

# PHOTOGRAPHY RULES & REGULATIONS

- All wet test strips and prints must be transported in a tray.
- When you're done for the day, make sure to put the enlarger head down in the closed position.
- Check with the lab monitor if you think any chemistry needs replenishing.
- Make sure to keep the tongs in the proper trays to avoid contaminating the chemistry.
- Make sure to put in a lens and negative carrier and lower the enlarger head before you turn on the enlarger light.
- Do not try to repair the enlargers yourself. If the enlarger is not functioning correctly, alert the monitor immediately
- There is absolutely no food or drinks allowed in the darkroom.
- Please do not bring anything into the darkroom that can emit light, please turn off cell phone or keep them in your bag.
- Do not disturb others with loud noise or music. Ask people in the group lab if they mind listening to your music, or use headphones.
- Towels are provided. Use them to clean your hands and also to dry film tanks, reels, and trays. You are responsible for returning all equipment completely dry. Do not use paper towels when there are cloth towels available.
- Do not violate the "dry" area of the lab by leaving chemistry or anything wet there. Always restrict wet and dry operations to their appropriate places.
- Keep your work area clean. Put away all equipment that you use and clean any equipment that you have used. These chemicals can be skin and/or respiratory irritants and will contaminate others' prints if you are not careful.
- Exercise extreme care with chemicals. Do not pour them down any drain except when instructed to do so. Directions on chemical handling are posted; please follow these instructions or ask a monitor when in doubt. Remember that chemicals are hazardous, potentially toxic, can pollute our waterways and damage the plumbing, so please treat them with caution.
- Make sure to clean up any messes that you make and notify the lab monitors of any spills or broken equipment.