provided in Appendix D of their Respirator Standard, 1910.134 (which is found at the end of this document). **– Review Appendix D with employee. Signature of this training form certifies receipt of Appendix D to 1910.134, as required by OSHA.**

2. HOW TO USE AND WEAR A FILTERING FACEPIECE RESPIRATOR

❑ Inspect respirators prior to use, including new units out of the box. Check for rips and tears. Make sure straps are securely attached, nose piece is attached properly, and that no obvious defects exist.

❑ Proper use of the respirator is important. Without it, the respirator is ineffective against the workplace contaminates. Follow manufacturers' instructions for use. **– Review manufacturer's instructions with employee. Have employee demonstrate proper use.**

❑ Beards and other facial hair negate the effectiveness of the respirator because they prevent an adequate seal between the respirator and the face. Skin afflictions, such as dermatitis, or scars, could affect the ability to produce a seal.

❑ User seal checks confirm that an adequate seal with the face is achieved when the mask is applied. User seal checks should be done every time the mask is put on and every time it is re-adjusted on the face. – **Review manufacturers' instructions for conducting user seal checks with employee.**

3. LIMITATIONS OF PPE

- ❑ Filtering facepiece respirators are only useful for protection against particulates. They are not to be used in oxygen-deficient atmospheres or atmospheres that contain hazards that are immediately dangerous to life and health (IDLH). Odors will still be noted when using the respirator because it does not filter out gases or vapors. The respirator will not provide adequate protection if a good seal with the face is not achieved.

4. CARE, MAINTENANCE, USEFUL LIFE AND DISPOSAL OF PPE

- ❑ Filtering Facepiece Respirators are considered disposable PPE. They cannot be cleaned, especially when they become wet or soiled. They cannot be shared with other employees.

- ❑ New respirators should be stored in a clean, dry location, protected from sunlight, chemicals, water, and physical damage.

- ❑ Respirators can only be used in conjunction with a written respiratory protection program. The University's Written Respirator Policy can be found at http://www.ehs.ufl.edu/General/resppol.pdf .

Employee Name: _____ **Dept:** _____ **UFID:** _____
Signature: _____ **Date:** _____

OSHA's Respiratory Protection Standard, 29CFR1910.134

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.