

# CCA TEXTILES STUDIOS

## GENERAL ACCESS AND USE

**ADDRESS:** 1111 8th Street, San Francisco, CA  
**TEXTILES STAFF:** Hannah Tuck, Studio Operations Manager, San Francisco, [htuck@cca.edu](mailto:htuck@cca.edu)

**MAIN BUILDING HOURS:**  
24-Hour Student Access  
**STAFFED HOURS (TOOL/EQUIPMENT ACCESS):**  
Mon-Fri 9am-3:00pm

**This studio is open to Textiles Students/Majors only.**

### GENERAL SAFETY WHILE USING THE TEXTILE STUDIOS

- **Never work in the Textile Studios alone** - use the buddy system or, call a CCA Escort, **415-726-2061** to walk you to the main campus or to MUNI after dark.
- **Keep the building and the people within it secure** - do not hold the door open for anyone you don't know, do not prop open the front doors, especially at night.
- **Carry a current CCA ID** at all times when on campus.
- **Do not leave your belongings unattended** anywhere on campus including the Textile Studio.
- **Report all incidents** to staff or faculty and contact the Studio Manager: Hannah Tuck at [htuck@cca.edu](mailto:htuck@cca.edu)

### TEXTILE STUDIOS: REQUIRED ATTIRE AND PERSONAL PROTECTIVE EQUIPMENT

- Appropriate shoes are required in the dye lab and print studio. (Closed toe, closed back, flat shoes.)
- Use ear protection while using the washout booth.
- No food in the dye lab or in any other area of the studio.
- See Dye Lab Access and Use document for Dye Lab PPE requirements.

### ACCESSIBILITY AND STORAGE

- **These are shared studio spaces.** We are all responsible for its reset and upkeep! Open access to work in the Textiles Studios is allowed when classes are NOT in session. The class schedule is posted in the studios and in the Textile Program Homeroom on Moodle.  
<https://docs.google.com/document/d/1Q6VD7xdqVKu8dcyvmxmtmBCcB8gUzORe9fsy6CosjZLQ/edit?usp=sharing>
- **Label and store projects, tools, and materials completely on designated classroom shelves. Protruding items or objects on the floor will be thrown in the trash.**
- **Large scale projects require approval** of the Studio Manager.
- **Keep fire lanes and walkways open** in case of emergency - projects and materials blocking fire lanes will be thrown away. There are 3 fire extinguishers located in this department: one is located to the right of the yarn cabinet near the entrance doors. One is located in the corner of the print studio, on the opposite of the ramp to the bathroom. One is located in the Dye Lab between the door and the washing machine. No bikes in the building.
- **Check with a Studio Manager before installing artworks in the building.** Do not hang anything from lights, vents, handrails, plumbing, or electrical conduit.
- **Reset the classrooms after use.** Store projects on shelves, return tools, throw away trash, put tables back. Failure to reset will result in early closure of the studios.
- **Students are responsible for cleaning their work areas, and removing projects and materials before the last day of each semester.** Anything left behind becomes property of CCA.

## TOOLS AND MATERIALS FOR YOUR USE

- **Tools can be borrowed.** During class time the tools are there for the class. Tools will be accessible to students during open hours and students must return items before the shop closes. Tools and Safety Equipment may not be removed from the building.
- Here are some places you can buy materials! Short URL: [goo.gl/X2u2Ao](http://goo.gl/X2u2Ao)

## MATERIALS

- Materials are purchased by Textiles courses and reserved for Textile courses and assigned project use only. Students may use these yarns, fabrics, and dyes to create samples, but are responsible for purchasing their own materials for any other projects and assignments.
- Here are some places you can buy materials! Short URL: [goo.gl/X2u2Ao](http://goo.gl/X2u2Ao) The Textiles Studio purchases dye from [Dharma Trading](#) and [Pro Chem & Dye](#).

## FIRE EXTINGUISHERS

- There are 3 extinguishers are located in this department:
  - One is located to the right of the yarn cabinet near the entrance doors.
  - One is located in the corner of the print studio, on the opposite of the ramp to the bathroom.
  - One is located in the Dye Lab, between the door and the washing machine.

## ALLOWED MATERIALS

- **Fabric, yarn, polyfill.**
- **Recycled or found fabrics/yarns only** if it is inspected and approved by a Studio Manager -- we will inspect for toxic paint, embedded metal, or other dangerous materials.
- **Outside dyes can be used, please follow directions, and let the Studio Manager know what you're using.** Protect the tables! There must be clean paper under the project, and drips or spills must be cleaned.
- **Don't know if a material is allowed? Ask a Studio Manager about Safety Data Sheets and how to read them!**

## UNSUPPORTED MATERIALS- Don't know if a material is allowed? Ask us

- **Pure mineral spirits and turpentine - use turpenoid instead**
- **Spray paint of any kind**
- **Resin**
- **Aerosol Spray Adhesive**
- **Flocking**
- **Bleach\* (Please speak with Studio Manager for more information)**
- **Lye and lye-based processes**

## MATERIALS DISPOSAL

- All trash should be responsibly thrown away at the end of each class or studio use. **These are shared studio spaces.** We are all responsible for its reset and upkeep!
- All recyclable materials, including cardboard, must be clean and broken down before being put into the recycling bin. If you aren't sure if a material is recyclable, please ask studio management.

## CLASSROOM

All tables, chairs, and technology in the classroom and Handworks Studio should be reset after each class or studio use.

## **DYE LAB**

The Dye Lab requires an additional orientation in order to access. If you are not given an orientation in your class please schedule an orientation with Studio Management. Studio Management does not teach dye processes during the orientation. Only students with dyeing experience will be granted access outside of a class.

## **WEAVING STUDIO**

The Weaving Studio is not an open work space. Looms are assigned to students enrolled in a weaving course for the semester. Only Blue tape or Artist Tape should be used to label looms.

Back strap and frame looms are assigned to individual students within the Introduction to Textiles classes. These have to be checked out with studio manager and returned at the end of the unit.

## **PRINT STUDIO**

The Print Studio is not an open work space. Tables and Lockers are assigned to students enrolled in a print course for the entire semester.

## **SEWING MACHINES**

The studio has two (2) Singer Heavy-Duty home sewing machines. These machines are specialized equipment so there is no unauthorized usage for these machines. These machines are not available for checkout; if students would like to check out a sewing machine for home use, they can utilize the equipment at the [Soft Lab](#).

## **TOOLS**

Some tools are available in the Studio Managers office. You need to check out the tools prior to using them. No tool check out of tools can happen without Student I.D.

- Bobbins
- Boat shuttles
- Stick shuttles
- Umbrella swifts
- Soft measuring tapes
- Temples
- Sley and reed hooks
- Tapestry beaters
- Ball Winders
- And much more...

## **OTHER EQUIPMENT**

Spinning wheels, home sewing machines, dress forms are available for in-studio use and must be assigned. Smaller textile tools are available for check-out. Please check with the Studio Manager to have them designated to your use.

# ACCIDENT PROCEDURES

## IF YOU ARE INJURED

If the injury is life-threatening:

1. Call 911
2. If there is no staff/co-worker to help, try to also call Public Safety: **415-726-2061**
3. Stay where you can be located and helped (ie not in a bathroom).
4. Stop the bleeding. First Aid kits are located outside of the Dye Lab.
  - o Apply direct pressure to wound with gauze/bandage.
  - o Add more gauze if bleeding continues. Do not remove old gauze.

If NOT life-threatening:

1. Alert the Studio Manager or work-study staff.
2. Call Public Safety : **415-726-2061**
3. Public Safety or a Studio Operations Manager can call a Lyft to the nearest Urgent Care or Hospital.
4. Submit [CCA Cares Form](#).

## IF ANOTHER IS INJURED OR FOUND UNCONSCIOUS

If the injury is life-threatening:

1. Call 911 or
2. Call Public Safety : **415-726-2061**
3. The first person on the scene **must** stay with the injured individual. **Do not leave them alone.**
4. Stop the bleeding. First Aid kits are outside of the Dye Lab.
  - a. Put on a pair of rubber gloves (to protect yourself from blood-borne pathogens).
  - b. Apply direct pressure to the wound with gauze/bandage.
  - c. Add more gauze if bleeding continues. Do not remove old gauze.

If NOT life-threatening:

1. Alert the Textiles Studio Manager or shop staff.
2. Call Public Safety : **415-726-2061**
3. Sit the injured person on the floor away from objects that might hurt them if they lose consciousness.
4. Public Safety or a Studio Operations Manager can call a Lyft to the nearest Urgent Care or Hospital.
5. Submit [CCA Cares Form](#).

## IMPORTANT NUMBERS TO PROGRAM IN YOUR PHONE

CCA PUBLIC SAFETY: **415-726-2061**

## CCA Shops Safety Procedures, Community Standards, and Policies. Effective 1/16/2018

### Violations of the Student Code of Conduct

CCA expects its students to uphold the college's values of artistic and academic excellence, compassion, integrity, and global citizenship. The following list, while not exhaustive, illustrates those behaviors that, when determined to have occurred in the judgment of the college, necessarily violate the values of the college; impinge upon the rights, safety, and well being of its constituents; and therefore represent misconduct subject to disciplinary action:

- Attempted or actual theft of or damage to college property or property of college community members.
- Conduct that could result in the violation of any federal, state, or local law.
- Conduct that threatens or endangers the health or safety of any member of the college community including but not limited to physical abuse, verbal abuse, threats, verbal or nonverbal intimidation, bullying, stalking, or coercion.
- Failure to comply with the directions of college officials, law enforcement units, and emergency personnel acting in authorized performance of their duties. This also includes failure to identify oneself to such persons when requested.

- Failure of a student to act in a responsible manner to assure that the student's guest is preserving the rights of the college community as outlined within the Student Code of Conduct.
- Forgery, alteration, or misuse of college documents, records, or identification.
- Hazing or conspiring to engage in similar acts that actually or potentially injure, endanger, or humiliate any fellow student or member of the college community, whether the hazing is consensual or not.
- Interference with, obstruction of, or disruption of the teaching or learning process, administration, or any other college-sponsored activity.
- Knowingly furnishing false information to the college.
- Possession, distribution, or use of any controlled substances on college property or at college-sponsored activities.
- Possession, distribution, or use of alcohol on college property or at college-sponsored activities, except under the conditions specified in the **Alcohol Policy**.
- Possession, distribution, or use of cigarettes or vapor products on college property or at college-sponsored activities, except under the conditions specified in the **Smoking Policy**.
- Possession or use of a weapon or a replica thereof, such as a firearm, knife, explosives, or any other instrument used or potentially used to intimidate, threaten, and/or injure any member of the college community.
- Retaliation -- adverse action taken against a person because of the person's good faith opposing, reporting, or threatening to report a violation of the Code of Conduct or for participating in good faith in investigations, proceedings, hearings, or remediation related to college policies, including the Code of Conduct.
- Soliciting, assisting, or inciting another college community member to perform an act that violates the Student Code of Conduct or attempting to do the same.
- Unauthorized entry or use of college property, which includes unauthorized residence.
- Unauthorized possession, distribution, use, or duplication of keys or access cards for college property.
- Unauthorized use of electronic or other devices to record any person while on college property, disseminate personal information, or otherwise violate privacy without prior knowledge or consent.
- Unlawful harassment or discrimination based on race, color, religion, sex (including gender identity and pregnancy), national origin, age, disability, genetic information, sexual orientation, or parental status.

The CCA Student Code of Conduct can be read in its entirety at <https://www.cca.edu/students/handbook/conduct>.

### **Statement from the Dean of Students Regarding California Proposition 64**

(Passed Nov. 11, 2016; Effective Jan. 1, 2018)

On November 8, 2016, voters in California passed Proposition 64, thereby allowing persons who are 21 and older to possess, transport, and buy up to 28.5 grams of marijuana and use it for recreational purposes. The Bureau of Marijuana Control is the state agency responsible for regulating and licensing marijuana sales.

It continues to be illegal to smoke marijuana in public and at locations where tobacco use is outlawed, such as restaurants, and within 1000 feet of a school, daycare, or youth center when children are present. It is also illegal for motorists to smoke marijuana while driving.

Despite the change in state law regarding marijuana, [CCA's policy](#) remains unchanged: use, distribution, and possession of marijuana on campus or in association with any college-sponsored or affiliated activity or program are prohibited. The policy complies with the federal Drug-Free Schools and Communities Act. Under this federal law, as a condition of receiving federal funds, an institution of higher education such as the

California College of the Arts must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus and as part of its activities and programs. At the federal level, this law includes any amount of marijuana.

California Proposition 215, passed in 1996, allows for the use of marijuana for medical purposes. Students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide or use the marijuana on college-owned or controlled property (including, but not limited to, residence halls, academic buildings, studios, and parking lots), or during a college sanctioned activity, regardless of the location.

Propositions 215 and 64 create a conflict between state and federal laws. When state and federal laws are in conflict, federal law takes precedence. If CCA does not comply with federal law and regulations on marijuana possession and use on campus and in college programs and activities, it risks losing federal funds for student financial aid and other important programs and services. Thus, CCA must continue to abide by federal laws and regulations and college policy barring the use and possession of any amount of marijuana on campus or in association with any college-sponsored or affiliated activity or program.

Students who fail to follow this policy are in violation of the [Student Conduct Code](#) and are subject to disciplinary action.

### **Proposition 65 Warning**

Chemicals known to the State of California that may cause cancer, birth defects, other reproductive harm and damage to the nervous system are stored and used on these premises.

Good ventilation, proper storage and handling are enforced to minimize or avoid exposure. Students, faculty and staff alike are responsible to follow studio guidelines and rules.