

Only currently enrolled students may gain access to the photography laboratory. Individual students are responsible for meeting with the lab assistant or faculty member to review the proper use of equipment to prevent damage. The photography laboratories are designed as group work areas. Students are expected to communicate and to cooperate with their peers, lab assistants, and faculty. Students are encouraged to note general problems with enlargers, power outlets, chemical waste, or other equipment, so that solutions can be found in a timely manner. There is a form posted just inside the Film Development Room (ATC 2.905) to report any issues or concerns, which can be done anonymously.

Questions regarding equipment use should be referred to the instructor or Associate Director (972-883-7508). Emergency messages can be forwarded through the Art and Technology office, (972-883-4376), or Campus Police (972-883-2222), including those related to heating and air conditioning. To report a large chemical spill, contact the UTD Safety Specialist (972-883-4307).

### **Photography Studio Lighting // Use of Props in The Context of Staging Events for the Camera**

Avoid bringing props to campus that could be deemed dangerous. The Student Code of Conduct outlines limitations on items that are allowed on campus. In special situations, exceptions can be made with advance approval from the university police.

### **Use of Photography Classroom ATC 2.908 or Secondary Breakout Room ATC 2.902**

Use of the Photography Classroom or Secondary Breakout Room outside of normal class sessions must be scheduled through the Photography Associate Director. Students are required to follow guidelines posted in the Secondary Breakout Room, ATC 2.902.

### **Darkroom Ventilation**

Ventilation systems in the Film Development and Print Development areas are activated automatically. Report any concerns about overwhelming chemical smells or lightheadedness to the Safety Specialist or Associate Director immediately.

### **Chemicals**

Dress appropriately for darkroom work as outlined in the Darkroom Safety Contract. Wear glasses instead of contact lenses to avoid eye irritation, in addition to the appropriate safety goggles. Comfortable shoes which cover your entire foot and long pants are required under your UTD-supplied Lab Coat. No food or drink in the darkroom areas, including chewing gum.

Use only the chemicals and processes set up for your class. If you have ANY questions regarding chemical use, ask your instructor. Prevent skin contact with chemistry. Tongs are available for handling papers during printing and disposable Nitrile gloves are required at all times while working with chemicals. In case of accidental contact with chemistry, eyewashes are located at the sinks in both the Print Development and Film Development Rooms.

When finished with a lab work period, be sure to rinse all beakers, trays, and tongs. Dried chemistry can contaminate prints and when concentrated can cause surface skin burns. When printing, Dead Fix and Dead Stop should be discarded in their respective waste containers. Used Fix and Used Stop that is not exhausted should be recycled back into original containers. HCA and Dektol have been diluted with water and are used only once. At the conclusion of your work session, discard HCA and Dektol in their respective waste containers. Do not pour any chemical down the drain and clean spills immediately. Large spills may require use of the Spill Kit, which is located on the top shelf by the revolving black door. *All contaminated solids (prints or test strips that have not been rinsed, paper towels with chemical residue, Nitrile gloves, etc.) should be discarded in the locking solid waste buckets.*

Chemistry used to process film should not be used to process prints, and vice versa. When processing film, each chemical is returned to its original container except for D-76, which is discarded in its respective waste container after use. Follow the guidelines for chemical preparation and use located in your lab manual and on the signs posted in the lab.

### **General Guidelines**

Have your lab manual ready for reference when you are working in the darkroom. Do not bring your own chemicals into the laboratory. Only the lab assistant or faculty member performs the mixing of chemicals because safety procedures require the use of heavy gloves, lab coat, respirator, and goggles. Students working in the darkroom areas will be required only to wear gloves, goggles, and lab coat. All students will attend a one-hour safety presentation and sign the Darkroom Safety Contract, which acknowledges the risks of working with darkroom chemicals and includes specific safety guidelines. Pregnant students should review the current SDS (Safety Data Sheets) and consult with their doctor.

### **Lights Out**

Most film emulsions must be used in complete darkness while black and white photographic paper can be used under a yellow or red safelight. When working in the Print Development Room, the main white lights should be left off. Flipping on the white lights in the darkroom interrupts the workflow, due to the changes in light levels. A box of photographic paper can be damaged by inadvertent exposure to light. Communicate clearly with other students working in Print Development before turning lights on at the end of your work session.

### **Clean-up**

Be sure to schedule time for cleaning up. We are using a rapid washing aid solution so overall wash time is reduced to a minimum of 20 minutes to conserve water. [Standard print washing for fiber-based paper takes 40 minutes with Kodak HCA.] Discard or recycle used chemistry in the containers located by the black revolving door at the front of the Print Development Room. Use the funnels and pour slowly to prevent overflow and spills. Do not fill the waste container past the fill line. If the container is full, use an empty 5 gallon container from under the sink. Place it near the full container and leave a note on the form inside the Film Development Room. Contaminated solid waste is discarded in the locking solid waste bucket.

Rinse and stack trays, rinse tongs, and straighten work areas, making sure that all enlargers and timers are turned off and unplugged. Be sure that no water lines are left running as you depart.

### **Film Drying // Print Drying**

Use care when hanging film to dry or placing prints on the screens. Return to pick up your work when it dries—usually within 24 hours. Your care in handling prints will prevent you from accidentally damaging your work and the work of other students.

### **Special Equipment**

For darkroom use, special negative carriers, focusing aids, oversized easels, and enlarging lenses for medium and large format film can be obtained from the technical assistant. Consult with the instructor if you have specific needs. A mat cutter is available for student use in the Clean Print Area, ATC 3.902A. When working with any sharp blades to cut mats, paper, or board, dispose of used blades in the designated container.

### **Equipment Checkout**

Tripods, light kits, and light meters are available for student checkout. Students must sign loan forms in order to borrow equipment; they are personally responsible for all equipment taken off campus. Checkout time is generally one week, especially for equipment in high demand. Checkout times are posted outside of the Associate Director's office door.

Consult with instructor or Associate Director immediately regarding equipment problems. *Please don't force mechanical parts!!* Frequently, enlargers and other photographic equipment require some readjustment. Consult with your instructor if you are having a problem to prevent the need for costly, time-consuming repairs.

### **Digital Lab, ATC 3.902**

Use care when working with the film scanners to prevent damage. The digital printer is used for outputting photographs for coursework only. Students who wish to output additional prints will need to purchase an ink cartridge.

### **Digital Overflow Lab**

Unscheduled Open Computer Lab use is available in ATC 3.904A. These computers have the latest software as well as flatbed scanners.

### **LOST AND FOUND**

ATC 2.402

### **Photography Handouts**

Additional handouts can be obtained online at [www.utdallas.edu/~waligore/utdphoto](http://www.utdallas.edu/~waligore/utdphoto).

A digital copy of the Darkroom Safety Contract, UTD Student Handbook for Photography, UTD Student Handbook for Alternative Printing Processes, and Guidelines for Large Format Printing can be obtained online at [www.utdallas.edu/~durant](http://www.utdallas.edu/~durant).