

Photocommunications Lab Policy

Keora Norris, lab Manager

The darkroom is a laboratory filled with expensive, sensitive equipment and corrosive chemicals. Utmost care should be taken while in the darkroom to make sure the equipment and chemicals are kept separated (hence, WET and DRY areas). The following rules are to prevent unnecessary damage and to provide efficiency, safety and security to this area. The Lab Monitor on duty is responsible for the lab. Students are expected to follow these rules or risk losing lab privileges.

General

1. NO EATING OR DRINKING IN THE LAB. No smoking in the ARTS building.
2. No students may use the Lab/Studio unless supervised by either the Lab Monitors or their instructor.
3. S.E.U. Student I.D. is required.
4. First, use sign-in sheet and check in with lab monitor.
5. The Lab Monitor will check out any equipment, such as developing kits, filters, grain focusers, enlarging lenses, etc. You must return these items (dry and in working condition) to the Monitor before leaving. Be patient with the time this process takes, it is necessary to safeguard our facility and its equipment.
6. Wash hands immediately after handling chemistry.
7. Use caution while pouring chemistry- Protect your eyes. Splash glasses are available.
8. Be careful, chemicals will stain your clothes and most other things they come in contact with.
9. Chemicals become exhausted, especially the fix. If you suspect the fix is no good, use a film strip test or ask the monitor to check it.
10. NEVER DUMP FIX, IT POLLUTES. We recycle fix, hypo clear and rinse water.
11. Use squeegees to wipe out sinks, try to conserve paper towels.

Film Processing

1. Return Fix and Hypo clear to their proper containers. Ask for help if needed; do not dump these chemicals. Put Rinse Water in plastic receptacle.
2. There are 2 Film Dryers- 1 air-dryer and 1 heat-dryer. **Do Not** open door on heated dryer when fan is on. To keep out dust, open door only briefly while hanging film. Do not leave negatives in dryer longer than it takes to dry them (about 20 min. on medium for heat dryer and overnight for air dryer).
3. Please wash everything you use to develop film (tank, lid, reels, graduates, stir and lift rods, and thermometers) with HOT water after each use. The chemicals are corrosive and can ruin equipment. Return processing kits to lab monitor clean and completely dry.

Printing

1. Never change the enlarger's lenses or condensers; ask the lab monitor for help.
2. Never change the enlarger's lens height (the bellows). If you have problem focusing ask the lab monitor for help.
3. Don't leave the enlarger light on. Never walk away from the enlarger and leave the light burning. Do not view contact sheets, negatives, etc. with the white light of an enlarger. This light is strictly for focusing and printing.
4. While printing, keep your hands dry at all times. Use tongs instead of your hands.
5. Never put tongs in different trays. Use properly labeled togs for each tray.
6. All printing chemicals should be continuously agitated. Do not walk away from a print in a tray of chemicals.
7. Use a VIEWING TRAY when examining test strips or prints. Rinse and return VIEWING TRAYS to their proper place. Use a WASHED PRINT TRAY when taking washed prints from the print washer to the print dryer or print drying screens. Return WASHED PRINT TRAYS to their proper place. It is very important that VIEWING TRAYS and WASHED PRINT TRAYS do not get mixed up.
8. Never put trays anywhere near the enlargers or easels.
9. Wash RC paper for a minimum of 5 minutes in the proper washer before running them through the print dryer. No prints smaller than 5x7 in the print dryer. Smaller prints are air dried on screens. Fiber prints are dried on screens after being hypo cleared, washed and squeegeed.
10. At the end of your printing session please make sure your timer is off, the enlarger head is released (not in the "up" position), the enlarger column is unlocked, your enlarger is covered with a plastic bag and the lab monitor checks your area.

Other

1. Large Format, Color Printers and advanced students should see the lab monitor for additional equipment or chemistry needs.
2. Toning should only be done with supervision in the toning room. Most toners are hazardous. Do not tone unless you have permission from your instructor. Do not dump toners down the drain. There are used toner containers under the toning sink.

End

1. Please keep the lab clean. EVERYONE will be expected to do a chore before they leave or risk losing lab privileges. Schedule the chore into your lab time. DO YOUR PART!!
2. Check with the Lab Monitor before you leave.
3. Remember the Lab Manager and your Instructors are authorized to terminate your lab privileges if you fail to cooperate.
4. The Lab Monitors and Lab Manager are here to help you.
5. Please ask questions about anything you are unsure of.

6. Add any suggestions or concerns into the suggestion box.

Phone Numbers

Photolab x8684
St. Edward's Security x8444

Lab Manager's Office x8683
Austin Emergency 911

**St. Edward's University Photolab
Silver Recovery & Disposal Policy**

All silver will be recovered from film and print processing. The following procedure define the use, containment and disposal of exhausted chemicals associated with film and print processing in the new Fine Arts Building photography lab (six individual photo processing dark rooms, one faculty dark room and one large gang dark room)

Film/Paper Developer (Students or Individuals) Responsibilities:

- Save **ALL** exhausted fixer solutions and rinse water for recycling.
- Rinse water and exhausted fixer solutions generated will be properly deposited into the plastic containers located in each dark room area.
- Notify a Lab Monitor when the plastic container is 75% full (Do Not Overfill!)

Lab Monitor Responsibilities:

- Move plastic containers containing exhausted fixer solution to the Chemical Mix Room (Arts 134) for processing in the Silver Recovery Unit. Provide room with an empty plastic container.
- Monitor student activities to ensure all silver laden materials (i.e. exhausted fix and rinse water) are properly deposited into the plastic containers.
- Verify the Silver Recovery Unit (SRU) is on and operating properly. Pour collected liquids from plastic containers into the SRU for processing.
- Collect all toner (selenium, sepia, etc.) and place in the proper five gallon drum located in the Toning Room (ARTS 137). Log the toner chemical composition and quantity in the attached logbook.

Lab Manager Responsibilities:

- On a periodic basis, replace silver collection containers with new ones.
- Properly store full silver collection containers until collection for recycling is possible.
- Monitor level of toner in the collection drums. When full, compute the quantities of liquid waste collected and contact physical Plant for disposal of a hazardous waste.

Notes For Lab Monitors

Timesheet policy:

1. **ALL STUDENTS WHO WANT TO GET PAID MUST FILL OUT THE PROPER FORMS!** (No **KEYS** will be issued until you fill out the proper forms).
2. Timesheets **MAY NOT BE ACCRUED UNTIL THE END OF THE SEMESTER.** Please turn in all paperwork promptly. **FAILURE TO DO SO WILL RESULT IN YOU NOT GETTING PAID!** This will be enforced so no excuses!
3. I must sign your timesheet (and give a satisfactory/unsatisfactory mark) in order for you to be paid. Drop them off at my office at the end of the pay period.
4. Timesheets will be due in my office by 10:00am on the 1st and 15th of each month. *Failure to turn in a timesheet by this date will result in the delay of your paycheck and an unsatisfactory mark on your timesheet.*
5. All monitors working morning shifts are required to be in the lab by **9:00am** and monitors working midday and evening shifts are required to be in the lab at least **10 MINUTES PRIOR TO THE BEGINNING OF HIS/HER SHIFT.** *Failure to do so will result in an unsatisfactory mark on your timesheet.*
6. Three unsatisfactory marks on your timesheet will result in a loss of lab access for one week, and a conference with Sybil and myself to discuss your status as a lab monitor. The fourth will result in your losing lab monitor status for a minimum of the remainder of the semester.
7. If you do not receive any unsatisfactory marks in one months time you will be eligible for the **“monitor of the month”** award. Each month of the semester one lab monitor will be awarded a fifty dollar prize to be used towards photography supplies or equipment

Steps to follow when equipment breaks (enlarger, jobo, etc.):

1. Write it in the journal with very specific detailed information about what happened/what is malfunctioning.
2. Put a sign on the broken equipment so that other people don't mistakenly try to use it.

3. Write a note that “such-and-such” is broken. I read the lab journal almost every day, but in case I am not here write a note directly to me (broken equipment requires immediate attention).
4. Attempt to fix it **IF** you have the right tools and a reasonable idea of what it requires to be fixed.

Notes about mixing chemistry:

1. **All lab monitors are required to mix chemistry!** If your shift is fairly slow, mix something.
2. We have a large supply of chemistry in the chemical storage room. Your lab key will open this room. If any chemistry is getting low please tell me directly or leave me a note.
3. While mixing chemistry (which everyone will do) please pay special attention to the instructions. Laminated directions for chemical mixing are posted on the bulletin board in the chem mix room. Chemistry is both toxic and expensive, please take the necessary precautions not to harm your self or waste any materials.
4. All lab monitors are required to document each chemical use. There is an inventory record sheet provided for this purpose located on the bulletin board in the chem mix room. Make sure to write your name, the date and the amount of chemistry you use.

Notes about the lab monitor journal:

1. Refrain from using the journal as a forum for complaining about or arguing with other lab monitors. The journal should contain lab-related messages only (no personal gripe sessions). If you are having a conflict with another lab monitor, which requires attention, please talk to me individually.
2. All lab monitors are required to write a journal entry during their shift. This is the best way to communicate with your fellow monitors. Your journal entry reflects the amount of work that takes place during your shift, if you don't make regular entries I will assume you are not doing enough work. *Failure to do this will result in an unsatisfactory mark on your timesheet.*

General Policy:

1. Be familiar with the location of the fire extinguishers, MSDS info and emergency eye station.
2. Please use the forms for individual darkrooms, enlarger checkout and *especially* studio checkout. Monitors will be responsible for any studio equipment missing during his/her shift, as well as the cleanliness of the studio at the end of his/her shift. A dirty studio will result in *an unsatisfactory mark on your timesheet.*
3. St. Edward's Photolab practices environmentally friendly methods to insure that the minimal amount of pollutants enters our local water supply. We are concerned

with silver deposits from black & white fixer (for film and paper), color fixer and the rinse water from film processing and paper development. At no time should any of these products be poured onto a sink. They are all collected and run through the **SRU** (Silver Recovery Unit) allowing the material to be conditioned for proper disposal. Please take special care in monitoring the collection and disposal of these materials.

4. Rules for after hours are as follows: Lab monitors will have extended access to the lab after regular hours. Daily access is limited to 2:00am when the air vents shut off, you will then have until 3:00am to complete all clean up. Make sure to sign in and out of on the **AFTER HOURS SHEET**. *Failure to do so will result in an unsatisfactory mark on your timesheet.* You are allowed only one guest at a time. This guest must be a photography student here at St. Edward's (no boy/girl friends allowed). Exceptions may be made for after hours studio use.