Art+Design Ink Printing Lab - Procedures, Policies & Safety Regulations

School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. The Ink Printing laboratory has power and hand tools and other equipment used for ink printing.

Procedures and Policies

Entering and Using the Ink Printing Laboratory

Activities within the labs and use of Art+Design resources are restricted to educational pursuits and class work only and are subject to video surveillance.
Access privileges to the labs are established through coursework and an orientation in the use of tools and equipment.
The Ink Printing Laboratory is considered a dangerous work area and access is strictly controlled. Be cautious and alert when in the lab.
You must always have your *i-Card* with you in the labs, when you leave, you'll need it to get back in and assistants may ask to see your *i-Card* any time you are in the laboratories.

Only registered users are allowed to enter the Art+Design Ink Printing Laboratory. YOU MUST SWIPE YOUR *i-Card* AT EACH ENTRY.
YOU MAY NOT USE ANOTHER PERSON'S LAB PRIVILEGES AND YOU CANNOT AUTHORIZE ANYONE TO USE YOUR *i-Card* OR EQUIPMENT ACCESS PRIVILEGES.
YOU CANNOT BRING VISITORS OR GUESTS INTO THE LABS AND YOU SHOULD NOT OPEN THE DOOR FOR OTHERS TO ENTER.
SOME LAB ENTRANCE DOORS WILL SOUND AN ALARM IF HELD OPEN TOO LONG. Do not hold doors open for others - everyone must use an *i-Card* to enter a lab.
***i-Cards* STOP OPENING DOORS TEN MINUTES BEFORE CLOSING TIME.**

Ink Printing Laboratory is only available for use when a qualified lab assistant or instructor is present.
The lab may be unavailable during times when the rooms are scheduled for class use.
Return all tools to their proper storage areas and never attempt to remove or "borrow" tools for use outside of the laboratories.
Clean up after yourself. FOOD AND DRINK ARE NOT PERMITTED in the lab areas. DO NOT STORE PERSONAL MATERIALS IN LAB AREAS.
Treat work surfaces with consideration. Do not cut or drill into worktables. Use paper to protect surfaces from ink, paint, glue, etc..
Report broken or malfunctioning equipment immediately to an assistant or online using the School's website link to report problems with resources.
Dispose of all materials approproately, and use proper collection recepticals. Always use a protective mask when air-borne particles are created during a process.
All spray materials must be done in an approved ventilated booth while wearing a personal respirator. Use of these materials elsewhere will be considered vandalism.
You can use the School of Art + Design's website to report problems and to submit feedback.

General Safety Regulations for Laboratory Use

Never work alone.
You may not use tools or equipment you have not been trained to use and then only when you are thoroughly familiar with best practices and safe operation.
Before leaving a piece of equipment: be certain it is turned off, has stopped moving, and is cleaned off and ready for the next user.
Electrical equipment should never be used near water.
All spray painting must be done in a spray booth. Use flammable chemicals only in properly vented areas. Dispose of rags used for solvents in the red metal cans.
Familiarize yourself with locations of fire extinguishers, first aid kits, and emergency eye wash stations.

Proper attire is required when using any Ink Printing Laboratory resources

Closed-toed shoes must be worn in the labs.
Tie back long hair, secure loose clothing and sleeves, and remove neckties and loose jewelry.
Appropriate eye protection must be worn when operating power equipment and some hand tools.
An appropriate dust mask or respirator should be worn when performing dust or fume producing tasks.

Safe operation of the equipment requires the full attention of the operator

Boisterous or rough play, running, throwing objects, or any kind of distracting behavior is strictly prohibited.
Do not speak to or distract anyone who is operating equipment.
Headphones or portable stereos may not be worn while working in the Ink Printing Laboratories.
Do not operate equipment if you have taken medication that can make you dizzy, drowsy, or otherwise impaired.
Inform your instructor or the lab supervisor if you have a condition that requires special accommodations.

Failure to comply with any policy or regulation may result in the loss of your laboratory privileges.