Health and Safety Handbook
UPDATED: August 7, 2011

www.arts.ufl.edu/art/healthandsafety
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Handbook & General Guidelines

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

All users of School of Art + Art History (SA+AH) 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 SA+AH Director of Operations in FAC 101.

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.

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

Introduction
The School of Art + Art History has specific health and safety guidelines for all students, 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 University of Florida campus. It is important for each member of the SA+AH 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 SA+AH, University of Florida policies must be followed.

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact</th>
<th>Phone Number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAAH Director of Operations</td>
<td>Oaklianna Brown</td>
<td>352-273-3038</td>
<td><a href="mailto:obrown@arts.ufl.edu">obrown@arts.ufl.edu</a></td>
</tr>
<tr>
<td>FAC 103</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAAH / CFA Liaison</td>
<td>Lauren Lake</td>
<td>352-273-3032</td>
<td><a href="mailto:lglake@arts.ufl.edu">lglake@arts.ufl.edu</a></td>
</tr>
<tr>
<td>Art History</td>
<td>Melissa Hyde</td>
<td>352-273-3057</td>
<td><a href="mailto:myhde@ufl.edu">myhde@ufl.edu</a></td>
</tr>
<tr>
<td>Museum Studies</td>
<td>Glen Willumson</td>
<td>352-273-3062</td>
<td><a href="mailto:gwillumson@arts.ufl.edu">gwillumson@arts.ufl.edu</a></td>
</tr>
<tr>
<td>Ceramics</td>
<td>Raymond Gonzalez</td>
<td>352-273-3085</td>
<td><a href="mailto:rwgonzalez@ufl.edu">rwgonzalez@ufl.edu</a></td>
</tr>
<tr>
<td>Digital Media &amp; Graphic Design</td>
<td>Michael Christopher</td>
<td>352-273-3077</td>
<td><a href="mailto:mchristo@ufl.edu">mchristo@ufl.edu</a></td>
</tr>
<tr>
<td>Drawing &amp; Painting- Graduate</td>
<td>Alisson Bittiker</td>
<td>352-273-3034</td>
<td><a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>Drawing- Undergraduate</td>
<td>Alisson Bittiker</td>
<td>352-273-3034</td>
<td><a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>Painting – Graduate</td>
<td>Alisson Bittiker</td>
<td>352-273-3034</td>
<td><a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>---------------------</td>
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<td>------------------</td>
</tr>
<tr>
<td>Sculpture</td>
<td>Brad Smith</td>
<td>352-273-3087</td>
<td><a href="mailto:brsmith@ufl.edu">brsmith@ufl.edu</a></td>
</tr>
<tr>
<td>Photography</td>
<td>Alisson Bittiker</td>
<td>352-273-3034</td>
<td><a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>WARP</td>
<td>Bethany Taylor</td>
<td>352-273-3027</td>
<td><a href="mailto:bwarp@ufl.edu">bwarp@ufl.edu</a></td>
</tr>
<tr>
<td>Art Education</td>
<td>Michelle Tillander</td>
<td>352-392-9977</td>
<td><a href="mailto:mtillard@ufl.edu">mtillard@ufl.edu</a></td>
</tr>
<tr>
<td>University Galleries</td>
<td>Amy Vigilante</td>
<td>352-273-3041</td>
<td><a href="mailto:amyv@ufl.edu">amyv@ufl.edu</a></td>
</tr>
<tr>
<td>Printmaking</td>
<td>Alisson Bittiker</td>
<td>352-273-3034</td>
<td><a href="mailto:bmueller@ufl.edu">bmueller@ufl.edu</a></td>
</tr>
</tbody>
</table>

**Health and Safety Committee**
The SA+AH Health and Safety Committee (H&S) was established in fall 2009 to communicate health and safety challenges, create policy for the school, and promote the Health and Safety Program Mission. The H&S committee is comprised of the SA+AH Director of Operations, each teaching lab specialist, and two faculty members.

**Training**
Annual training is required of all studio graduate students, waste managers, and teaching lab specialists and faculty. This training will be given prior to the beginning of the fall semester of each academic year.

**In Case of Emergency**
Call campus police at 352-392-1111 and notify them of your location and the emergency.
Give them your building name and room number.
Report all accidents/emergencies to the SA+AH Director of Operations, FAC 101 / 352-273-3038.

**University of Florida Police Department**
[http://www.police.ufl.edu](http://www.police.ufl.edu)
352-392-1111

**SNAP**
The Student Nighttime Auxiliary Patrol (SNAP) provides nightly escorts anywhere on campus to persons on request. The service is staffed by students equipped and supervised by the campus police and can be reached by phone at 352-392-SNAP (7627).
For more information: [http://www.police.ufl.edu/csd/csd_snap.asp](http://www.police.ufl.edu/csd/csd_snap.asp)

**Hours of Operation**
Fall and Spring Semesters: 6:30 PM to 2:00 AM
Summer Semester: 8:30 PM to 2:00 AM

**Environmental Health & Safety**
The University of Florida’s EH&S Department is a federally regulated organization that deals with campus concerns regarding health and safety. It governs all health and safety on campus. EH&S works as a liaison between the university and many governmental agencies and departments. The Hazardous Materials Management division of EH&S manages and picks up the hazardous waste from all the SA+AH studios’ satellite hazardous waste areas and processes it at their campus facility. EH&S ensures compliance of the SA+AH with federal laws and protects the safety of personnel and students.
Schedule a pick up - http://www.ehs.ufl.edu/HMM/Pickups/chempick.asp

**Hazardous Materials and Hazardous Waste**

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

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

**Material Safety Data Sheets/ Chemical Inventory**

Chemical Inventory lists which list electronic links to Material Safety Data Sheets for all materials used in the SA+AH classrooms are stored 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 Teaching Lab Specialist or area designee to keep the Inventory up to date. Instructors/Graduate students in areas with teaching lab specialists should work in conjunction with the specialist if/when new materials are introduced.

**Satellite Waste Management Area**

Satellite Waste Management Areas (SWMA) are managed by designated individuals in the SA+AH. However, each instructor is required to assist in the management of these areas and should support the waste manager by following the SWMA guidelines. Managers must attend the yearly H&S workshop to remain a manager. Satellite Waste Management Areas are located in each room where hazardous waste may be generated. Incompatible types of waste are segregated and stored in the four types of bins in the satellite waste management area including: blue bin, clear plastic jug, fiber drum and red flip-top can.

*Areas with regular Friday pick-ups include:*
- Ceramics
- Drawing (FAD)
- Painting (FAD)
- Drawing & Painting (Norman)
Printmaking
Sculpture

For those areas listed above, if you anticipate reaching or going over the limit, contact EH&S at 392-8400 for a pick-up.
All other areas must submit a pick up request by contacting EH&S http://www.ehs.ufl.edu/HMM/Pickups/chempick.asp.

Satellite Waste Management Area Guidelines (from UF EH&S)
1. Mark all waste containers with the yellow Hazardous Waste labels. (see section: Container Policy, pg. 11)
2. Label all waste containers accurately indicating the constituents and percentage of each. The concentration of the constituents must add up to 100%. Standardized labels may be obtained from EH&S at no charge. Call 392-8400.
3. Limit the satellite area waste volume to no more than 55 gallons of waste. Submit a collection request well before you exceed these volumes. Refer to the SA+AH Satellite Waste Management Chart (Appendix A) for assistance in identifying waste types.
4. Close all containers during accumulation except when necessary to add or remove wastes. Do not overfill containers. Leave adequate headspace for expansion.
5. Funnels must be removed from containers when not in immediate use. All waste must be collected in sealable containers.
6. Seal all containers tightly. No beakers or open containers 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 site requirements.
10. Inform students of Satellite Waste Managers (see chart below)
11. Know the location of your nearest spill kit, eyewash unit, emergency shower, fire extinguishers, and exits.

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

Satellite Waste Management Area Checklist
1. Clearly identified and maintained area
2. Satellite Waste Management Chart (see appendix A)
3. Discipline specific containers for Hazardous Wastes
4. SWMA Requirement Sign (http://www.ehs.ufl.edu/HMM/SAAREQS.htm)
5. Spill Kit

Satellite Waste Management Areas Managers and Room Numbers

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>AREA</th>
<th>WASTE MANAGER / AREA CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAD 101</td>
<td>Drawing</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>FAD 105</td>
<td>Painting</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>FAD 107</td>
<td>Painting</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
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<tr>
<td>FAD 115</td>
<td>Drawing</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
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<tr>
<td>FAD 117</td>
<td>Drawing</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
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<tr>
<td>FAD 201</td>
<td>Painting</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>FAD 205</td>
<td>Painting</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>FAD 215</td>
<td>Drawing</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
</tr>
<tr>
<td>FAD 315</td>
<td>Photography</td>
<td>Aaron Marsh, Teaching Lab Specialist/ <a href="mailto:aaronm06@ufl.edu">aaronm06@ufl.edu</a></td>
</tr>
<tr>
<td>FAC 314/316</td>
<td>Graphic Design-</td>
<td>Michael Christopher, Teaching Lab Specialist/ <a href="mailto:mchristo@ufl.edu">mchristo@ufl.edu</a></td>
</tr>
<tr>
<td>FAC 302</td>
<td>Digital Media- Junior/Senior</td>
<td>Michael Christopher, Teaching Lab Specialist/ <a href="mailto:mchristo@ufl.edu">mchristo@ufl.edu</a></td>
</tr>
<tr>
<td>FAC 318/318A</td>
<td>Printmaking</td>
<td>Robert Mueller, Faculty/bmueller@ufl.edu</td>
</tr>
<tr>
<td>FAC B18</td>
<td>Ceramics</td>
<td>Raymond Gonzalez, Teaching Lab Specialist/ <a href="mailto:rgonzalez@arts.ufl.edu">rgonzalez@arts.ufl.edu</a></td>
</tr>
<tr>
<td>FAC B5-A</td>
<td>Sculpture Studio</td>
<td>Brad Smith, Teaching Lab Specialist/ <a href="mailto:brsmith@ufl.edu">brsmith@ufl.edu</a></td>
</tr>
<tr>
<td>FAB 106</td>
<td>University Galleries</td>
<td>Amy Vigilante, Director/ <a href="mailto:amyv@ufl.edu">amyv@ufl.edu</a></td>
</tr>
<tr>
<td>534 SW 4th Avenue</td>
<td>Workshop for Art Research &amp; Production / WARP</td>
<td>Bethany Taylor, Faculty/ <a href="mailto:bwarp@ufl.edu">bwarp@ufl.edu</a></td>
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<tr>
<td>Norman 100</td>
<td>Digital Media- Graduate Studios</td>
<td>Michael Christopher, Teaching Lab Specialist/ <a href="mailto:mchristo@ufl.edu">mchristo@ufl.edu</a></td>
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<tr>
<td>Norman 18 (east)</td>
<td>Drawing/Painting- Graduate Studios</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
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<td>Norman 105 (west)</td>
<td>Drawing/Painting- Graduate Studios</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
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<tr>
<td>Norman 10</td>
<td>Art Education</td>
<td>Michelle Tillander, Faculty/mtilland@ufl.edu Craig Roland, Faculty/ <a href="mailto:rolandc@ufl.edu">rolandc@ufl.edu</a></td>
</tr>
<tr>
<td>YON</td>
<td>Photography/Painting/Drawing</td>
<td>Alisson Bittiker / <a href="mailto:robot@ufl.edu">robot@ufl.edu</a></td>
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</table>

**SA+AH Satellite Waste Management Area Chart**

The posted Satellite Waste Management Area chart has information and guidelines for acceptable waste disposal for the SAAH. Students must follow the SAAH Satellite Waste Management Chart. (see appendix A)
SWMA Requirements Sign
This sign must be posted at the SWMA area and updated as necessary with current waste manager’s name. It is available at the UF EHS website (http://www.ehs.ufl.edu/HMM/SAAREQS.htm) and must be posted at the SWMA at all times.

Spill Kit
UF policy requires all chemical labs to maintain spill control materials in the event of a liquid chemical release. The kit is designed for small chemical/acid material spills and is contained in a convenient 3-gallon pail with locking lid. Spill kits are located at each SWMA. When a kit is used, the SA+AH Director of Operations (352-273-3038) must be notified immediately so the kit may be inspected and replaced.

Containers found at SWMA:
NOTE:
All containers must have a label identifying the contents at all times.
- Flammable solid containers must have a yellow hazardous waste label on the outside (top).
- 5-gallon plastic jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.
- Used oil must use the Used oil label available from EH&S (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 shop supervisor.

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

Hazardous Waste Plastic Clear Jug
The usage of this container varies across areas in the school. The jug is used in all areas outside of ceramics 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. Funnels are provided for this container but may not be substituted for the container’s lid. Make sure that a yellow hazardous waste is affixed to the outside of the jug, and update this label with a description of each liquid added. The top must be closed at all times. Do not overfill this container. 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 ceramics technician. The fiber drum (and all other containers in the SA+AH) must be properly closed at all times.

**Red Flip-Top Can**  
For all Flammable Solids
All solids contaminated by flammable materials go into this can. This includes brushes, palettes, 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 solid waste manager before regular pick-up to schedule a special pick up by EH&S.

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

**Used Oil (Sculpture Area Only)**  
Contact the sculpture area Teaching Lab Specialist for disposal method and Used Oil labels.

**Trash Can (not an official component of the SWMA)**  
The trash cans in each classroom may be used to contain common trash, dried latex paint, empty solvent containers, alkaline batteries, incandescent bulbs, and dried acrylic paint and gesso. Oversized non-hazardous garbage must be taken directly to the dumpster.

**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, and using the chemical redistribution program through EH&S 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 designated hazardous waste manager, the faculty in the area, your instructor, or the SA+AH Director of Operations immediately (FAC 103).
Incident Report
If an accident occurs with an injury, the supervisor at that time must complete and Incident Report (see Appendix P).

Fire Extinguishers
The SA+AH 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 UF police department must be phoned (352-392-1111).

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

Material Handling
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 use the Satellite Waste Management Area. Instructors should be sure to point out hazardous materials to all students.

Flammable Cabinets
All flammables must be stored in flammable cabinets. 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 SWMA guidelines for proper disposal.

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

Personal Protective Equipment
Gloves:
Students must wear 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 (heat, etc…)

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 SA+AH and should not be removed from lab areas.

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

Respirators:
See Appendix L for policy

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 SA+AH-- yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. The SA+AH Director of Operations has a back up supply in case of emergency. Area Heads should purchase through lab fees.

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

White:
Universal SA+AH 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, etc…) must be labeled within the SA+AH 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.
Yellow:
UF EH&S provides the yellow labels which are used when disposing of Hazardous Waste. Labels are available free of charge by calling the EH&S at 392-8400 and providing a P.O. Box number or specific delivery location.

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

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

**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**

<table>
<thead>
<tr>
<th>Building/Room Number</th>
<th>Equipment Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAD 101</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAD 105</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAD 107</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAD 115</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAD 117</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAD 2nd Floor-Men’s Restroom</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAD 2nd Floor-Women’s Restroom</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAC 311/ Main Printmaking Studio</td>
<td>Safety Shower and Eyewash Station</td>
</tr>
<tr>
<td>FAD 315 Photography Darkroom</td>
<td>Safety Shower and Eyewash Station</td>
</tr>
<tr>
<td>WARP</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>Norman 18</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>Norman 105</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAC B005A/ Woodshop</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAC B1</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAC B8</td>
<td>Eyewash Unit</td>
</tr>
<tr>
<td>FAC 309A</td>
<td>Eyewash Unit</td>
</tr>
</tbody>
</table>
Spill Response
Each SWMA is equipped with a spill kit, if the kit is used, please contact the SAAH Director of Operations for a replacement.

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

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

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

Spray Booth
A spray booth is located in FAC room 211A. All aerosol materials including spray paint, fixative, and spray adhesives MUST be used only in the spray booth. Usage of any aerosols in classrooms, studios, hallways or outside is forbidden and 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 south side of FAC 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 label, and placed in the blue bin at the SWMA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances are not allowed in any dumpster provided for the SA+AH. You have two types of dumpsters available for use.

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 trash can. 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. and pallets are prohibited from disposal in the dumpster.

Open Top Roll Away Dumpster (south side of FAC, to the left of the two small dumpsters)
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. For a detailed list refer to the Online UF Waste Disposal Guide at http://ppd.ufl.edu/Refuse_Recycle/Waste_Disposal_Guide.pdf
Sharps/Broken Glass
X-acto blades must be wrapped in tape before disposed of. Other sharps (broken palettes, etc.) should be wrapped in paper and disposed of directly in the roll away 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

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
As of 7/1/2010 UF is a smoke-free campus.

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.

SA+AH Building Access

<table>
<thead>
<tr>
<th>Building</th>
<th>Key/Keypad/Keycard</th>
<th>Hours Locked</th>
<th>Who has Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAC</td>
<td>Keycard on Courtyard Door/Keycard on Back Door</td>
<td>Weeknights at 10pm, Weekends all day/night</td>
<td>Students registered in FAC Courses, Graduates and Faculty</td>
</tr>
<tr>
<td>FAC</td>
<td>Keypad on Exterior 2nd Floor Door</td>
<td>Weekends at 12am, Weekends all day/night</td>
<td>Students registered in FAD courses, Grads and Faculty using FAD</td>
</tr>
<tr>
<td>Location</td>
<td>Access Type</td>
<td>Access Times</td>
<td>Access Details</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>WARP</td>
<td>Keycard at both doors when Monitor or Class in Session</td>
<td>Monitor Hours vary by Semester, contact <a href="mailto:bwarp@ufl.edu">bwarp@ufl.edu</a></td>
<td>Students enrolled in WARP that semester, Grad Monitors, WARP Faculty</td>
</tr>
<tr>
<td>Norman West</td>
<td>Keypad on Exterior Door</td>
<td>Always</td>
<td>Graduate Painting/Drawing Students, Faculty</td>
</tr>
<tr>
<td>Norman East</td>
<td>Keypad on Exterior Door</td>
<td>Always</td>
<td>Graduate Painting/Drawing Students, Faculty</td>
</tr>
<tr>
<td>Norman Art Ed</td>
<td>Unlocked during Day</td>
<td>Nighttime</td>
<td>Students enrolled in ArtEd Classes, Faculty</td>
</tr>
<tr>
<td>Yon Hall</td>
<td>Studios have individual Keys</td>
<td>Always (UF policy regulates game day access)</td>
<td>Graduate Students with Yon Studios</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Trash</td>
<td>Do not dispose of hazardous waste or chemicals in the regular trash.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td>Items with unknown chemistry should be handled with care.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flammable Solids</td>
<td>Contain materials that may be flammable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Hazardous Solids</td>
<td>Non-hazardous solids are safe and can be disposed of in the regular trash.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHS Supplies</td>
<td>Items specifically for EHS (Environmental, Health, and Safety) use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Specific Use</td>
<td>Use with specific areas, e.g., lab or office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLASTIC JUG</td>
<td>Must be properly closed at all times.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRASH CAN</td>
<td>Must be properly closed at all times.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIBER DRUM</td>
<td>Must be properly closed at all times.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLUE BIN</td>
<td>EHS supplies.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SAHA Satellite Waste Management Area Chart**
Appendix B: STUDENT SIGNATURE PAGE

My instructor has reviewed the policies (pg. 1-15) in the School of Art + Art History Health and Safety Handbook with me as well as the inherent hazards of my course media, best practices, links to more information and the area rules. I understand that I am responsible for the information within.

_A copy of this handbook may be found on the School of Art + Art History website:_
www.arts.ufl.edu/art/healthandsafety

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Semester/Year</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Student Name (printed clearly)</td>
<td></td>
</tr>
<tr>
<td>Student Name (signed)</td>
<td></td>
</tr>
</tbody>
</table>

_To be filed in the SA+AH Director of Operations Office, FAC 103 no later than the third course meeting date. Each course should be turned in as a group and neatly stapled._

_(these forms are available at the SA+AH copy machine)_
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
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, spray varnishes, etc. also contain solvents.

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

Charcoal
Charcoal is usually made from willow or vine sticks, where wood cellulose has been heated without moisture to create the black color. Compressed charcoal sticks use various resins in a binder to create the color. Although charcoal is 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.
- Use spray cans or an airbrush in a spray booth (FAC 211A).
- Never try to spray paint by blowing air from your mouth through a tube. This can lead to accidental ingestion of the paint.

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

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

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 SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at 392-1111
- File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office. Turn completed forms into the SAAH Director of Operations 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 SAAH classroom/studio/doorway or exterior wall/floor. A spray booth is located in FAC room 211A.
- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- Remove all trash that does not fit in trashcans to the dumpster on the south side of FAC. Any trash that does not fit in the trash can 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 south side of FAC 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 SWMA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Clean up after yourself- wipe down surfaces (easles, 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 SA+AH CONTAINER POLICY (see policy below)
  *There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.*

**White:**

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

**Yellow:**

WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.

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

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

Labels should also include the Bldg and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.
Appendix D:
Health & Safety Area Specific Information: Painting

1. Hazards (inherent)

Acrylic Paints
May contain ammonia which may cause eye, nose, throat irritation, especially if large amounts are used; may contain preservatives, such as formaldehyde.

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 becomes 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
   • Don't eat, drink, smoke in studio
• Wash hands, including under fingernails (good hygiene)
• Switch to formaldehyde-free painting medium
• Avoid inhaling pigment powder
• Use least toxic preservatives possible
• Replace turpentine with safer alternatives
• Set up window exhaust fan if possible
• Don't do solvent washes
• Wear nitrile gloves
• Reuse solvent
• 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.

3. Links
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 SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthhandsafety)
• In case of emergency, call campus police at 392-1111
• File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office. Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
• Do not prop classroom doors.
• Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media. Keep the Satellite Waste Management Area (SWMA) clean and organized. Follow the SWMA guidelines posted.
• Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
• FAD 105 and 107 are solvent free rooms. There is no ventilation in these rooms.
• Keep solvent fumes to a minimum by covering containers in use.
• Clean up after yourself.
• No hazardous materials down sinks.
• Store all flammables in the flammable cabinet, Keep flammable cabinet closed at all times.
• All Hazardous Waste must be labeled with the yellow labels found at the SWMA (use this label when item is designated as trash).
• Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
• No aerosol cans may be sprayed in any classroom/studio in the SAAH. A spray booth is located in FAC room 211A.
• Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
• Remove all trash that does not fit in trashcans to the dumpster on the south side of FAC. Any trash that does not fit in the trash can 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 south side FAC 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 SWMA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
• No eating, consumption of alcohol or smoking is permitted in the studios.
• Clean up after yourself- wipe down surfaces (easels, drawing boards, stools with a wet towel).
• Do not block doorways.
• Do not 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.
• Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
• Follow guidelines for oil based brush cleaning found at each SWMA.
• First aid kits are found in each studio. Notify your instructor if supplies are low.
• Locate the nearest eyewash unit and familiarize yourself with its functions.
• Report any safety issues IMMEDIATELY to your instructor.
• All courses must engage in an end of the semester clean up.
• Follow the **SA+AH CONTAINER POLICY** (see policy below)

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

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

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

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

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

Highly toxic pigments- Avoid at all costs

Highly toxic pigments- Avoid at all costs

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

Possibly toxic pigments- Avoid unless necessary

Possibly toxic pigments- Avoid unless necessary

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

Potentially toxic pigments- Use caution

Potentially toxic pigments- Use caution

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

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

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. lino etching, 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](http://www.ci.tucson.az.us/arthazards/print.html)

### Printmaking Techniques: Hazards & Precautions

<table>
<thead>
<tr>
<th>Inks</th>
<th>Ingestion Hazard</th>
<th>Inhalation Hazard</th>
<th>Skin Contact Hazard</th>
<th>Flammable/Other Hazards</th>
<th>Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pigments</td>
<td>Haz w/chronic exposure</td>
<td>Potential haz.</td>
<td>Chromate and cobalt cause irritation</td>
<td>Getting pigments in cuts or sores</td>
<td>Use ready-made inks; use glove box, respirator; follow good hygiene practices; wash work surfaces</td>
</tr>
<tr>
<td>Oil vehicles slightly haz, chronically</td>
<td>Do not ingest!! High Toxicity</td>
<td>Don't use open flame; place oil-soaked rags in disposal cans or pails of water</td>
<td>Moderate Toxicity, avoid prolonged contact, use gloves</td>
<td>Flammable and may spontaneously combust</td>
<td></td>
</tr>
<tr>
<td>Tack Reducers</td>
<td>Moderate toxicity</td>
<td>Moderate toxicity</td>
<td>Moderate toxicity</td>
<td>Benzine flammable</td>
<td></td>
</tr>
<tr>
<td>Stiffeners</td>
<td>Not toxic</td>
<td>Large amounts haz.</td>
<td>Irritant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anti-skinning Agents</td>
<td>Moderate to high toxicity</td>
<td>Highly toxic (aerosols)</td>
<td>Slightly irritating/slightly toxic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dryers</td>
<td>Do not ingest!! High toxicity</td>
<td>Moderate toxicity; High toxicity if sprayed</td>
<td>Moderate irritation possible</td>
<td>Flammable (most)</td>
<td>Avoid lead or manganese driers; take precautions against fire</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inks</th>
<th>Inking and Printing</th>
<th>Cleanup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haz w/accidental ingestion</td>
<td>Haz. if ink gets into sores or cuts</td>
<td>Moderately toxic</td>
</tr>
<tr>
<td>Heavy rollers cause back problems</td>
<td>Use safety razor blades to remove ink; use least toxic solvents; wear nitrile gloves; use exhaust</td>
<td>Moderately toxic</td>
</tr>
<tr>
<td>Use water-based inks; avoid hand-spooling inks; use barrier cream; practice good hygiene techniques; safety guards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Inks | | |
|------| | |
| Not toxic | | |
| Large amounts haz. | | |
| Irritant | | |

<table>
<thead>
<tr>
<th>Inking and Printing</th>
<th>Haz. w/accidental ingestion</th>
</tr>
</thead>
<tbody>
<tr>
<td>No hazard, unless old inks dry</td>
<td></td>
</tr>
<tr>
<td>Heavy rollers cause back problems</td>
<td></td>
</tr>
<tr>
<td>Use safety razor blades to remove ink; use least toxic solvents; wear nitrile gloves; use exhaust</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Inks | |
|------| |
| Not toxic | |
| Large amounts haz. | |
| Irritant | |</p>
<table>
<thead>
<tr>
<th><strong>LITHOGRAPHY</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drawing Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solvents</td>
<td>Lamp black</td>
<td>Airbrushing more hazardous</td>
<td>Avoid skin contact w/lamp black and solvents; use ventilation; do airbrushing in spray booth; use respirator</td>
<td></td>
</tr>
<tr>
<td>moderately toxic, except alcohol (slightly toxic)</td>
<td>moderately toxic, may cause cancer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stone Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosin dust, talc, solvents</td>
<td>Gun arabic and acid, can burn</td>
<td>Some are carcinogenic; skin irritants</td>
<td>Use prepared etches; don't use hydrofluoric acid; wear appropriate gloves, goggles, apron; add acid to water, not water to acid; neutralize acids</td>
<td></td>
</tr>
<tr>
<td>Stone Cleaning</td>
<td>Highly toxic</td>
<td>Not as serious a hazard</td>
<td>Highly corrosive/toxic</td>
<td>Phenol can be fatal; DON'T USE phenol; wear nitrile gloves, goggles, protective apron</td>
</tr>
<tr>
<td>Metal Plate Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dichromates highly toxic; lacquers haz.</td>
<td>Acids irritants; moderately toxic; phenol highly toxic</td>
<td>Dichromates probable carcinogens; solvents flammable</td>
<td>Avoid phenol, dichromates, gas, concentrated acids; wear gloves, goggles, apron; use exhaust hood, respirator, ventilation</td>
<td></td>
</tr>
<tr>
<td>Photolithography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ammonia highly toxic; solvents highly toxic</td>
<td>Moderately toxic, eye irritants; solvents highly toxic</td>
<td>Carbon arc fumes highly toxic; uv radiation damaging</td>
<td>Avoid ammonium dichromate; wear gloves, goggles; use exhaust hood, respirator; don't use carbon arcs; paint walls w/zinc oxide for protection against uv</td>
<td></td>
</tr>
<tr>
<td>INTAGLIO (Acid Etching)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etching Grounds and Stop-Outs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xylene absorbed; solvents haz.; asphaltum slightly toxic</td>
<td>Xylene highly toxic; rosin dust slightly toxic</td>
<td>Xylene flammable; alcohol highly toxic; PAHs carcinogenic</td>
<td>Store solvents in safety cans; use exhaust ventilation; practice good hygiene techniques; use lowest temperature on hot plates to avoid vaporization of PAHs</td>
<td></td>
</tr>
<tr>
<td>Aquatints</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosin dust causes allergies; spray paints highly toxic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosin and asphaltum dusts explosive</td>
<td>Acids corrosive, highly toxic</td>
<td>Highly toxic chlorine gas, nitrogen dioxide haz.</td>
<td>Acids corrosive; ferric chloride irritant</td>
<td>Acids may be fatal; Reaction. can cause fires; edges can cut</td>
</tr>
<tr>
<td>Use ferric chloride; store nitric acid &amp; potassium chloride away from others; wear gloves, goggles, apron; use ventilation; neutralize acids; don't induce vomiting; cover acid baths; use eyewash fountain</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etching Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ether acetates moderately toxic; xylene highly toxic</td>
<td>Ethyl acetates highly toxic; xylene moderately toxic</td>
<td>Ethyl acetates highly toxic; xylene highly toxic</td>
<td>Butyl cellosolve highly toxic; carbon arcs haz.</td>
<td>Use pre-sensitized plates; use local exhaust ventilation; wear respirator, gloves, with carbon arcs, use ventilation, wear welding goggles; paint walls w/zinc oxide paint to prevent uv radiation reflection</td>
</tr>
<tr>
<td>INTAGLIO (Drypoint, Engraving, Mezzotint)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal dust irritating</td>
<td>Cuts from metal</td>
<td>Carpé tunnel syndrome; electrical shock</td>
<td>Clamp plate to table to prevent slipping; hold tools properly; cut away from body; store tools in canvas holders, with sharp edges embedded in</td>
<td></td>
</tr>
</tbody>
</table>
**RELIEF PRINTING**

**Woodcuts and Wood Engraving**

<table>
<thead>
<tr>
<th>Toxicity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderately</td>
<td>Wood dusts are moderately toxic and skin irritants; tools can cut skin</td>
</tr>
<tr>
<td>Toxicity</td>
<td>Tools can cause carpel tunnel syndrome</td>
</tr>
<tr>
<td>Toxicity</td>
<td>Woods are moderately toxic &amp; skin irritants; tools can cut skin</td>
</tr>
<tr>
<td>Toxicity</td>
<td>Vacuum or mop all wood dust; wear respiratory mask; protective against</td>
</tr>
<tr>
<td>Toxicity</td>
<td>irritating woods; cut away from you, with hands behind tool; rest wrists to</td>
</tr>
<tr>
<td>Toxicity</td>
<td>avoid carpel tunnel syndrome; use linoleum cutting instead</td>
</tr>
</tbody>
</table>

**Linocuts**

<table>
<thead>
<tr>
<th>Toxicity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderately</td>
<td>Tools are less likely to cause cuts; caustic soda is corrosive</td>
</tr>
<tr>
<td>Toxicity</td>
<td>Heated wax and solvents are flammable</td>
</tr>
<tr>
<td>Toxicity</td>
<td>Cut away from you; heat linoleum with electric pad on low heat; wear gloves</td>
</tr>
<tr>
<td>Toxicity</td>
<td>and goggles; wash hands; avoid open flames; do not let children use</td>
</tr>
<tr>
<td>Toxicity</td>
<td>caustic soda</td>
</tr>
</tbody>
</table>

**Letterpress**

<table>
<thead>
<tr>
<th>Metal Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash hands</td>
<td>Handle type; do not ingest</td>
</tr>
<tr>
<td>Avoid stirring</td>
<td>Lead or metal dust to avoid inhalation</td>
</tr>
<tr>
<td>Metals can</td>
<td>Irritate skin; wash hands</td>
</tr>
<tr>
<td>Not flammable</td>
<td>Ventilation should always be used when handling inks; Dispose of waste</td>
</tr>
<tr>
<td>Waste metal</td>
<td>Material in “hell box” to be emptied periodically.</td>
</tr>
</tbody>
</table>

**Rubber Based**

<table>
<thead>
<tr>
<th>Inks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High toxicity</td>
<td>Moderately to high toxicity</td>
</tr>
<tr>
<td>Low toxicity</td>
<td>Skin irritant; avoid contact with cuts or sores</td>
</tr>
<tr>
<td>Not flammable</td>
<td>Moderate flammability; Keep away from heat or flame</td>
</tr>
<tr>
<td>Ventilation</td>
<td>Should always be used when handling inks; Dispose of cloths containing ink</td>
</tr>
<tr>
<td>Waste material</td>
<td>in Red flammable waste can</td>
</tr>
</tbody>
</table>

**Cleaning**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventilation should be used while printing and cleaning in the letterpress</td>
</tr>
<tr>
<td>studio.</td>
</tr>
</tbody>
</table>

**Crisco**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low toxicity</td>
</tr>
<tr>
<td>Moderate flammability; Keep away from heat or flame</td>
</tr>
<tr>
<td>Dispose of cloths containing Crisco in Red flammable waste can</td>
</tr>
</tbody>
</table>

**Simple Green or Mr. Clean**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate to low toxicity</td>
</tr>
<tr>
<td>Low toxicity/ skin irritant</td>
</tr>
<tr>
<td>Low to moderate flammability</td>
</tr>
<tr>
<td>Dispose of cloths covered in inks, Crisco, and cleaner in Red flammable</td>
</tr>
<tr>
<td>waste can</td>
</tr>
</tbody>
</table>

**Mineral Spirits**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High toxicity</td>
</tr>
<tr>
<td>High toxicity</td>
</tr>
<tr>
<td>Moderate to High toxicity</td>
</tr>
<tr>
<td>High flammability; Keep mineral spirits capped and in flammable cabinet</td>
</tr>
<tr>
<td>when not in use</td>
</tr>
<tr>
<td>Dispose of cloths covered in mineral spirits in Red flammable waste can</td>
</tr>
</tbody>
</table>

**SCREEN PRINTING**

**Stencils**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper stencils are the least hazardous, since solvents are not used in their</td>
</tr>
<tr>
<td>preparation; stencils for water-based inks need to be insoluble in water</td>
</tr>
<tr>
<td>at room temperature; those for solvent-based inks must be insoluble in ink</td>
</tr>
<tr>
<td>solvents</td>
</tr>
</tbody>
</table>

**Resists and Blockouts**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methyl alcohol; methyl alcohol moderately toxic; lacquers highly toxic</td>
</tr>
<tr>
<td>Ethyl alcohol; ethyl alcohol moderately toxic; lacquers highly toxic</td>
</tr>
<tr>
<td>Solvents flammable</td>
</tr>
<tr>
<td>Water-soluble glues, wax, and frisket are least haz. materials; wear glasses</td>
</tr>
<tr>
<td>gloves; wash hands with water, not solvents; use ventilation, respirator;</td>
</tr>
<tr>
<td>store solvents in closed containers and dispose of daily</td>
</tr>
</tbody>
</table>
### Film Stencils

<table>
<thead>
<tr>
<th>Adhering fluids</th>
<th>Adhering fluids</th>
<th>Isopropyl alcohol, adhering fluids, film removers flammable</th>
</tr>
</thead>
<tbody>
<tr>
<td>moderately toxic; film removers highly toxic; Isopropyl alcohol slightly toxic</td>
<td>slightly toxic to moderately toxic; film removers toxic</td>
<td>Use ventilation with adhering fluids and isopropyl alcohol; use adhering fluids instead of film removers to remove film; follow fire prevention rules</td>
</tr>
</tbody>
</table>

### Photo Stencils

<table>
<thead>
<tr>
<th>Ammonium dichromate irritating (probable carcinogen)</th>
<th>Ammonium dichromate moderately toxic; diazo eye irritants</th>
<th>Carbon arcs highly haz; uv light haz.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wear appropriate gloves (see MSDS), goggles; use diazo photemulsions or presensitized emulsions; DO NOT USE carbon arcs; use photoflood or sunlamp instead</td>
<td>Mineral spirits moderately toxic; vinyl inks highly toxic</td>
<td>Mineral spirits moderately toxic; epoxy inks irritating; retarders moderately toxic</td>
</tr>
<tr>
<td>Glycol ethers more haz. than propylene/ethylene e</td>
<td>Use MSDS's; use water-based screen printing inks; use local exhaust ventilation; obey fire prevention rules; empty waste cans daily</td>
<td></td>
</tr>
</tbody>
</table>

### Screen Printing Inks

<table>
<thead>
<tr>
<th>Mineral spirits moderately toxic; modifiers moderately toxic</th>
<th>Mineral spirits moderately toxic; solvents highly toxic</th>
<th>Solvent moderately toxic; mineral spirits moderately toxic; bleach highly toxic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solvent moderately toxic; mineral spirits moderately toxic; bleach highly toxic</td>
<td>Solvents are fire hazards. Store in flammable cabinets.</td>
<td>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</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Solvent wash-ups highly toxic; mineral spirits moderately toxic; bleach highly toxic</th>
<th>Solvent highly haz; mineral spirits moderately toxic; bleach highly toxic</th>
<th>Solvents moderately toxic; mineral spirits moderately toxic; bleach moderately toxic</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OTHER PRINTING PROCESSES

#### Collagraphs

<table>
<thead>
<tr>
<th>Organic solvent glues haz.</th>
<th>Aerosol spray fixative haz. Organic solvent glues haz.; sanding dusts irritating</th>
<th>Possible skin irritants</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
<td></td>
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#### 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](http://www.rit.edu/cias/art/nontoxic/intro.htm)

Non-toxic Printmaking (with further links on the subject): [http://www.nontoxicprint.com/hsinformation.htm](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 SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: www.arts.ufl.edu/art/healthandsafety)
• Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
• In case of emergency, call campus police at 392-1111
• File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office. Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
• 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).
• Printmaking shop doors must remain closed at all times for ventilation system to work.
• 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 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.
• No feathering of acid when etching.
• When the printmaking studio is in use, the ventilation system must be turned on.
• The last person to exit the studio should make sure the ventilation is turned off, along with lights, water, hotplate etc.
• 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 SA+AH CONTAINER POLICY (see policy below)

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

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

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

1. Hazards (inherent)

Welding
Welding produces toxic fumes and radiates UV light.

Sanding
Sanding produces toxic and/or irritating dust.

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

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

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

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

2. Best Practices

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

3. Links
http://www.ehs.ufl.edu/General/resppol.pdf
http://www.ehs.ufl.edu/General/Shop/shophome.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 SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
• Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
• In case of emergency, call campus police at 392-1111
• File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
• Get permission from shop supervisor before beginning work
• Sign in to use the wood shop
• Eye protection must be worn when using any power tools
• Long hair must be tied back
• Hearing protection is available
• Familiarize yourself with the closest eyewash unit
• Shirt tails must be tucked in and loose sleeves rolled up
• Shoes must cover toes
• No loose jewelry allowed in the shop areas
• Clean up your mess
• Students are prohibited from taking home any SA+AH property
• All painting and sanding must be done in the courtyard when weather permits.
• Newspaper or plastic must be used to protect table and floor surfaces from paint, glue and plaster
• Students are prohibited from storing materials or projects in the wood or metal shops
• Do not use stationary equipment to cut painted, recycled or pressure treated lumber
• Dust off tools, tables and sweep the floor when finished using wood tools
• Scrap material must be disposed of immediately
• Tools and shop equipment must be put away in its proper place
• The table saw, jointer and planer are to be used only under the supervision of Brad Smith and any unauthorized usage will result in expulsion from the shops
• No food or drink in the shops
• Only students enrolled in current SA+AH courses who have attended the orientations may use the shops. No visitors while you work.
• Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
• First aid kits are found in each studio. Notify your instructor if supplies are low.
• Locate the nearest eyewash unit and familiarize yourself with its functions.
• Report any safety issues IMMEDIATELY to your instructor.
• All courses must engage in an end of the semester clean up.
• Follow the SA+AH CONTAINER POLICY (see policy below)

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

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

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

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

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

2. Best Practices
Use gloves to avoid exposure to hazardous materials.

3. 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 SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: www.arts.ufl.edu/art/healthandsafety)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at 392-1111
- File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
- Alcohol is forbidden in studios
- No eating or drinking in the glaze or mixing areas
- Familiarize yourself with the closest eyewash unit
- Shoes must be worn at all times
- It is 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, heat-resistant aprons for raku, ear protection for grinding and sawing, rubber gloves for mixing hazardous materials
- Do not block aisles, halls, or doors
- Do not bring children or pets into the studios
- Do not store things on the floor
- Clean up spills immediately
- Scoop up dry materials, mop up liquids, do not spilled materials to original source as they are contaminated now
- Carry heavy or large trash to the dumpster
- Place materials containing barium or chrome in the hazardous waste disposal area
- Do not sweep. This puts hazardous materials in the air. Rather scrape up chunks and wet-clean.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the SA+AH CONTAINER POLICY (see policy below)
  *There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.*

  **White:**
  All new and or used product in containers (hazardous or what might be perceived as hazardous - i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc…) must be labeled within the SA+AH to identify their contents. Labels can be found at the 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.
Yellow:
WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.
All containers must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up.
- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
- 5 gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.

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

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

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

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

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

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

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

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

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

2. Best Practices
The darkroom is a communal and shared workspace filled with expensive, sensitive equipment and corrosive chemicals. How you conduct yourself directly effects your fellow students and vise versa. It is very important to keep 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.

• Never leave equipment unattended.
• Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, and emergency spill kits. A first aid kit is available in the cage.
• Wear nitrile gloves, chemical aprons, and safety goggles when using hazardous materials.
• Nitrile gloves are recommended for film processing and printing.
• Tong use is mandatory for printing. Be sure that you are using the properly labeled tongs for each tray.
• Avoid splashing or spilling chemicals. Immediately wipe up any spills, splashes or dribbles. Chemicals dry into a powder and become airborne, contaminating all areas of the darkroom and your lungs!
• Do not ever leave chemicals out. Everything must be put away either returned to a container if reusable or properly disposed of.
• The following are to never be poured down the drain. All have specific waste collection containers: used fixer, toners, bleaches, all developers other than the basic Sprint developer.
• Follow all prescribed rules for the labeling of hazardous materials for disposal and stock. White labels are for open chemistry in use and in storage. Yellow labels are for disposal.
• Always use a funnel when pouring chemistry into containers.
• Rinse all lab ware and trays before and after use with hot water. Return items to their proper place, and invert to dry.
• When printing always use a gold viewing tray to transport wet prints, and avoid dripping on the floors.
• Never place trays or chemistry on enlarger stations or on dry areas. Dry areas include enlarger stations, drying racks, green wash tubs, cutting areas, finishing areas, light tables, and the brown work table.
• Never place darkroom equipment, paper, negatives, or personal belongings on wet areas. Wet areas include the entire film room, light blue tables, sinks, and anywhere chemistry is used.
• Keep the darkroom uncluttered to avoid tripping hazards in the dark.

3. Links
http://www.ehs.ufl.edu/HMM/photo.htm
http://www.tucsonaz.gov/arthazards/photo1.html
http://www.ci.tucson.az.us/arthazards/photo2.html
http://plaza.ufl.edu/robot/

4. Area Rules
All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.
• Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
• Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
• In case of emergency, call campus police at 392-1111
• File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
• Alcohol is forbidden in studios
• Follow all posted rules / policies / notices as well as those below.
• Follow the posted SA+AH Satellite Waste Management Chart for the photo area. Keep these areas clean and organized.
• READ AND OBEY ALL SIGNS POSTED IN THE PHOTO AREA.
• There is absolutely no food or drink allowed in the darkroom at anytime.
• You must check in with a lab monitor to use any of the facilities.
• You must have a GATOR ONE card in order to check out items for the darkroom.
• Lab use is restricted to students currently enrolled in a photography class who have had orientation. Darkroom monitors will have a list of students currently allowed to use facilities.
• Equipment checked out must be returned in the same condition as when it was checked out.
• Your class and experience level determine the level of your darkroom privileges and access to certain equipment and processes.
• You must have a towel 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 SA+AH guidelines, and house rules. Do not leave chemistry out or open. Clean up all spills and drips immediately.
• If you cross contaminate chemistry or an area, please tell a lab monitor immediately.
• If you do not know how to use a piece of equipment, or are unsure of proper procedures please ask someone.
• If something breaks, please tell a lab monitor 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.
• Follow the SA+AH CONTAINER POLICY (see policy below)

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

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

Yellow:
WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.

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

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

• Failure to comply with any of these rules will result in expulsion from the darkroom.
Appendix I:
Area Specific Information: Digital 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 Florida. 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 SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at 392-1111
- File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
- Alcohol is forbidden in studios
- Familiarize yourself with the closest eyewash unit.
- No eating or drinking in the lab.
- Do not use spray adhesive in the studios or in the building. There is a professional and safe paint spray booth in FAC-211A for your use.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Installations must be removed as soon as possible after critique.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.
- Follow the SA+AH CONTAINER POLICY (see policy below)

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

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

Yellow:
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- 5 gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.
Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%. Labels should also include the Bldg and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.
Appendix J:
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 Florida. 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 SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at 392-1111
- File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
- Alcohol is forbidden in studios
- Students not in the Graphic Design program are not allowed to use the studio facilities without permission from instructor.
- Be community-minded and collegial.
- Recycle paper, cans, and reuse other materials. Throw away trash. Do not leave food lying around.
- Do not use spray adhesive in the studios or in the building. There is a professional and safe paint spray booth in FAC-211A for your use.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.
- Follow the SA+AH CONTAINER POLICY (see policy below)

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

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

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

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

1. Hazards (Inherent)
Due to the range of materials used in the WARP projects, please see Hazards for all areas above.

2. Best Practices
WARP students are asked to follow TA, Instructor and manufacture guidelines when using materials. Every attempt should be made to use less hazardous materials in projects.

3. Links
n/a

4. Rules
Follow all SA+AH Health and Safety handbook guidelines.

FACILITIES - POLICIES AND SECURITY
WARPhaus is equipped with a security system that enables students to access the building through the eastside door ONLY during regularly scheduled class times, and TA supervised open studio hours. All students enrolled in courses at WARPhaus will have card access and will be programmed into the system at the beginning of the semester.

- Students, Faculty and TAs should use their UF ID cards to enter and exit through the eastside card accessible door ONLY.
- Open studio hours will be posted prominently in the WARPhaus and you will be notified via email about any temporary changes to the schedule. Students should plan appropriately to complete projects during supervised studio hours.
- Please do not ask TAs to permit you continue working after hours. For your own safety and security TAs may not leave students to work unsupervised in the space.
- Entering and exiting through any other door in the facility will set off a silent alarm that will call the UF Police Department. These doors should be used only in an emergency and should not be left propped open at any time. The security system will recognize open doors (with the exception of the main east entrance) and this too will set off an alarm that will alert UF Police.
- Faculty/TAs may use east main entrance during programmed hours ONLY (7am-12pm).
- PLEASE note that TAs and faculty will use a key lock box, located near card reader system, to physically override system and lock out students during unsupervised hours. They will also padlock the outdoor courtyard gate.

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

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

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

STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)
SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students, equipped and supervised by the university police department. Escorts are routed on foot and driven trips. A person requesting an escort may contact SNAP via telephone at 392-SNAP (392-7627).

PARKING AT WARPHAUS
We have VERY limited parking at WARPhaus.
- Students MUST park on west side of building in an organized manner not parking on the sidewalk or the corner grass area and only during hours they are actually working at the WARPhaus. We can only accommodate about eight or nine student cars at a time, so students are encouraged to ride bikes, carpool or walk to the WARPhaus whenever possible. If parking becomes a problem we will issue parking passes.
- NO PARKING IN FRONT OF WEST-SIDE DUMPSTER ON TUESDAYS 7AM-9AM (scheduled garbage pickup).
- The three spaces on the east side of building (just outside the gate) are reserved for faculty and special guests only.
- There is also one handicapped parking space inside the gated courtyard that should be open and reserved for disabled students and guests only.
- Bike racks are located inside the east courtyard gate between the small building and picnic table.
- Cars parked across the street in the open lot or on the sidewalks surrounding WARPhaus WILL BE TOWED!

LOCKS
Lockers are available to share and students will need to buy their own lock. Please maintain a secured locker to keep art supplies free from theft and do not use other student’s materials without permission.

SHARED SPACE AND SAFETY ISSUES
In common consideration for others in the WARP community, please clean up after yourself, respect property by not using others materials without permission, and take care not to damage the studio space, tools or projects.

- Tools and equipment must be checked out with your TA before use and you will be held accountable to replace tools that are lost or damaged due to negligence. A tool check out sheet will be posted in the tool closet. Please use this sheet to track check out and return of tools. An equipment demonstration will be provided and all WARP students will be expected to wear eye protection and closed-toe shoes when working with tools and sharp materials. Use of power tools will require faculty or TA supervision and power tools will not be checked out overnight. Students should plan to work on projects requiring power saws during regularly scheduled class hours-NOT during open studio.
- No thinners, spray adhesives or spray paint may be used inside the facilities. Students must use these types of materials outside in our designated courtyard area, with a tarp to protect the concrete.
- DO NOT migrate into, occupy, or store materials in any classroom space NOT assigned to your class.
- The north-end small official WARPhaus gallery space should be used for proposed and planned exhibitions only. Even if empty, or between scheduled exhibitions, the gallery should NEVER be used as a student workspace.
- Unwieldy materials cannot be stored where they may present a problem or hazard to other students in the course.
- Moveable walls can be utilized to enable particular installations. WARP faculty keep the wall moving equipment secure in their office. If walls need to be moved to accommodate installations, faculty should be contacted in advance for approval and to arrange for the safest movement and placement of walls.
- ALL students enrolled in courses taught at WARPhaus MUST participate in upkeep of facilities. Custodians are not responsible for removing trash, project materials and scraps. Faculty and TAs will announce cleanup at least 15 minutes before studio closes. During this time students should clean up their own area. This includes throwing away cups, paper scraps, etc. and sweeping the floor and/or tables. Brushes and paint rollers should be cleaned out and sinks should be left free of paint, tools and debris.
- PAINT, PLASTER AND OTHER ART MATERIALS SHOULD NOT BE DUMPED IN THE SINK. Health and environmental concerns are associated with this practice, as is the need for a “clog free” sink.
- When projects are disassembled, put reusable lumber in designated recycling area and the rest inside the west-side outdoor dumpster. The dumpster should not be over stuffed. Boxes and sculptures should be broken down smaller than 4ft. in length before disposal and garbage should not be placed on the ground outside the dumpster.
- At the end of the day if TAs are required to clean up after a student, it will be noted and reflected negatively in his/her participation grade. Remember, if you leave a project behind, or do not dispose of the remnants correctly, your grade will begin to plummet in just 24 hours and the project will ultimately be thrown out.

DO NOT EAT IN THE STUDIO ENVIRONMENT
Please eat lunch before class so that you are not hungry during studio hours. Food in the classroom is disruptive, unhealthy and must be disposed of in an outside trashcan or dumpster (not left in the classroom garbage cans overnight). Drinks are OK but must be disposed of after class in the outside receptacles and empty cups and containers should not be left on tabletops at the end of day. A picnic table is located in the WARPhaus courtyard. Students may eat or read at the east courtyard concrete picnic table, but should NOT use this table as a studio work-space.
**DRUG-FREE SCHOOL & WORKPLACE AND CLEAN INDOOR AIR ACT**

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

**SAAH HEALTH & SAFETY PROGRAM - HAZARDOUS WASTE SATELLITE ACCUMULATION**

All students will get a presentation on safe use and disposal of hazardous materials and be expected to be conscious of the safe use of materials and proper waste disposal procedures. Please make yourself familiar with the SAAH Health and Safety Program at [http://www.arts.ufl.edu/art/healthandsafety](http://www.arts.ufl.edu/art/healthandsafety) during the first week of class. Each student will be asked to complete a H&S student waiver form (which will be given to you and signed during studio).

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

**SA+AH CONTAINER POLICY**

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

**White:**

All new and or used product in containers (hazardous or what might be perceived as hazardous - i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the SA+AH to identify their contents. Labels can be found at the 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.

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

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

**GUIDELINES FOR USE OF CAMPUS FACILITIES AND GROUNDS**

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

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

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

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

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

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

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

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

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


Fill out a “Animal Use for Teaching Purposes” approval request form, which is available at http://iacuc.ufl.edu/forms/teachingform.doc <http://iacuc.ufl.edu/forms/teachingform.doc>

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 SA+AH does not support the making of art that causes animal suffering.

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

If you plan to use dead animals or animal parts, you must complete the “Cadaver/Tissue Use Only – No Live Animal Contact Approval Request Form”, which may be found at http://iacuc.ufl.edu/forms/TissuesForm.doc <http://iacuc.ufl.edu/forms/TissuesForm.doc>.
Appendix M: Rules Governing the Use of Human Subjects

www.med.ufl.edu/research/rac/compliance/human.shtml

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 do not get exposed 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 N: Respirator Policy

University of Florida Environmental Health and Safety (EH&S) has determined that the use of respiratory protection is not required for projects and activities typically performed in the School of Art + Art History. It is against the School of Art + Art History policy for any instructor to require students to wear respiratory protection however, you may recommend it, and you may voluntarily choose to wear respiratory protection: either an N95 filtering face piece, or a tight fitting half or full-face respirator. Any user who chooses to wear such respiratory protection is therefore said to be a voluntary user. UF Environmental Health and Safety follows or exceeds OSHA 29CFR1910.132-137 standards for Personal Protective Equipment. Any voluntary user: student, faculty, or staff is required to follow all Environmental Health and Safety policy which can be found at: http://www.ehs.ufl.edu/General/resppol.pdf.

Sample images of respiratory protection:

For simplicity, the regulations for use are outlined below. You must follow each step depending on the choice of respirator/mask you are voluntarily choosing to use:

I want to wear a N95 dust mask
   Mail to: Environmental Health & Safety  
   attn: OCCMED  
   PO Box 112195  
   Gainesville, FL 32611

2. Complete “Medical History Questionnaire for N95 Filtering Face piece Respirators” form (www.ehs.ufl.edu/OCCMED/N95.pdf) and “UF Voluntary Use Respirator Supplementary Information Memo” (Appendix O) and include $5.00 processing fee Payment by check. (grads see option below). Payment must include your name and driver’s license number written on check. Make checks payable to SHCC OCCMED.  
   Mail to: SHCC OCCMED  
   Box 100148  
   Gainesville, FL  32611

Graduate Student Payment Option: Graduate students who have Gator Grad Care may charge the $5.00 fee to Gator Grad Care by checking the appropriate box on the Voluntary Use Respirator Payment Memo
I want to wear a tight fitting respirator

   Mail to: Environmental Health & Safety
           attn: OCCMED
           PO Box 112195
           Gainesville, FL 32611

2. Complete “Medical History Questionnaire for N95 Filtering Face piece Respirators” form
   (www.ehs.ufl.edu/OCCMED/N95.pdf) and “UF Voluntary Use Respirator Supplementary
   Information Memo” (Appendix O) and include $5.00 processing fee. Payment by check (grads see
   option below). Payment must include your name and driver’s license number written on check. Make
   checks payable to SHCC OCCMED.
   Mail to: SHCC OCCMED
           Box 100148
           Gainesville, FL 32611

Graduate Student Payment Option: Graduate students who have Gator Grad Care may charge the $5.00 fee
   to Gator Grad Care by checking the appropriate box on the Voluntary Use Respirator Payment Memo
   (Appendix O) or pay the $5.00 fee and pay in person (see Undergrad payment location below)

Undergraduate Student Payments: Undergraduate students must make payment in person.
   Health Science Center Dental Tower
   second floor Room D2-49
   (on the corner of Archer Road and Center drive West entrance)

Faculty /Staff Payments: Please discuss payment options with the SAAH Director

If you have any questions about payment, contact SHCC OCCMED at (352) 392-0627

3. Schedule a Fit test with EHS (Bill Burton)
   Contact EHS (attn.: Bill Burton) at (352) 392-3393 to make an appointment for fit testing

4. It has been a year (or each subsequent year) since I did my Pulmonary Function Test.
   a. Fill out Annual Medical History Questionnaire for Respirator
      www.ehs.ufl.edu/OCCMED/periodic.pdf
   b. Mail $5 with form to:
      SHCC OCCMED
      Box 100148
      Gainesville, FL 32611
   c. Contact SHCC OCCMED at (352) 392-0627 with questions
## Appendix O: UF Voluntary Use Supplementary Memo

<table>
<thead>
<tr>
<th>NAME:</th>
<th>UFID:</th>
</tr>
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<tbody>
<tr>
<td>Status: [ ] Undergraduate Student [ ] Graduate Student [ ] Faculty [ ] Staff</td>
<td>Respirator Use: [ ] N95 [ ] Tight Fitting- ½ face [ ] Tight Fitting- whole face</td>
</tr>
</tbody>
</table>

| Courses in which respirator will be used: | Date of Submission of Request for Respirator Use form to EH&S: |

### GRADUATE STUDENTS ONLY:

Payment: [ ] Check (with DL #) [ ] Bill my Gator Grad Care

I authorize the Occupational Medicine to charge my Gator Grad Care for services rendered as part or whole of respirator use:

__________________________________________  __________________________
Signature                                                              Date

### FACULTY / STAFF ONLY:

Payment: [ ] Check (with DL #) [ ] Bill to department (chartfield #: _____________________)
Appendix P: Incident Report

Incident Report: School of Art and Art History (8/9/11)
Please fill out this form and turn into SA+AH Director of Operations office FAC 103
Procedures are listed on the back of this page

Name of Injured Party: ___________________________  UFID: _______ - _________

Person Filling Out Report:

   name: ___________________________

   contact: ___________________________

Date:_______________  Time:_______________  Location:_______________

Course: _____________________________________________________________

Supervisor: _______________________________________________________

Witnesses (name, contact):

   _______________________________________________________________

   _______________________________________________________________

Briefly describe injury:

   _______________________________________________________________

   _______________________________________________________________

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

   _______________________________________________________________

   _______________________________________________________________

Action taken:

   _______________________________________________________________

   _______________________________________________________________

   _______________________________________________________________

Signature: ___________________________  Signature: ___________________________
   Supervisor/GTA/Faculty  Witness (if applicable)
Incident Report Procedures: School of Art and Art History

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

1. If necessary, call 911. Make a note of your location (listed below).

2. If the injured person is stable and does not require a 911 call, immediately notify your Supervisor, GTA and/or Faculty.

3. If the injured is an employee of the University and incident while performing work duties, contact workers compensation at (352) 392-4940 immediately.

4. The Supervisor, GTA, or Faculty will bring the first aid kit to the site or instruct someone else to do so.

5. If necessary, and you are properly certified, administer First Aid/CPR using all personal safety equipment available as outlined in First Aid training.

6. Keep the person as comfortable as possible. Disperse any crowd that may have gathered.

7. Take a moment to look around, making a mental note of the scene and those around you.

8. Locate any witnesses. Make sure they know to stay in a specified location so that you can talk to them after the injured person has been attended to.

9. The Supervisor should be introduced to the injured person and then to any witnesses.

10. The Supervisor should fill out the SAAH Incident Report including any information witnesses may have. Any witnesses will be asked to sign this form.

11. Turn in this form to the SA+AH Director of Operations office FAC 103

12. For non-emergencies, strongly encourage the student to seek medical attention at the UF Infirmary or student’s doctor immediately after the incident.

<table>
<thead>
<tr>
<th>UF BUILDING</th>
<th>UF BUILDING NUMBER</th>
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<tbody>
<tr>
<td>Fine Arts Building A (Library, Office of the Dean)</td>
<td>597</td>
</tr>
<tr>
<td>Fine Arts Building B (Gallery)</td>
<td>598</td>
</tr>
<tr>
<td>Fine Arts Building C (Main Office, AH, Studios)</td>
<td>599</td>
</tr>
<tr>
<td>Fine Arts Building D (Studios, Offices)</td>
<td>269</td>
</tr>
<tr>
<td>Old Norman (Art Ed)</td>
<td></td>
</tr>
<tr>
<td>Old Norman Gym (Studios)</td>
<td>102</td>
</tr>
<tr>
<td>Yon (Studios, Stadium)</td>
<td>158</td>
</tr>
<tr>
<td>WARPhaus (Off campus- 534 SW 4th Ave)</td>
<td>3451</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Emergency</td>
<td>911</td>
</tr>
<tr>
<td>UF Police</td>
<td>352-392-1111</td>
</tr>
<tr>
<td>UF Infirmary (afterhours medical concern)</td>
<td>352-392-1161</td>
</tr>
<tr>
<td>UF Infirmary (afterhours mental health concern)</td>
<td>352-392-1575</td>
</tr>
<tr>
<td>SAAH Main Office</td>
<td>352-392-0201</td>
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</table>

UF BUILDING

NF BUILDING NUMBER

CONTACT

PHONE NUMBER