UAB COLLEGE OF ARTS AND SCIENCES

Department of Art and Art History

Health & Safety Handbook

UPDATED: November 26, 2013

www.uab.edu/cas/art/healthandsafety

Handbook & General Guidelines

While this manual covers specific issues related to the Department of Art & Art History (DAAH), University of Alabama at Birmingham policies must be followed.

All users of DAAH classrooms and facilities are required to follow the health and safety guidelines outlined in this manual at all times.

Report any safety issues IMMEDIATELY to your instructor(s), Teaching Laboratory Specialist, or to the DAAH office.

Each course 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 at the start of each semester.

Introduction

The DAAH has specific health and safety guidelines for all students, staff, and faculty members using their facilities. Though this handbook will outline many of the correct health and safety procedures, should a problem arise, please identify who the appropriate contact is and contact that person with questions. It is the responsibility of each student and faculty member to be familiar with and follow these procedures when they are on the UAB campus. It is important for each member of the DAAH community to follow these practices in order to keep the working and teaching environment safe for everyone. While this manual covers specific issues related to the DAAH, all UAB policies must also be followed.

Health and Safety Program Mission

The goal of the DAAH Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of Alabama at Birmingham's Office of Occupational Health and Safety (OH&S).

Health and Safety Committee

The DAAH Health and Safety Committee (H&S) was established in fall 2013 to communicate health and safety challenges, create policy for the school, and promote the Health and Safety Program mission.

Training

Training is required of all students enrolled in classes, every semester.

In Case of Emergency

Call 911 if it is a medical emergency. Call campus police at (205) 934-3535 and notify them of your location and the emergency.
Give them your building name and room number.
Report all accidents/emergencies to the DAAH Administrative Assistant (Laura Merrill).

UAB Police Department

http://www.uab.edu/police/

(205) 934-3535

Occupational Health & Safety

http://www.uab.edu/ohs/

(205)934-2487

The UAB Department of Occupational Health & Safety's mission is to ensure that our customers have a safe workplace by providing them with the service and knowledge necessary to protect themselves, the UAB community, and the environment.

UAB's Office of Occupational Health & Safety is a federally regulated organization that deals with campus concerns regarding health and safety. It governs all health and safety on campus. OH&S works as a liaison between the university and many governmental agencies and departments. The Hazardous Materials Management division of OH&S manages and picks up the hazardous waste from all the DAAH studios' satellite accumulation areas. OH&S ensures compliance of the DAAH with federal laws and protects the safety of personnel and students.

Hazardous Materials and Hazardous Waste

UAB is required to uphold safe handling and disposal of hazardous wastes as identified by the US Environmental Protection Agency. Hazardous waste is a waste with properties that make it dangerous or potentially harmful to human health or the environment. In regulatory terms, a RCRA hazardous waste is a waste that appears on one of the four hazardous wastes lists (F-list, K-list, P-list, or U-list), or exhibits at least one of four characteristics - Ignitability, Corrosivity, Reactivity, or Toxicity. A generator is allowed to accumulate as much as 55 gallons of non-acutely hazardous waste or one quart of acutely hazardous waste (P listed) in Satellite Accumulation Areas. However, the DAAH has set a limit of 10 gallons. (http://www.epa.gov/osw/hazard/index.htm).

Of particular concern to students of the DAAH are art materials containing any of the eight toxic heavy metals: arsenic, barium, cadmium, chromium, lead, mercury, selenium and silver. These heavy metals are very commonly found in materials such as paint and colored pigments and toners. Please see appendix B for a complete list of potentially hazardous materials.

To Schedule a pick up : Faculty and staff should notify the Teaching Lab Specialist in a timely fashion.

The following classrooms have regular pick up:

Printmaking	HB 111	Oily waste cans and carboys
Photography	HB 106/HB 109	Carboys
Painting	HB 305	Oily waste cans

**any materials not on the above chart will not be picked up weekly and require a scheduled pick up*

The UAB OH&S requirements for disposing of Hazard waste requires the agent to take the **CS055: Hazardous Waste Handling & Packing** training course listed on the UAB web site. This will allow the agent to fill-out the on-line **Hazardous Waste Manifest**, which is required before waste can be picked up by the UAB OH&S support facility staff.

If you have any questions regarding hazardous waste disposal, contact the UAB OH&S Support Facility at (205)934-3797.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are available in each DAAH studio classrooms. MSDS forms for all materials used in the DAAH classrooms are stored Blue Right to Know Center posted in the in a red box in each studio. The significance (as well as location) of MSDS forms will be communicated to each student at the beginning of every semester in every studio classroom. The sheets list important information including: name of chemical, company information, and safe handling procedures. MSDS forms are invaluable so that everyone can know what chemicals and products are being used in the classrooms. Sheets should be provided to emergency responders or taken to the emergency room with the victim if an exposure or accident occurs where materials may be involved.

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

It is the responsibility of the instructor to update the MSDS binder each semester. Instructors in areas with teaching lab specialists should work in conjunction with the specialist if/when new materials are introduced. If you bring an item into the classroom, be sure you have the MSDS form filed for the material used.

Satellite Accumulation Area

Satellite Accumulation Areas (SAA) are managed by designated individuals in the DAAH. However, each instructor is required to assist in the management of these areas and should support the Teaching Lab Specialist by following the SAA guidelines. SAAs 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.

Satellite Accumulation Area Guidelines (from UAB OH&S)

1. **Mark** all waste containers with the **Hazardous Waste** labels. (see section: Container Policy, pg. 6)
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 are available for all stations.
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 DAAH 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 shall 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 areas requirements.
10. **Inform** students of Satellite Accumulation Area Managers; faculty and Teaching Lab Specialists.
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 at each MSDS station in studios.

HAZARDOUS WASTE

University of Alabama at Birmingham | Start Date _____
Occupational Health & Safety 4-2487 | Full Date _____

Chemical Name	%

Circle Primary Hazard

Flammable Reactive Corrosive Toxic Oxidizer

Satellite Accumulation Area Checklist

1. Clearly identified and maintained area
2. Discipline specific containers for Hazardous Wastes
3. SAA Required Sign

DAAH Waste Management Area Chart

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

Satellite Accumulation Area Requirements Sign

This sign must be posted at the SAA area.

Spill Kit

DAAH 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 in each studio. When a kit is used, the DAAH Teaching Lab Specialist must be notified immediately so the kit may be inspected and replaced.

Containers found at SAA:

NOTE:

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

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

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 teaching lab specialist and faculty supervisor.

Hazardous Waste Blue Bin

Unused portions or unopened containers of hazardous chemicals such as solvents, paints, glazes may be placed in the Blue Bin for disposal through OH&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 SAA All items in the Blue Bin must be labeled with hazardous waste labels found on the front of each blue Right to Know Station.

Hazardous Waste Plastic Clear Jug (Carboy)

The usage of this container varies across areas in the school. The jug is used in all areas outside of ceramics 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. Photography uses these containers to collect fixer, selenium and sepia toner. Funnels are provided for this container but may not be substituted for the container's lid. Make sure that a hazardous waste label 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. At least 1" of air space must be left 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 TLS. The fiber drum (and all other containers in the DAAH) 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, and canvases 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 TLS before regular pick-up to schedule a special pick up by OH&S.

Note: Empty cans of solvent may be thrown in the regular trash can as long as the can is completely empty.

Used Oil (Sculpture Area Only)

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

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

The trash cans in each classroom may be used to contain common trash, dried latex paint, empty solvent containers, alkaline batteries, incandescent bulbs, and dried acrylic paint and gesso. Oversized non-hazardous garbage must be taken directly to the dumpster. Note: if the item is longer than 3 feet in any direction, please place it in the dumpster area.

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 finding more environmentally safe options. It also helps if students

get together to purchase supplies and share them so that fewer chemicals are wasted or go unused. Make sure to date your materials when you receive them and use up all the older ones first. Recycling of chemicals can be easily done and it greatly cuts down on the amount of hazardous waste. Purchasing recyclable gas cylinders, reusing solvents and cleaners multiple times, recovering silver from photo processes, are all ways to reduce hazardous waste.

General Classroom/ Department Safety

*see appendix for area specific guidelines

Health & Safety Violations/ Issues

Report any H&S violations, events, issues, or concerns to the your instructor, or the DAAH office immediately.

Artwork Installation Policy

Any artwork installed outside of any DAAH studio must have the approval of the Dept. chairperson (see Appendix N)

Incident Report

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

Fire Extinguishers

The DAAH follows fire safety codes and it has marked fire extinguishers inside each of its buildings. Only use fire extinguishers to put out fires inside buildings. For fires outside of buildings (for example in dumpsters) the UAB police department must be phoned (205) 934-3535.

Report the use of an extinguisher to the DAAH immediately so it may be inspected and replaced. A report describing the incident must be produced for OH&S including what happened, why the extinguisher was used and what equipment or materials were damaged for insurance purposes.

Material Handling

Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.

First Aid

First Aid kits are found in each studio area. Identify where the closest first aid kit located. Notify 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 refer to the DAAH Waste Management Chart. Instructors should be sure to point out hazardous materials to all students.

Flammable Cabinets

All flammables must be stored in flammable cabinets. Non-flammables may not be stored in a flammable cabinet. All flammable lids must be closed tight. Do not allow items to rust in the cabinets. Keep flammable cabinet closed at all times. Open doors defeat the purpose of the cabinets. Cabinets

must be monitored by instructors and technicians and organized and cleaned out regularly (i.e. combining like items, re-using/re-cycling old containers before new ones are opened). If an item looks compromised, follow the Waste Management Chart 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 DAAH Waste Management 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 temporary 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, it is recommended that for prolonged use or when using concentrated materials, students should purchase heavy-duty multiple use gloves.
Gloves are provided in the sculpture lab and ceramic labs for specialty work which requires high heat.

Safety Glasses:

It is suggested that safety glasses should be used whenever instructed and wherever eye danger is possible. Safety glasses that are the property of the DAAH and should not be removed from lab areas.

Shoes:

Closed-toed shoes are recommended in all studio classrooms. Close- toed shoes must be worn in the woodshop. You may not operate any lab equipment or machines without closed-toed shoes.

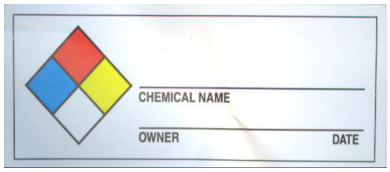
Other ways to protect yourself:

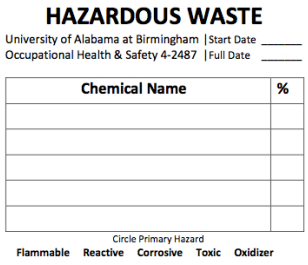
Tie Hair back and remove jewelry when operating all machinery.
Don't be distracted.

Label Policy

There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH.

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





UNIVERSAL LABELS (while chemical is in use):

Universal DAAH white labels are purchased through area lab fees.

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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):

All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.

- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

Clean up

Clean up after yourself.

Each class instructor should 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 Showers

Building/Room Number	**Equipment Available**
HB/111 Printmaking	2 Eyewash/1 Shower
HB/109 Photography	1 Eyewash
HB/106 Photography	1 Eyewash
HB/305 Painting	1 Eyewash
HC/106 Ceramics-Plaster	4 Eyewash
HC/120 Sculpture	1 Eyewash/1 Shower
HB Hallway	1 Shower

Spill Response

Each studio is equipped with a spill kit. If the kit is used, please contact the DAAH office immediately.

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 OH&S waste pick up.

Major Spill

In the event of a spill of a dangerous or hazardous chemical within the shop, contact OH&S (205) 934-2487. 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 telephone number where you can be reached)

Spill to the environment
In the event of a spill that reaches soil or water contact OH&S Waste Management immediately at (205) 934-2487 during normal operating hours or after hours contact University Police Department at (205) 934-3535

Spray Materials

All aerosol materials including spray paint, fixative, and spray adhesives MUST be used carefully. Aerosols should not be used in classrooms, studios, hallways or outside near doorways or air intakes. If spray is used, the ground and walls must be protected. Not following this policy is considered vandalism.

Dumpster Use

Any non- hazardous trash that does not fit in the trash must be immediately 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 north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out hazardous waste label, and placed in the blue bin at the Waste Management Area. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances are not allowed in any dumpster provided for the DAAH.

Large square dumpster for "normal" refuse.
Intended for the disposal of normal debris- that is non-hazardous debris, which would normally fit into a classroom/studio trashcan. This dumpster is primarily for custodians however due to the shortage of custodial trash pick up and the privacy of some studios students may dispose of "normal" trash in this dumpster. Pallets are prohibited from disposal in the dumpster.

Area next to dumpster (north side of Hulsey, to the left of the square dumpster)
Intended for large items and building materials broken down into 4' lengths, whenever possible. May include wood, metal, broken down furniture, cabinetry, floor coverings, drywall, and other demolished building materials.

Sharps/Broken Glass

X-acto blades must be wrapped in tape before disposed of or placed in a sharps container provided in the classroom. Other sharps (broken palettes) should be wrapped in paper and disposed of directly in the dumpster to avoid accidents with those who encounter studio waste.

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
-Temporary or permanent storage of items in hallways or egress is prohibited
-Extension cords must be unplugged when not in use.

Drug Free School & Workplace

Possession and use of drugs or alcoholic beverages is not allowed in the classroom or outdoor

areas. Violation is punishable by law.

Smoking

UAB is a smoke-free campus. No smoking, tobacco products or smokeless products are permitted on UAB grounds.

Classroom Furniture

Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinator or teaching lab specialist.

Extension Cords

Extension cords cause the majority of fires on campus and a large number of injuries are caused by the cords themselves. Use extension cords only when necessary and only use them 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. Don't use staples or nails to attach extension cords to a baseboard or to another surface. This could damage the cord and present a shock or fire hazard. Don't 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. Any cords not in compliance will be immediately removed and confiscated.

DAAH Building Access

Building	Key/Keypad/Keycard	Hours Locked	Who has Access
Hulsey	Keycard on Courtyard Door/Keycard on Back Door	Weeknights, 6pm-7am Weekends all day/night Holidays	Students Registered for the appropriate studio art classes in this building
Humanities	Codes to classrooms, keycards or key pads	Weeknights, 6pm-7am Weekends all day/night Holidays	Students registered for classes in this building
AEIVA	Key card first floor during building hours and during class meeting hours	TBA	Students registered for classes in this building

DEPARTMENT OF ART & ART HISTORY
WASTE MANAGEMENT CHART

Appendix A: DAAH WASTE MANAGEMENT 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 OH&S 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, oil paint tubes (wet or dry), Wesson oil **No Trash**	**Painting** 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 **Photography** Used fixer	**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 **No Trash**

QUESTIONS: CHECK WITH YOUR INSTRUCTOR OR TECHNICIAN

Appendix B: STUDENT SIGNATURE PAGE

To be filed in the DAAH office Teaching Lab Specialist no later than the third course meeting date.

Course Title	
Instructor	
Meeting Room	
Semester/Year	

My instructor has reviewed the policies (pg. 1-14) in the DAAH 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.

A copy of the handbook may be found on the DAAH website:
www.uab.edu/cas/art/healthandsafety

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 MSDS 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

Aerosols are not to be used in the classroom:

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. In addition 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, and spray varnishes 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 just 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 the 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 MSDS forms and working safely can prevent many problems cause by pigments and exposure or accidental ingestion. Wear gloves, wash hands regularly, and avoid any 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.
-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, and chalks. 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.

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

http://www.modernalchemyair.com/common-uses/business/art-studios/
http://www.uic.edu/sph/glakes/harts1/HARTS_library/paintdrw.txt

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.uab.edu/cas/art/healthandsafety)
- Follow the DAAH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (205) 934-3535 or call 911
- File an incident report (forms may be found in the DAAH H&S handbook and in the main office). Turn completed forms into the DAAH office 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 DAAH classroom/studio/doorway or exterior wall/floor. Cover any surface you are spraying on outside.
- 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 north side of Hulsey. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must set neatly on the dumpster pad on the north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out hazardous waste label and placed in the blue bin at the SAA. 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 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 the area coordinators.
- 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.
- Follow the **DAAH CONTAINER POLICY** (see policy below). **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
Universal DAAH white labels are purchased through area lab fees.
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,) must be labeled within the DAAH to identify their contents. Labels can be found at the MSDS 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

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.

Watercolors and Gouache
Gum arabic and gum tragacanth cause skin allergies; gum arabic can cause asthma; may contain preservatives, such as formaldehyde.

Tempera
Hazards in pigments & preservatives; tetrachloroethane highly toxic; more toxic than carbon tetrachloride, causing severe liver damage.

Latex
May contain glycols, mercury.

Oil Paints
Turpentine, mineral spirits are moderately toxic by all routes of entry; they're irritants and narcotics; wood/steam-distilled turpentine is more toxic than gum turpentine; turpentine washes are very hazardous. Oil painting can involve hazards from accidental ingestion of pigments, and from inhalation or skin contact with solvents such as turpentine, turpenoid, or mineral spirits.

Alkyd
Pigment hazards; solvent-based paints more hazardous than oil paints; much more solvent exposure; toluene/xylene much more toxic than paints with mineral spirits; all are flammable.

Solvents
The use of solvents is a more serious hazard. Commonly, a student might have a half cup of solvent in a container, which is normally left uncovered. Over a three-hour class period, about one quarter to half of this might evaporate from the container or by use. All solvents can cause defatting of the skin and dermatitis from prolonged or repeated exposure. Turpentine can also cause skin allergies and can be absorbed through the skin. Acute inhalation of high concentrations of turpentine or mineral spirits can cause narcosis (dizziness, nausea, fatigue, loss of coordination, coma, etc.) and respiratory irritation. Chronic inhalation of turpentine can cause kidney damage and possible respiratory allergies. Chronic inhalation of large amounts of mineral spirits could cause brain damage. Odorless mineral spirits or turpenoid, which have had the aromatic hydrocarbons removed, are less hazardous.

Ingestion of either turpentine or mineral spirits can be fatal. In the case of mineral spirits, this is usually due to chemical pneumonia caused by aspiration of the mineral spirits into the lungs after vomiting. In many colleges, traditional under painting techniques using turpentine washes are taught. This is very hazardous since it involves brushing onto the canvas as much as a cup or more of turpentine in a short period. Although this is hazardous enough when one individual does a turpentine wash, it become extremely hazardous when a whole class does it due to the enormous amounts of solvent evaporation.

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 breathed in through the air (this also occurs when using encaustics in an unventilated space.)

2. Best Practices

- Follow all DAAH Health and Safety Handbook guidelines (the handbook should be reviewed by your instructor and can be found here: www.uab.edu/cas/art/healthandsafety
- Follow the DAAH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.

- Wear appropriate gloves when using any type of solvent, acid or chemical. (Gloves should be considered used with inks.)
- Wash hands, including under fingernails (good hygiene)
- Consider switching to a formaldehyde-free painting medium
- Avoid inhaling pigment powder
- Use least toxic preservatives possible
- Turpentine is prohibited in the studio, odorless mineral spirits are provided by the studio.
- Don't do solvent washes
- Consider using nitrile gloves
- Reuse solvent, by allowing sediment to settle in jar.
- As taught in ARS210 brush washing primarily takes place at your station with a jar or brush caddy and mineral spirits and a paper towel. This assures as little paint as possible will go down the sink.
- Remove paint from hands with baby or vegetable oil—Do not wash it down the sink
- Work in a well-ventilated area.
- Take breaks during painting to step outside for fresh air.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- Alert the instructor if mineral spirit containers are low.
- Alert the instructor if gesso, or gel medium supplies are low.

3. Links

http://www.utrechtart.com/MSDS-Sheets-g26t0.utrecht
http://www.ci.tucson.az.us/arthazards/paint3.html
http://web.princeton.edu/sites/ehs/artsafety/sec10.htm
http://www.chicagoartistsresource.org/node/9279
http://www.library.wwu.edu/ref/subjguides/art/arthazards.html

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.uab.edu/cas/art/healthandsafety)
- Follow the DAAH Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (205) 934-3535 or 911.
- File an incident report (forms may be found in the DAAH H&S handbook and in the main office. Turn completed forms into the DAAH office within 48 hours of the event.
- It is permissible to prop doors in the Painting Studio so long as students are actively working in the space. However, It is imperative that the last student to leave un-prop the doors in order to secure the space
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- Familiarize yourself with the eyewash station, the right faucet at the triple sink.
- Do not spray any aerosols in any DAAH classroom/studio/doorway or exterior wall/floor. Cover any surface you are spraying on outside.
- 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 north side of Hulsey. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must set neatly on the dumpster pad on the north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA station. 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 is permitted in the studios.
- Razor blades, exacto blades and any other small sharp refuse goes in the sharps container at SAA station.
- UAB is a smoke free campus, smoking is not permitted anywhere in the building.
- 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 the area coordinators.
- Do not create “daisy chains” with multiple electric cords.
- No hazardous materials can be poured down sinks.
- 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.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DAAH CONTAINER POLICY** (see policy below)
  There are 2 types of labels used in the DAAH. Both labels are found at the MSDS station

There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH. **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
Universal DAAH white labels are purchased through area lab fees.
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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

APPENDIX E:
Health & Safety Area Specific Information: Printmaking

Printmaking refers to lithography, screen-printing, intaglio printing (i.e. etching), engraving and dry point, relief printing (i.e. woodcuts), linoleum cuts, collagraphs, and letterpress printing.

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.

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

> *Medium risk:* Includes screen printing and relief printing (i.e. linocuts, woodcuts, letterpress, monoprints, collagraphs). These processes involve the use of cutting tools and, in some instances, toxic pigments.
>
> *High risk*: Includes photographic screen-printing, lithography and intaglio printing (i.e. aquatinting, etching, engraving, dry point). These processes involve the use of chemicals (e.g. acids), as well as cutting tools and toxic pigments.

2. Best Practices

Before beginning a printmaking course, students are to be given comprehensive instruction 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.

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.

This chart is adapted from the table found at: http://www.ci.tucson.az.us/arthazards/print.html

Printmaking Techniques: Hazards & Precautions

	Ingestion Hazard	**Inhalation Hazard**	**Skin Contact Hazard**	**Flammable/ Other Hazards**	**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 problems	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 moderately toxic,except	Lamp black moderately toxic, may	Airbrushing more hazardous	Avoid skin contact w/lamp black and solvents; use		

alcohol (slightly toxic)	cause cancer		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 against uv		
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 highly toxic					
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 toxic & skin irritants; tools can cut skin	Tools can cause carpel tunnel syndrome	Vacuum or mop all wood dust; wear 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 MSDS), goggles; use diazo photemulsions or presensitized emulsions; DO NOT USE carbon arcs; use photoflood or sunlamp instead		
Screen Printing	Mineral	Mineral spirits	Mineral spirits	Glycol ethers	Use MSDS's; use water-based screen printing

Inks	spirits moderately toxic; modifiers moderately toxic	moderately toxic; toluene highly toxic; vinyl inks highly toxic	moderately toxic; epoxy inks irritating; retarders moderately toxic	more haz. than propylene/ethylene	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

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: uab.edu/cas/art/healthandsafety)
- Follow the DAAH Waste Management Chart in the classroom and other health & safety guidelines posted for your media
- In case of emergency, call campus police at (205) 934-3535 or call 911
- File an incident report (forms may be found in the DAAH H&S handbook, the DAAH faculty handbook and in the main office. Turn completed forms into the DAAH Departmental Office within 48 hours of the event
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly
- No food or drink in the studio
- Wear appropriate gloves when using any type of solvent, acid or chemical (gloves should be considered used with inks)
- Familiarize yourself with the closest eyewash unit and chemical shower
- Closed toed shoes must be worn in the Print shop, no sandals or flip-flops allowed.
- Emulsion and ink should be cleaned from under fingernails immediately
- Turn off hot plates immediately after use
- Always use cutting tools away from your hands and body.
- Special care needs to be taken in the studio if you are pregnant to avoid certain materials.

- Only students currently enrolled in courses or with area head permission may use the printmaking studios (Letterpress, silkscreen, main)
- Cutting tools should be sharp and in good condition. Care should be taken to insure safety of the individual using the tool(s) and other students when tool(s) are being used.
- When the printmaking studio is in use, the ventilation system must be turned on
- 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.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DAAH CONTAINER POLICY** (see policy below)

There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH. **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
Universal DAAH white labels are purchased through area lab fees.
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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

Appendix F:
Health & Safety Area Specific Information: Sculpture

1. Hazards (inherent)

Metal Shop and Wood Shop Equipment
Most wood and metal shop equipment/hand tools involve high speed rotating or revolving blades or sanding disks that can be dangerous if not used properly. Lifting heavy materials, equipment, and tools can lead to strain injuries. Electric tools cause vibrations, which can also lead to strain on the muscles. Noise from percussive equipment and tools can damage hearing. (See DAAH Metal Shop and Wood Shop Manuals for more information).

Metals and Metal Compounds
Metalworking produces toxic and/or irritating dust and fumes. Welding, heat cutting/bending and brazing produces toxic fumes and radiates UV light. Both electrical and structural soldering produces toxic fumes from flux (hydrochloric acid and phosphors). Solder may contain lead, which is toxic. Corrosion products used in patinas (oxides, carbonates, sulfides, or sulfates) produce toxic fumes and irritating dust. (See DAAH Metal Shop Manual for more information).

Metal Casting and Mold Techniques
Metal casting produces toxic fumes. Cast mold techniques (resin bonded sand, traditional investment and ceramic shell) produces fumes and/or irritating dust and generates liquid hazardous waste. Silica sand generates toxic, irritating dust when mixing.

Woodworking Sanding and Cutting
Sanding and cutting wood produces toxic and/or irritating dust. The organic chemicals produced by trees (terpenes, paraffins, fatty acids, phenols, phthalic acid esters, sterols, stilbenes, flavonoids, and cyclic or acyclic tannins) can be toxic if absorbed through the skin, the respiratory tract, or orally. Lumber intended for use in contact with the outdoor elements is chemically treated with additives (fire retardants, pesticides, and preservatives) and produce highly toxic fumes and dust. Plywood and Composition Boards contain wood glues and adhesives (urea-formaldehyde, phenol-formaldehyde resins or urethane plstics) which cause toxic fumes and irritating dust when cutting or sanding. (See DAAH Wood Shop Manual for more information)

Spray Paint, Stains, Solvents, Paint Stripper and other Aerosol Sprays
Spray paint, stains, Paint Strippers and other aerosol sprays produce toxic fumes, skin irritants and generates liquid hazardous waste in excess paint and solvents used in cleaning (acetone, mineral spirits).

Epoxy, Natural and Synthetic Polymers, Polyester Resins
Epoxies, resins, glues, plastics/acrylics and body fillers produce toxic fumes, skin irritants and generate both toxic and liquid hazardous waste. All of these (including some stones) can contain silica causing toxic fumes when sanded. Some polyester resins, plastics, urethane rubbers, and silicon rubbers are used in mold making and can be even more toxic and irritating to the skin when in liquid form.

Stones, Plaster, Cement and other Dusts, Clays and Powders
Minerals in stone, ceramics, glass, and abrasives (e.g. flint, steatite, dolomite, fluorspar stone, silica, garnet) produces toxic and irritating dust. Plaster is calcium sulfate, which produces toxic, irritating dust when mixing. Cement is a mixture of finely ground lime, alumina, and silica, which produces toxic, irritating dust and skin irritation when mixing. Cement is also highly alkaline and can burn then skin when exposed.

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. DAAH Wood Shop and Metal Shop Manuals are available in each shop for students to refer to when the instructor is not present, as well as the instruction cards on each machine.
- If you are ever unsure or uncomfortable using a tool or machine during open studio time, please refer to the instruction cards on each machine and/or the shop manual. If you are still uncomfortable, please make sure that you get an instructor, technician, or work-study to help you. Plan ahead and ask the instructor to personally

demonstrate the tool/machine during class time so that you are properly trained and comfortable to use it on your own time during open shop hours.

- Please read Monona Rossol's *The Artist's Complete Health and Safety Guide* for more information.
- Work in a well-ventilated area (or outside) while working with any material or practice that produces toxic or irritating fumes or dust (Resins, chemicals, oil-based paints, and solvents may not be mixed indoors).
- Purchase a good half face respirator that fits snug on your face (3M is a good brand) Follow the UAB Guidelines on respirator fit outlined in Appendix N of this document.
    - Never share your respirator with another peer (exchanging germs can cause illness)
    - It's best to get a respirator that has a filter for both vapors and particulates
    - Shave facial hair so respirator fits face snug
    - When not in use, store respirator in a plastic bag to prolong the longevity of the filters – the filters will continue to work if not properly sealed.
    - Change filters often depending on use (See instruction manual of specific respirator)
- ALWAYS clean up all messes produced by any material or practice to prevent from exposing others to the hazards of that material and/or practice.
- Steel-toed boots or metatarsal covers are best for many practices in the DAAH Sculpture Area.
- Shield eyes with approved safety wear. Safety goggles are most commonly used for many different sculpture methods.
- Wash hands (including under fingernails) after using toxic materials and chemicals (even if you were wearing gloves). Pumice hand cleaners are available in the shop.
- Wear Nitrile gloves and use plastic drop cloth to contain chemicals, paints, and stains when applying.
- Make sure to wear the proper safety gear for each process (See DAAH Wood and Metal Shop Manuals, the instruction cards on each machine, or refer to the MSDS sheets).
- All spray painting must be done in spray booth (or outside) and you MUST put wood, plastic, or cardboard down on the surface that you are spraying on as to prevent any permanent back spray.
- Welding, soldering, and brazing should be done in a well-ventilated area (or outside). NEVER produce metal sparks or fire near the Wood Shop. All hot metal working needs to be done in the designated area or outside.
- Always use common sense, avoid distractions and concentrate on the task at hand.
- To prevent hearing loss, use proper hearing protection when working with load equipment/tools. Earplugs are available in the shop.
- Sculpture materials can sometimes get messy. Make sure to wear clothes that you are ok with getting dirty or you may want to purchase an apron (note: an apron cannot be used with all materials, it can sometimes be a danger when working with wood shop or metal shop equipment).
- While working with materials and processes that produce toxic fumes and/or dust, take breaks and step outside for fresh air.

3. Links

http://www.uab.edu/ohs/
https://www.osha.gov/Publications/woodworking_hazards/osha3157.html
https://www.osha.gov/SLTC/metalworkingfluids/
https://www.osha.gov/doc/outreachtraining/htmlfiles/weldhlth.html
http://www.uic.edu/sph/glakes/harts1/HARTS_library/sculpturehazards.txt
http://web.princeton.edu/sites/ehs/artsafety/sec14.htm

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.uab.edu/cas/art/healthandsafety)
- Follow the DAAH Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (205) 934-3535 or call 911
- File an incident report (forms may be found in the DAAH H&S handbook, the DAAH faculty handbook and in the main office.) Turn completed forms into the DAAH office within 48 hours of the event.
- Report any safety issues IMMEDIATELY to your instructor or the shop technician.
- Use best practices for material handling. If you have questions about a material, ask an instructor for guidance or check the MSDS sheet.
- Familiarize yourself with the closest eyewash station and first aid kit. Notify your instructor if first aid supplies are low.

- Do not spray any aerosols in any DAAH classroom/studio/doorway or exterior wall/floor. Cover any surface you are spraying on outside.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Sign in to use the Sculpture area shops
- Wear close-toed shoes only – NO SANDALS!
- Tie up any long hair and remove any loose jewelry or clothing.
- ALWAYS clean up all messes produced by any material or practice to prevent from exposing others to the hazards of that material and/or practice.
- ALWAYS make sure that you are 100% sober and awake! Drugs, smoking and alcohol are not allowed in the studio and anyone under the influence should not attempt to use the facilities.
- Make sure to wear the proper safety gear for each process (See DAAH Wood and Metal Shop Manuals, the instruction cards on each machine, or refer to the MSDS sheets). The proper eye protection, hearing protection, clothing, shoes, and gloves must be worn when using any power tools/equipment. Earplugs, welding jackets, leathers, face shields, welding helmets and goggles, leather gloves, and Nitrile gloves are available in the shop. Students need to purchase their own dust masks, respirators and safety goggles (do not share – exchanging germs can cause illness)
- Students are prohibited from taking home any UAB property
- All painting, staining, resins and sanding must be done in the courtyard when weather permits. DO NOT use any material that produces fumes in any DAAH classroom/studio/doorway or on any exterior wall/floor.
- Newspaper or plastic must be used to protect table and floor surfaces from paint, glue, stains and plaster
- Remove all trash that does not fit in trashcans to the dumpster on the north side of Hulsey. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must set neatly on the dumpster pad on the north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out hazardous waste labels and placed in the blue bin at the SAA. 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.
- Students are prohibited from storing materials or projects in the wood or metal shops, please use the shelves & lockers provided
- Do not use stationary equipment to cut painted, recycled or chemically treated lumber
- Never wear head phones when working with power tools/equipment (you need to hear the machine or other people if something goes wrong).
- Dust off tools and/or equipment, tables and sweep the floor when finished using any equipment and tools
- Do not block doorways or walkways with materials.
- Put back all tools, safety gear, and extension cords in their designated location.
- If you bring any tools, equipment, or furniture to the outside courtyard, you must put it back in its designated location.
- Scrap material must be relocated in the designated scrap wood bin or scrap metal bin. Please do not leave any materials out or on the shelves that you do not want. Properly discard any unwanted materials in the trash or the Satellite Waste Management area and properly labeled.
- No hazardous materials, cement or plaster down the sinks.
- The table saw, jointer, planer and radial arm saw are to be used only after appropriate training, any unauthorized usage will result in expulsion from the shop.
- Only students enrolled in current a UAB Sculpture or 3D Design course who have attended the orientations may use the shops. No visitors while you work.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- 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.
- All courses must engage in an end of the semester clean up.
- Follow the **DAAH CONTAINER POLICY** (see policy below)

There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH. **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
Universal DAAH white labels are purchased through area lab fees.
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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

Appendix G:
Health & Safety Area Specific Information: Ceramics

1. Hazards of the Materials

Clay 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 and clean after yourself and your area to avoid exposure to hazardous materials.

3. Links for Safety

http://www.lagunaclay.com/msds/

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: www.uab.edu/cas/art/healthandsafety)
- Follow the DAAH Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (205) 934-3535 or call 911
- File an incident report (forms may be found in the DAAH H&S handbook, the DAAH faculty handbook and in the main office.) Turn completed forms into the DAAH Office within 48 hours of the event.
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- Alcohol is forbidden in studios at all times
- No eating or drinking anywhere in the studio
- Familiarize yourself with the closest eyewash unit
- Do not spray any aerosols in any DAAH classroom/studio/doorway or exterior wall/floor. Cover any surface you are spraying on outside.
- Shoes must be worn at all times. It is wise to change into clothes for this class to avoid carrying dust particles with you when you depart. These studio clothes may be stored in the storage areas provided.
- It is recommended that Protective equipment be worn at all times: safety glasses when grinding, chipping shelves, etc., protective lenses for kiln viewing, gloves for hot objects, 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. Tools should be stored in the storage areas provided.
- Clean up spills immediately
- Clean up your working area daily
- Scoop up dry materials, mop up liquids, do not return spilled materials to original source as they are contaminated now
- Remove all trash that does not fit in trashcans to the dumpster on the north side of Hulsey. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must set neatly on the dumpster pad on the north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA. 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.
- Place materials containing barium carbonate or chromium oxide in the hazardous waste disposal area
- Do not sweep. This puts hazardous materials in the air. Rather vacuum, scrape up chunks and wet-clean.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- 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.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DAAH CONTAINER POLICY** (see policy below)

There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH. **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
Universal DAAH white labels are purchased through area lab fees.
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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

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 Material Safety Data Sheets and proper handling and disposal of these chemicals.

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: in most darkrooms, hardeners are added to fixer for use in film processing. Although we do not use hardeners at this time you should be familiar with the hazards. 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 or Perma Wash. The DAAH does not always provide this material but recognizes that students may use their own. It is one of the only chemicals allowed in the lab that is not provided by UAB. 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. The Photography program provides Selenium Toner and Sepia Toner, any other products must be approved by the Full-time faculty member in the program. No chemicals may be used without MSDS sheets and appropriate knowledge of proper handling.

This is not an exhaustive list of all the types of chemistry that is used in darkroom work, 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 MSDS sheets.

2. Best Practices

The darkroom is a shared workspace filled with expensive, sensitive equipment and corrosive chemicals. How you conduct yourself directly effects both you and your fellow students. It is very important to take care of equipment, and safely handle chemicals for both your safety and the safety of others. This is a lab and cleanliness is important for safety. This includes keeping darkroom equipment and finishing areas separate from chemicals hence designated dry and wet areas. Different chemicals have different ways they are handled and disposed of, and these are clearly outlined on signs 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, this is part of your grade.

- Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, MSDS sheets, emergency spill kits and the H&S safety station. A first aid kit is available in the H&S station.
- It is not recommended that you work alone in the darkroom after hours, but if you must you should close and lock the doors to the lab.
- Never place trays or chemistry on enlarger stations or on dry areas. Dry areas include enlarger stations, drying racks, cutting areas, finishing areas, light tables, and worktables.
- Never place darkroom equipment, paper, negatives, or personal belongings on wet areas. Wet areas include the stainless sinks in the print room (dark side,) the sinks in the print room entrance, the counter and sinks in the film room, and anywhere chemistry is used. It is important that you do not place any wet materials in the dry area.
- Do not leave your equipment or university equipment unattended.
- 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 and rinse if you contaminate them.
- 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 may get on your clothes, shoes (in which case you will carry the chemicals home) or in your lungs.
- Always use a plastic viewing tray to transport wet prints, and avoid dripping chemicals on the floors, if your print has not been washed for 1.5 hours fiber and 30 minutes RC then it is contaminated with chemicals. Wet floors means you may get chemicals on the soles of your shoes and transport chemicals to your home.
- If a splash occurs and affects you bodily, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Do not leave chemicals out or containers open, this creates unnecessary fumes. Everything must be put away either returned to the appropriate brown-labeled container if reusable or properly disposed of.
- The following may not be poured down the drain: fixer, toners, and bleaches. All have specific waste collection containers and policies.
- Follow all prescribed rules for the labeling of hazardous materials for storage, disposal and stock. White labels are for open chemistry in use and in storage. Hazardous Waste labels are for disposal. Every container must be labeled with your name if you are creating the label, TLS and faculty, the date, chemical manufacturer, dilution and chemical name.
- Always use a funnel when pouring chemistry into containers.
- Rinse all lab ware and trays before and after use with hot water. Return items to their proper place, and invert to dry.
- Keep the darkroom uncluttered and free of chairs, backpacks and stools to avoid tripping hazards in the dark.

Darkroom Safety Handout

It is important that you understand the safe practices that are recommended for the Darkroom and that you use these practices at all times. The Darkroom should be kept clean of all chemical residue to minimize your exposure. Photo chemistry can enter the body in four main ways, through eye/skin absorption, ingestion, inhalation and when spilled chemistry is allowed to dry it will dry to a powder. When this powder is disturbed the concentrated chemical particulate can now be easily inhaled into your delicate lungs and through cross contamination to skin, clothes, food, and personal belongings.

Many of the chemicals that we use are an environmental hazard and cannot be disposed of down the drain. They are picked up by Hazardous Waste Management services. The chemicals that are safe to pour down the drain should be flushed with large quantities of water to dilute and prevent pipe corrosion.

No photo chemicals with a pH of less than or equal to 2 or greater than or equal to 12.5 can be disposed of down the drain. Therefore, developer (alkaline) and stop bath (acidic) may be combined in a container (with good ventilation) to neutralize the solutions (pH 7) and make it non-hazardous. Then the combined solution can be disposed of down the sink.

The following is a list of information regarding safe practices in the photographic studio. (Excerpted from "Tips on Reducing Your Risks to Darkroom Chemical Hazards," written by Judy Tell, published by the National Press Photographers Association.)

1. The first thing you need to do is to avoid skin contact with the chemistry. Photo chemicals are known skin irritants and sensitizers. The use of tongs or gloves should protect you from this route of exposure but you need to take care not to contaminate the inside of gloves or they could increase your exposure. Nitrile gloves are recommended, photo chemicals will pass through surgeons' gloves and you need to avoid them. Never put bare hands into processing baths.

2. Do not eat or drink in the darkroom. Food and drinks could become contaminated with chemicals spilled on counter tops or with any airborne particulates and your consumption will increase your exposure.

3. Mixing liquid chemicals reduces your exposure to airborne particulates since dumping powdered chemicals into a mixing container can raise a chemical dust in the air. If you must use powdered chemicals transfer them carefully using spoons or scoops.

4.Chemistry containers should be kept closed to prevent the escape of toxic vapors and in between printing sessions, cover processing trays or discard used solutions to prevent the formation of gas by-products like sulphur dioxide.

5. Potassium ferricyanide or ferrocyanide are stable compounds that do not present a danger to you. But exposed to heat or a strong acid it will release the highly toxic gas hydrogen cyanide, thus it might not be wise to speed the action of bleach with hot water or a fixer combination since the fixer may contain boric acid.

6. Spills should be cleaned up immediately to prevent their spread or the evaporation of the liquid into the air. Be sure to wear gloves to clean them up. Powdered chemicals should be cleaned up with wet paper towels to avoid churning the dust into the air.

7. Darkrooms should be kept cool and humid to reduce the evaporation of fumes.

8. Photographers working at home have unique darkroom problems because they and their family members can be exposed to contaminants 24 hours a day. It should be noted that most children can tolerate less exposure to toxic substances than most adults.

9. Women who think they are pregnant should avoid darkroom exposure during the first trimester.

10. It is not recommended that children under the age of twelve be in the darkroom.

Other sources of information are:

1. Barazani,Gail, Safe Practices in the Arts and Crafts, A Studio Guide
2. McCann, Michael, Health Hazards Manual for Artists,Lyons and Burford
3. National Press Photographers Association, Making Darkrooms Saferooms, A National Report on Occupational Health and Safety,1988
4. Rossol, Monona, The Artists Complete Health and Safety Guide, Allworth Press
5. Shaw, Susan, and Rossol, Monona, Overexposure: Health Hazards in Photography, Allworth Press.

<u>Most Commonly used Chemicals in the UAB Darkrroom with a break down of components:</u>

Kodak D-76
- Sodium Sulphite
- *Hydroquinone
- *p-Methylaminophenol sulphate
- Sodium tetraborate, pentahydrate
- Boric anhydride

Kodak Dektol
- *Sodium carbonate, monohydrate
- Sodium sulphite
- *Hydroquinone
- *p-Methylaminophenol sulphate
- Sodium tetraphosate

Kodak Fixer
- **Sodium thiosulphate
- Amonium alum
- Sodium metabisulfite
- Sodium acetate
- Boric anhydride

Kodak Glacial Acetic Acid
- Glacial acetic acid

Kodak Indicator Stop
- Acetic acid

Kodak Film Cleaner
- 1,1,2-Trichloro-1,2,2-trifluoroethane
- Heptane

Hypo-Chek
- Formaldehyde
- Potassium-iodide

Kodak Photo-Flo 600 Solution
- *Ethylene glycol
- *p-Tertiary-octylphenoxy polyethyl alcohol

Selenium Toner:
Ammonium Thiosulphate

Sodium Sulfite
Sodium Selenite
Sepia Toner Part A:
Potassium Bromide
Potassium Ferriccyanide
Part B:
Sodium Sulfide

*Principal Hazardous component (from Material Safety Data Sheet)

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.

3. Links

http://www.uab.edu/ohs/
http://www.uab.edu/ohs/department-directory

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.uab.edu/art/healthandsafety)
- Follow the DAAH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (205) 934-3535 or call 911
- File an incident report (forms may be found in the DAAH H&S handbook and in the main office. Turn completed forms into the DAAH office 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 DAAH classroom/studio/doorway or exterior wall/floor. Cover any surface you are spraying on outside.
- 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 north side of Hulsey. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must set neatly on the dumpster pad on the north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA. 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.
- READ AND OBEY ALL SIGNS POSTED IN THE PHOTO AREA.
- There is absolutely no food or drink allowed in the darkroom at anytime.
- You must have faculty approval to use any of the facilities.
- Lab use is restricted to students currently enrolled in a photography class who have had orientation and have been approved by their instructor.
- Your class and experience level determine the level of your darkroom privileges and access to certain equipment and processes.
- You must have a towel and an 8x10 viewing tray if you are in the darkroom.
- Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use properly labeled equipment appropriately.
- You must handle and dispose of all chemicals properly by following all DAAH 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 tell the TLS or a Faculty member immediately.

- If you do not know how to use a piece of equipment, or are unsure of proper procedures please ask someone. Do not use force on any piece of equipment.
- If something breaks, please tell the TLS or a Faculty member immediately.
- Clean up after yourself- wipe down surfaces.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- If something breaks, please tell the TLS or a Faculty member immediately.
- You must clean up after yourself. Pick up 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 wash your prints, clean up, and return equipment to the cage.
- 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.
- 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.
- Follow the **DAAH CONTAINER POLICY** (see policy below)
  There are 2 types of labels used in the DAAH. Both labels are found at the MSDS station

There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH. **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
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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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

Appendix I:
Health & Safety Area Specific Information: Time Based Media

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 Digital Media technician is certified for handling Hazardous Waste by the University of Alabama at Birmingham. For installations or sculptural elements, please cross-reference with other area specific information as needed.

3. Links

n/a

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/cas/art/healthandsafety)
- Follow the DAAH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (205) 934-3535 or call 911
- File an incident report (forms may be found in the DAAH H&S handbook and in the main office.) Turn completed forms into the DAAH Office within 48 hours of the event.
- Alcohol is forbidden in studios
- Familiarize yourself with the closest eyewash unit.
- No eating or drinking in computer the lab.
- Do not use spray adhesive in the studios or in the building.
- Shoes must be worn at all times.
- 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.
- Remove all trash that does not fit in trashcans to the dumpster on the north side of Hulsey. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must set neatly on the dumpster pad on the north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA. 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.
- Follow the **DAAH CONTAINER POLICY** (see policy below)

There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH. **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
Universal DAAH white labels are purchased through area lab fees.
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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

Appendix J:
Health & Safety Area Specific Information: Graphic Design

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 Graphic Design technician is certified for handling Hazardous Waste by the University of Alabama at Birmingham. For installations or sculptural elements, please cross-reference with other area specific information as needed.

3. Links

n/a

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 DAAH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/cas/art/healthandsafety)
- Follow the DAAH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (205) 934-3535 or call 911
- File an incident report (forms may be found in the DAAH H&S handbook, and in the main office.) Turn completed forms into the DAAH office within 48 hours of the event.
- Alcohol is forbidden in studios
- Familiarize yourself with the closest eyewash unit.
- No eating or drinking in computer the lab.
- Do not use spray adhesive in the studios or in the building.
- 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.
- Remove all trash that does not fit in trashcans to the dumpster on the north side of Hulsey. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must set neatly on the dumpster pad on the north side of Hulsey and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA. 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.
- Follow the **DAAH CONTAINER POLICY** (see policy below). There are 2 types of labels used in the DAAH. Both labels are found at blue Right To Know Stations supplied by the DAAH. **All containers** must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
Universal DAAH white labels are purchased through area lab fees.
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) must be labeled within the DAAH to identify their contents. Labels can be found at the blue Right To Know stations 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.

HAZARDOUS WASTE LABELS (when material is designated as waste):
All containers must have a hazardous waste label identifying the contents that are designated as waste for OH&S agent pick up.
- Flammable solid containers (red flip top) must have a hazardous waste label on the outside (top).
- 5-gallon jugs must have a hazardous waste label on the outside.
- Fibrous containers must have a hazardous waste label on the outside (top).
- Each item in the blue bin must have a 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. All constituents should equal 100%.

Appendix K: 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:

1. Read the Animal Welfare Act and the Alabama State Laws Relating to Animals available at http://www.animallaw.info/statutes/stusalst13A_11_14.htm

2. Submit a proposal to the Chair of the Department of Art & Art History
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 and Art History policies support respect for life. The DAAH does not support the making of art that causes animal suffering

Appendix L: Rules Governing the Use of Human Subjects

http://www.uab.edu/research/administration/offices/IRB/Pages/Home.aspx

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

Appendix M: Incident Report

Attachment B:

HEALTH SYSTEM

INCIDENT REPORT FORM

(Incidents involving employees, students, visitors)

This is a confidential report and should not be made a part of an employee's personnel or a medical record. It is completed to allow us to obtain advice from legal counsel and for the protection of the university and it's employees from potential liability.

********** PLEASE PRINT LEGIBLY ***********

FOR USE ONLY IF ELECTRONIC REPORTING SYSTEM IS NOT AVAILABLE

INFORMATION ABOUT THE PERSON INVOLVED IN THE INCIDENT:		
Full Name:		Social Sec.#:
Home Address:		Gender: M F
Circle: Employee (Full-time, part-time, perm., temp.)	Student (SOM, SON, SOD, Other)	Visitor
Date of Birth:	Home phone:	Campus Phone:
Department & Campus/home address:		
Job Title:	Supervisor:	

INFORMATION ABOUT THE INCIDENT:		
Date of Incident:	Time:	Police notified: Yes No Case #:
Location of Incident: (UAB Hosp., TKC, CEFH, other; and specific loc.):		
Describe what happened, how it happened, factors leading to the event, substances or objects involved. **Be as specific as possible** (attach separate sheet if necessary):		
Were there any witnesses to the incident? Yes No If yes, attach separate sheet with names, addresses and phone numbers, or campus depts and phone.		
Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured and any other information known about the resulting injury(s):		
Was medical treatment provided? Yes No Refused		
If so, where (circle) : Emerg. Rm. The Workplace Walk In Clinic Other:		
Will the employee miss time from work as a result of this incident? Yes No Unknown Not applicable		

REPORTER INFORMATION	
Print Name of Reporter:	
Reporter Signature	Title:
Date Report Completed:	

UAB Employee Reports - Send to HRM in AB 360G, or fax: 4-7666 **V. October 200UAHSF**
Employee Reports - Send to Human Resources, 100 JNWB, or fax: 1-9654
CEFH Employee Reports - Send to CEFH Human Resources, Professional Building, Suite 500
All Visitor/Student Incident Reports - Send to Risk Management, 504 JNWB or fax: 4-1267

F#254r (Ref HA# 15) Revised: 8/22/02, 10/15/03 Approved: 9/01/03, 10/15/03

UAB Health System Administrative Standard: Incident Report Program

Appendix N: Artwork Installation Application

Project proposals for any installation outside of the studio labs to Lauren Lake for department approval at least one week in advance of the intended installation date.

Date Received:_____
(Office Use Only)

Student Contact Information

Name:_____
Local address: _____
Cell phone: _____
Email: _____

Project Proposal
More information can be provided as an attachment

Installation date: _____ Date for removal:_____
* unless otherwise requested with faculty approval, all installations are for a 12 hour time frame (from installation to removal)

Location of installation: (include a photograph if possible):

Description of project:

Concept behind project

Checklist

	Yes	No
Does the project incorporate electrical or water features? If yes, provide images, construction plans and a list of equipment to be used.		
Will the project alter the wall, floor, ceiling finishes in any way?		
Will the project block or use doorways, electrical outlets, fire extinguishers, exposed pipes or light switches?		
Does the project involve human subjects?		
Will the ground be penetrated for installation or exhibition?		

I understand that I am displaying a work of art at my own risk and permission given by the Department of Art and Art History, College of Arts and Sciences or the University of Alabama at Birmingham is not documentation of liability.

I certify to the best of my knowledge that the work of art is structurally sound, made of safe materials and will not pose a danger to its surroundings.

Student Signature:_____ date _____

Faculty Signature:_____ date _____

DAAH Chair Signature:_____date _____