

**STANDARD STUDIO HOURS AT RAYKO**

**9am - 10pm** Monday - Thursday

**9am - 6pm** Friday

**12pm - 6pm** Saturday: Scheduled classes only & Seniors

**11am - 7pm** Sunday

\*Please check Portal or signage on site for Weeks 1 & 2

**STUDIO MANAGER**

Meri Brin meri@cca.edu, office phone: 415-551-9221

**PRINTMEDIA CHAIR**

Anthea Black ablack@cca.edu

**HEALTH & SAFETY IN THE PRINT STUDIOS****PRINTMEDIA AT RAYKO OVERVIEW**

In general, we have moved away from some of the more hazardous print techniques at Rayko. Our Screenprinting facility only uses water-based inks, so the exposure to chemicals is lessened. With most of the other Print processes (except Lithography), water-miscible inks are stocked in the studio. We do stock oil-based inks as well, so make sure you understand the clean-up if you do want to use these. Our clean-up is always to use green methods first, before using any solvent minimally. This Handbook will review the Health and Safety aspects of all of the print processes available in the studios.

**SCREEN:**

Our department only uses and allows water-based inks in the studio. Used ink should be scooped from your screen back into a plastic container. It should not be deposited in the trash. Minimal amounts of ink on screens, squeegees, and spatulas can be washed down the sinks.

**SCREEN: SKIN CONTACT - GLOVES & CLOTHING**

For your safety, the studio provides shared nitrile gloves to be worn while coating screens (phosphoric acid in emulsion) and screen clean-up (degreaser, stencil stripper, Simple Green). If you prefer not to share, you are welcome to purchase your own. "Spontex Bluettes" gloves, available at hardware stores are also a good long-term purchase.

The Screen studio encourages students to wear an apron to protect your clothing, as screen ink easily gets on clothing. The studios do have some community aprons, but they may already be in use. An apron is personal, and customizable!

**SCREEN: NOSE, MOUTH, & EYES**

The Screen studio uses water-based inks, so the use of solvents for ink clean-up is non-existent. The use of chemicals in the Screen Washout booth is limited to stencil remover (it is a strong oxidant, wear gloves as it is a skin irritant), degreaser (wear protective gloves and eye protection), and Simple Green (wear eye protection and gloves if you have any skin sensitivities).

Students should wear protective glasses to shield their eyes from caustic or irritating materials that can potentially splash back onto the face.

Eyewash bottles are located in all of the First Aid kits located next to each bathroom, and in the kitchen.

**In all medical emergencies, immediately dial 911 and then contact CCA Public Safety at 415-726-2061.**

**SCREEN: EARS**

Constant exposure to excessive noise can cause hearing loss. Ear protection is REQUIRED when using the power washer or hoses in the Screen Washout room. Earmuffs and foam earplugs are located at the entrance to the washout room. Please keep the door to the washout room closed so that the noise is not a nuisance to others in the space.

**CLOTHING REQUIREMENTS**

No open toed shoes are allowed - no sandals, no "Crocs". This will protect your feet if a heavy, sharp, or toxic material is accidentally dropped on your feet. The Screen Washout room is often wet, please wear shoes that have good tread and will not cause you to slip. **Access to the Print Studios will be revoked if you show up wearing any open toed shoes - no exceptions.**

**SCREEN: CLEAN-UP**

After printing, all ink should be scooped from the screen back into your container. Screens should be hosed down in the washout room with the garden hose. Any chemicals should be removed from the screen with the garden hose. The power washer can be used after all ink and chemicals are removed, so they do not spray on to your face. You must be wearing ear protection in this space. Make sure you have been trained on the power washer. It should never start on the screen, always off to the side. Once it's running, you may move to the flat side of the screen and move in.

**SCREEN: INK DISPOSAL**

Unwanted ink that is still viable can be donated to the Screen Ink cabinet (#2) for use. Unwanted ink that is not viable (dry, very little) please dispose of in the Disposal jug near the wheelchair elevator. It cannot go in the trash!

**SCREEN: STUDIO CONDUCT**

## **PRINT:**

The Print studio embraces the use of water-based, water-miscible, and limited oil-based inks. For clean up, you will be using soapy water, vegetable oil, and/or Windex to clean and degrease studio tools such as rollers, ink knives, plates/blocks, and inking slabs. Always clean up after yourself when done working in the print studio, including the tools you used, surfaces you've worked on, and press beds and handles.

Sometimes solvents (i.e. isopropyl alcohol, mineral spirits) are needed to clean certain materials. Students must wear thick green nitrile gloves when doing so and must strive to use the minimum amount of the required solvent.

When possible, please use the vent booth to clean items such as plates, knives, and rollers. If you are unable to move to the vent booth, please use alcohol or mineral spirits minimally.

Always turn on the ventilation in the print studio that you are working in when using noxious materials. NEVER deeply breathe in hazardous materials including solvents, grounds, stencil remover, or other similar substances. Please be aware of how close your face is to these and other hazardous materials when using them and please use the minimal amount of hazardous materials necessary.

### **PRINT: SKIN CONTACT - GLOVES & CLOTHING**

Students must wear thick, green nitrile gloves while handling hazardous materials including solvents, acids, strong cleaners, or other chemistry.

For your safety, the studio provides shared nitrile gloves for hazardous usage and clean-up in Screen and Print. If you prefer not to share, you are welcome to purchase your own. "Spontex Bluettes" gloves, available at hardware stores are also a good long-term purchase.

The Print Studio encourages students to purchase their own apron to protect your clothing and skin from chemicals and irritants that are present in the print studio. Additionally, most print processes are dirty, and you may get ink on your clothes. The studios do have some community aprons, but they may already be in use. An apron is personal, and customizable!

### **PRINT: NOSE & MOUTH**

Some printmaking processes require the use of hazardous materials that emit toxic fumes. Through extended exposure, these hazardous materials can greatly harm your health. Repeated exposure to fumes and particulates greatly increases the chance of permanent chemical and material sensitivities, rendering you unable to use or be in the proximity to these items.

In order to avoid harmful long term and permanent effects, the CCA Print Studio policy requires students to use the vent hood when handling noxious hazardous materials. Proper ventilation is a

requirement when working in the studio to protect your own individual health and to protect the health of other students, faculty, and staff.

The Print studio embraces the use of water-based, water-miscible, and limited oil-based inks. For clean up, you will be using soapy water, vegetable oil, and/or Windex to clean and degrease studio tools such as rollers, ink knives, plates/blocks, and inking slabs. Always clean up after yourself when done working in the print studio, including the tools you used, surfaces you've worked on, and press beds and handles.

Sometimes solvents (i.e. isopropyl alcohol, mineral spirits) are needed to clean certain materials. Students must wear thick green nitrile gloves when doing so and must strive to use the minimum amount of the required solvent.

When possible, please use the vent booth to clean items such as plates, knives, and rollers. If you are unable to move to the vent booth, please use alcohol or mineral spirits minimally.

Always turn on the ventilation in the print studio that you are working in when using noxious materials. NEVER deeply breathe in hazardous materials including solvents, grounds, stencil remover, or other similar substances. Please be aware of how close your face is to these and other hazardous materials when using them and please use the minimal amount of hazardous materials necessary.

### **PRINT: EYES**

Students must wear protective glasses to shield their eyes from caustic or irritating materials that can potentially splash back onto the face.

There is an eyewash station located in the Print Studios next to the fume hood for emergency use. If you are working in the Screen Studio, you will find eyewash bottles in all of the First Aid kits located next to each bathroom, and in the kitchen.

**In all medical emergencies, immediately dial 911 and then contact CCA Public Safety at 415-726-2061.**

### **PRINT: CLEAN-UP**

### **PRINT: STUDIO CONDUCT**

### **PRINT: CLOTHING REQUIREMENTS**

No open toed shoes are allowed - no sandals, no "Crocs". This will protect your feet if a heavy, sharp, or toxic material is accidentally dropped on your feet. **Access to the Print Studios will be revoked if you show up wearing any open toed shoes - no exceptions.**

All students with long hair must tie it back or keep it under a hat to avoid it getting trapped in presses, guillotines, or other dynamic equipment. Any dangling items including headphone wires, lanyards, or ties must also be stowed while using presses, guillotines, etc.

### **GENERAL PRINTMEDIA POLICIES**

#### **COMMUNITY STUDIO RESPONSIBILITIES**

It is an important aspect of any print studio that it be maintained in a consistently clean condition. To help perpetuate this environment, we expect all students to assist in general maintenance of the Print facilities. It is the responsibility of each student to clean any equipment, tools, or work area they have been using, leaving it in the condition they found it - or even better.

Do not leave garbage or materials behind. Dispose of garbage in bins provided inside the Print studios. Do not leave your work out on the tables in the Print Studios. Place any work away in your flat files or lockers. Keep in mind that the Print Studios are shared spaces that accommodate many students, so please be considerate and pick up after yourself.

Each student is responsible to participate in end of the semester cleaning functions with your class, organized by the Studio Manager and assigned by faculty. Failure to participate in the end of the semester studio cleaning can result in lowering of semester grades, and also may prohibit future studio access.

#### **STUDIO ACCESS POLICY**

The following applies to all Printmedia studios.

All students working in the print studios should adhere to the following guidelines:

- Currently enrolled students in printmaking courses have studio priority.
- Students must have taken a class in the specific studio area in order to be given access if not currently enrolled in a class - see Continued Studio Access below for more info.
- Students must work during designated studio hours.
- During scheduled classes, students wanting to work in a studio in use may ask the instructor for permission to do so. Access is at the discretion of the instructor.
- Studio protocols must be respected (i.e. clean up after yourself, return tools to their proper places, store any work away when done for the day).
- Studios must be left clean, all work must be put away in flat files or lockers. Do not leave your projects or materials out in the Print Studios.
- Students who do not follow shop guidelines or conduct themselves professionally will lose their studio privileges.

#### **CONTINUED STUDIO ACCESS**

Undergraduate Students are encouraged to continue to take print classes. Students should fill out the Studio Orientation request via Portal: Shops which includes printmaking course(s) taken at CCA, timeline, media, materials, and a description of the work to be completed. Once reviewed, the Studio Manager then will grant an Orientation and access for the semester.

Graduate Students are encouraged to take at least one unit with appropriate faculty who currently teach in the technical area desired. After successfully completing the unit, studio access is granted to the area the student has studied by permission of the Studio Manager on a semester by semester basis.

There is no studio access for any of the Print Studios during the Summer Break or Winter Break.

**FAILURE TO COMPLY TO THE STUDIO ACCESS RULES WILL RESULT REVOKED ACCESS - NO EXCEPTIONS**

**SCENT FREE ENVIRONMENT**

Scented products and perfumes can pose a health and safety risk to members of our community especially in combination with other substances and materials that we are exposed to in studio environments. Please do not use scented products in classes and studios. Do not wear perfume or cologne to school, and also please make sure that any natural bodily smells are minimal.

**FOOD AND BEVERAGES**

Any food or beverage brought into the studio must be securely closed, and stowed in an area away from artwork or where anyone is working. No open beverages (missing a cap or lid) are allowed in print studios. Please keep all food away from work areas. The Rayko campus has a kitchen with a refrigerator as well as a lounge area for eating. In order to minimize bugs and rodents, dispose of all food and drink containers in the garbage cans in the kitchen. Any leftovers should be put in the refrigerator, not kept out

**FIRST AID**

First Aid kits are located outside the restrooms, and in the kitchen. Eye wash is located in Print by the solvent vent hood.

In the case of a medical emergency, immediately dial 911 and then contact CCA Public Safety at 415-726-2061. In a non-life threatening emergency, notify your instructor, a studio manager on site, or call the CCA Public Safety at 415-726-2061.

**SECURITY**

Rayko is a closed campus (meaning only CCA community members are allowed in the building and you must always carry your CCA ID). If the doorbell rings, please grab faculty or staff to answer the door. Never prop open any doors to the outside, as this poses a security risk. Any guests to the space must register via the QR code near the front door.

Please do not leave personal items out. Stow them in your bag when not in use. When leaving for breaks, take phones and wallets with you - do not leave them sitting on tables.

**SMOKING POLICY**

The college prohibits smoking inside all buildings and facilities and prohibits smoking in outdoor areas controlled by the college up to 50 feet from ANY college facility. The policy applies to all college visitors, students, and employees (including faculty, staff, and student employees). It is the responsibility of every member of the CCA community to comply with the policy. At Rayko, please move far enough away from the front door that the smoke does not go in through open windows.

**ALCOHOL AND DRUG POLICY**

*DO NOT WORK IN THE PRINT STUDIOS DRUNK, STONED, OR BUZZED!*

Consumption or possession of drugs and alcohol are strictly forbidden in the Printmedia program. Students engaged in such activity will be reported to the administration for disciplinary action. The proper function of the Print Studio and its equipment cannot tolerate those under the influence of any drug. Please notify faculty and the Studio Manager if you are taking any prescribed medication that may hinder your ability to operate machinery. Alcoholic beverages are not part of the teaching and learning process at CCA, and it is inappropriate to serve or consume alcoholic beverages as part of an official class or studio activity. Alcoholic beverages may be served to those 21 years of age and older at approved campus events.

Violation of the Printmedia Program policy on alcohol and drug use, especially when attending class and using equipment or machinery will result in students being denied access to the studio. No exceptions.

**GRAFFITI AND VANDALISM**

Graffiti is vandalism – do not do it. This includes tagging, stickers, and altering the studio, furniture and equipment in any way. Students who vandalize school property will be disciplined by the school. This may result in suspension or expulsion. The Rayko building and the majority of its furniture is rented by CCA, and needs to be returned in good condition!

**BICYCLES AND SKATEBOARDS**

Bicycles and scooters should be parked inside Rayko, as there have been thefts of bikes parked on the street. Bike parking is located in the Screen room near the Lighting Studio. Overflow may be in front of the wheelchair elevator. Skateboards can also be placed in these areas, so they are not in the way.

**PERSONAL ELECTRONICS & MUSIC POLICY**

Cell phone and personal computer use will be determined by your instructor during class time. During non-class time, the Print Studios cell phone use policy asks you to have phone conversations at a low volume or to take it outside where your call will not disturb other students, faculty, or staff. Additionally, you are not permitted to talk on your phone or text while using the equipment in the shops, including presses, paper cutters, or washout booths. This is to ensure safe usage and to avoid any accidents that may cause you bodily harm or severely damage the equipment.



Earbuds on cords are a hazard in the Print Studio, especially when using the presses. Please consider earbuds without cords. It's also a good idea to always be at a volume where you can hear someone requesting your attention.

When using your personal computer or CCA computers or phones in the Print Studios, please be mindful of the noise and how it may be disturbing other students, faculty, or staff.

### **ACCESS AND WELLNESS SERVICES**

Providing access to a diverse student population is embedded in the philosophy of California College of the Arts. We recognize disability as an aspect of diversity that is integral to society and to the campus community. Accordingly, CCA's Access/Disability Services collaborates with students, faculty, and staff to advocate for inclusive and sustainable learning environments.

The mission of Access/Disability Services is to ensure that all students can access the learning environment at CCA. Access/Disability Services accomplishes this by ensuring students with disabilities have equal access to educational opportunities at CCA and by providing all students access to disability support services and viable health insurance coverage to maintain their health.

For more information, consult CCA Access/Disability Services Portal page at:  
<https://portal.cca.edu/thriving/access-disability-services/?q=access%20disab>

### **LEARNING RESOURCE CENTER**

If you need help with any aspect of your class work - whether it is taking lecture notes, completing writing assignments, preparing for the exams, or reading a text critically - your first resource should be the Learning Resource Center which is located on the 2nd floor of the Main Building. Free academic coaching is available to CCA students, and any supplemental help with academic issues, software coaching, or organizational assistance. Both appointments and walk-in hours are available. More information can be found on the Learning Service Portal page at:  
<https://portal.cca.edu/learning/learning-resources/>

### **COUNSELING APPOINTMENTS**

Counseling appointments to discuss personal issues are available FREE to CCA students. Make appointments with a counselor through CAPS (Counseling & Psychological Services) by emailing [caps@cca.edu](mailto:caps@cca.edu) or leaving a voicemail at 415.551.9267. More information is available at the Counseling Services Portal page: <https://portal.cca.edu/thriving/caps/>

### **SUPPORT SERVICES**

All members of the CCA community are responsible for protecting and maintaining a community in which the freedom to learn can be enjoyed by all. Please see the following links if you need support or assistance in the following areas:

For instances of harassment, refer to the Student Sexual Misconduct Policy at:



<https://portal.cca.edu/thriving/student-handbook/know-your-tix-cca-sexual-misconduct-policy-resources/>

For information and resources in relation to Diversity & Inclusion at CCA, and a list of student-led community support groups at CCA, refer to:

<https://portal.cca.edu/essentials/diversity-equity-inclusion/>