

**Course:** IN 704RI / Taking the Leap: How to Start or Advance Your Studio Practice (Studio Rental and Instruction)

**Instructor:** Roger Chavez

**Length:** 15 weeks, September 5 – December 15, daily access from 8 a.m. - 10 p.m.

**Meeting:** Thursdays, 9:00 a.m. – 12:00 p.m.

**Location:** Samuel M.V. Hamilton Building (Studios – 9<sup>th</sup> Floor; Meeting – Room 1023, 10<sup>th</sup> Floor)

128 N. Broad Street, Philadelphia, PA 19102 (**Use Student Entrance on Lenfest Plaza / Cherry Street**)

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**Students are welcome to use materials of their choice within the regulations of PAFA's Clean Air Policy and Materials & Tools Safety Procedures.**

## **Clean Air Policy**

Any process that sends fumes, smoke or particulates of any kind must be done in the Spray Room on the 10<sup>th</sup> floor, or in ventilation areas on the 6<sup>th</sup> or 7<sup>th</sup> floors. Therefore, the following techniques are prohibited outside of those designated areas: Power sanding or large-scale hand sanding of gesso, wood and metal, glue making, wax melting, varnishing, painting with industrial paints of any kind, spray fixatives, wood burning, and use of approved resin.

**Critics and faculty will check and enforce this policy. Violations will be reported and subject to disciplinary action.**

## **Materials & Tool Safety**

**Safety procedures must be followed.** This is an environment containing volatile substances and potentially dangerous equipment, and all students should exercise caution when using combustible solvents and materials, and tools. All floors are equipped with ventilation systems, but care must be taken not to block air intake and outtake vents. The library has books noting the toxicity of various substances and suggested safe studio procedures.

Tools and materials usage are regulated in the shops as well. Students are responsible for knowing and following all posted and distributed safety requirements for each shop.

Use of tools and materials within student studios is limited to the following:

### **Small hand tools:**

- *Hammer*
- *Staple Gun*
- *Chisel*
- *Handsaw*
- *Matting/utility blades*

### **Power tools:**

- *Hand drill*
- *Soldering Iron*
- *Rotary tool, such as Dremmel*
- *Staple or glue gun*

Tools must be maintained and in safe condition.

### **Materials**

All materials in studios must be clearly labeled and contained properly with secured lids.

Materials - permitted:

- Oil paints, acrylic paints, watercolors, tempera paints, water-based enamels, gesso (oil and acrylic).
- Drawing media: charcoal, pencil, conte, pastels (dust must be minimized)
- Thinners: Sansodor and Turpenoid (odorless thinners) are the only thinners to be used in any building.
- Mediums: Linseed oils (regular, stand oil, sun-thickened oil, etc.)
- Water-based glues

Materials - not permitted:

- Oil-based enamels
- Turpentine or commercial paint thinners
- Spray fixatives, varnishes and enamels \*
- Epoxies
- Glues with high vapor toxins (e.g. airplane glue)
- Printmaking chemicals should only be used in the print shop; see Shop Manager for questions

\* All sprays and fixatives must be used only in the spray booth on the 10<sup>th</sup> floor of the Hamilton Building.

\*\* Resins

Resins are a popular material to use in the building of three-dimensional objects. These materials are extremely toxic and when not used with respect can cause permanent physical damage.

Therefore, after researching many of the brands on the market, we have selected a company whose product is the least toxic, and has no odor: The West System (Gougeon Brothers, Inc, PO Box 908, Bay City MI 48707-0908; phone: 989-684-7286, fax: 989-684-1374; [www.westsystem.com](http://www.westsystem.com)). No other resin is permitted.

However, the following guidelines are required:

1. This product must only be used in a well-ventilated area (not in private studios), approved in advance by either the shop manager or the sculpture department chair.
2. An approved respirator, safety glasses, and rubber gloves must be worn at all times.
3. Open ventilation with a fan to move air out of work area must be running even during the curing process.

Always consult Material Safety Data Sheets (MSDS) – in shops/department offices -- before use of any product.

**Additional Safety Rules:**

1. All applicable standards, regulations, procedures, ordinances, laws, manufacturer's specifications, and codes for the safe and proper use of tools or materials is required at all times. All materials and tools must be tested, rated and approved by a recognized governing authority of the United States of America.
2. Tool and material use is permitted only with proper Personal Protective Equipment (PPE), as well as protective measures and equipment for building occupants. Wear safety equipment, such as respirators, safety goggles, hearing protectors, hair nets, gloves, protective clothing.
3. Use of animal materials or by-products, or bodily fluids is prohibited in the studios.
4. Clean your hands thoroughly before smoking or eating. Wear safety gloves for toxic substances.
5. Dispose of soiled rags, towels, thinners, paint, and all other flammable materials in the appropriately marked cans located in the halls, near utility sinks. DO NOT use sinks for disposing of solvents.
6. Frame and stretcher preparation and mat cutting are not allowed in the halls.
7. Read about studio safety. The more knowledge you have, the safer you will be. REMEMBER: The long-term effects of many chemicals used in products have not been determined.

PAFA reserves the right to cease any and all activities that are deemed inappropriate or hazardous to the building or its occupants.

NOTE: Tools and material usage in the printmaking and sculpture shops are regulated; see the rules and guidelines posted in respective shops.