**Chemical Hygiene Plan for Art Studios**

**SOP Number: 4.002
Replaces: 4.001
Reviewed by: Environmental Health Office**

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**Chemical Lab Safety:**

**Do:**

* Keep only the amount of chemicals you need for the immediate job in the lab.
* Perform lab works in the lab, not in storage or other spaces.
* Store toxic substances in unbreakable containers. Keep them in a clearly marked ventilated area.
* Check stored chemicals regularly for deterioration, and/or broken containers.
* Store breakable containers in chemically resistant trays or overwrap containers.
* Dispose chemicals, broken glass, and other wastes in the containers specifically approved for that use.
* Clean up broken glass and spills immediately.
* Post signs to warn others of toxic hazards in the studio.
* Keep the studio clean and neat.
* Dispose of materials safety and legally.
* Practice good personal hygiene in the studio.
* Know what to do in an emergency.

**Don't:**

* Don't consume food or beverages, or smoke in areas where chemical material is being used or stored.
* Don't use damaged glassware.
* Don't store chemicals near heat or sunlight, or near other substances with which they might react dangerously.
* Don't pour chemicals down the drain.
* Don't store materials on bench tops.
* Don't store materials on floors or other places where they create tripping hazard.
* Don't keep materials that are no longer needed.
* Don't leave operating equipment unattended.
* Don't leave materials out at night - put them back in storage areas.
* Don't fool around in the studio.

**Introduction**

This pamphlet is for students enrolled in courses requiring laboratory experimentation or studio experience. Laboratories and studios are specialized classrooms in which you will be able to expand your knowledge by experimental learning, often by using special equipment, chemicals and/or specialized techniques.

Your laboratory or studio instructor will explain how to use safely the appropriate supplies, equipment and techniques. If you don't know what to do, ask your instructor for assistance; **don't guess,** as you may create unexpected problems or create a dangerous situation for yourself and your classmates.

**Hazardous Materials**

Not all laboratories or studios will require the use of chemicals. When chemicals are used, you must, for safety purposes, consider them as potentially hazardous (unless the literature or your instructor assures you otherwise). Hazardous chemicals are defined as those labeled as having a physical or health hazard. A chemical is a physical hazard if it is a combustible liquid, a compressed gas, explosive, flammable or organic peroxide, an oxidyn, pyrophoric, unstable or water reactive. It is a health hazard if there is evidence that the chemical can cause health problems.

There is a publication entitled **Material Safety Data Sheet (MSDS)** which contains chemical hazard and safe handling information on most commonly used chemicals. It is prepared in accordance with OSHA Hazard Communication Standards. Every producer or manufacturer is obligated to have available a *Material Safety Data Sheet (MSDS)* for every chemical they market.

**The MSDS contains the following information:**

* Substance Identification
* Components and Contaminants
* Physical Data
* Fire and Explosion Data
* Toxicity
* Health Effects and First Aid
* Reactivity
* Conditions to Avoid
* Spill and Leakage Procedures
* Protective Equipment

For those of you enrolled in science laboratory or studio courses requiring the use of chemicals, you can request the MSDS covering those chemicals you are to use from your instructor.

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**Laboratory and Studio Safety**

In the laboratory or studio, it is important that you know what safety equipment is available, where it is located, how to use it and where all the exits are located. Since accidents are not programmed, it is essential that you know what to do when one occurs. *First,*and foremost, you must protect yourself and your fellow students. *Secondly,* assist, if asked, to correct or contain what occurred. The*third* requirement is to clean up the area of the accident. It may be necessary to wear additional protective clothing, so be certain you know beforehand where such clothing is located.

**General Laboratory and Studio Safety Rules**

Students have the right to know of the hazards associated with laboratory or studio activities they undertake - it is public law - so be sure you understand all you need to know before starting your work.

There are many precautions you should undertake on your own. These are listed below:

* *Do not work alone* in the laboratory or in the studio where hazardous chemicals are used;
* Use the required protection equipment;
* Place labels, including name, date and contents, on all containers that hold chemical combinations you are storing;
* Avoid direct contact with any of the chemicals you are using;
* Do not smell, inhale or test any chemical;
* Do not dispense more of any chemical that is needed;
* Be familiar with the laboratory and studio ventilation system especially the hoods;
* Know where the first aid equipment is located;
* Check you equipment before adding a hazardous chemical;
* Respond quickly to hazardous chemical spillage and be certain that if you are the recipient of the spillage, you wash all body areas which were exposed to the chemical;
* Keep hazardous chemicals off clothing and wash your face and hands if spillage or splashing occurs;
* Clean up spills immediately as directed by your instructor;
* Constantly check your equipment; and
* Know the chemical ingredients of the paints and cleaning fluids you are using.

If your laboratory of studio work requires electrical circuitry to operate equipment or for research, do the following before applying electrical power:

* Locate emergency cut-off switch;
* Check bonding if it is required;
* Mark all open connections;
* Keep all electrical circuits away from liquids;
* Properly ground equipment if necessary; and
* Comply with electrical safety codes.

Your instructors may require additional safety regulations. Please observe them.

Chemicals, incautiously handled, can result in serious bodily injury and severe property damage. Skin contact with corrosive chemicals can cause ulcerated burns or dermatitis; inhalation, absorption or ingestion of toxic chemicals can cause illness or death; flammable liquids and solids can cause sustained fires and/or explosions. Basic information such as boiling point, flash point, vapor pressure, toxicity, explosive limits, incompatibility of the chemicals used and the observance of the following procedures will greatly aid in minimizing the potential hazards involved in laboratory work.

1. Treat any unfamiliar chemical material as hazardous.
2. Consider a mixture at least as hazardous as its most hazardous component.
3. Do not use any unlabeled substances.
4. Follow all chemical safety instructions to the letter.
5. Keep Material Safety Data Sheet for each substance in use on hand in the studio.
6. Photosensitive chemicals must be kept out of direct rays of sunlight.
7. Unused chemicals should never be returned to stock bottles.
8. Chemical spills should be handled cautiously.
	1. If spill is flammable, immediately shut off all electrical heating units and open flames within the area
	2. Use exhaust hoods to ventilate room.
	3. Avoid breathing fumes. If respiratory protection is required because concentrations are questionable or offensive call for the spill team (564-5009 or 564-2022).
	4. Wear rubber gloves when cleaning up corrosive materials. Each lab is equipped with a spill kit containing:
		* Vermiculite (to be used as containment and for absorption).
		* Eye protection.
		* Nitrile Gloves.
		* Dust Mask (for clean up of powers only, not to be used as a respirator).
9. Don't take chances. When in doubt as to how to handle a chemical, ask!!! Or, contact the Office of Environmental Health (564-5009) or make reference to the following:
	1. Manufacturers Material Safety Data Sheets
	2. Handbook of Toxic and Hazardous Chemicals and Carcinogens (at the Environmental Health Office).
	3. Emergency Response Guidebook (Hazardous Materials Incidents).

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**Standard Operating Procedures**

1. All art supplies purchased or brought into campus studios must have the prior approval of the chairperson of the Art Department.
2. Chemical wastes generated by College laboratories, shops and custodial services as well as abandoned reagents, outdated medical and at supplies, solvents, thinners, oils, cleaning fluids and their containers shall be identified, labeled, packaged and disposed of in compliance with regulations of the New York State Department of Environmental Conservation, the U.S. Environmental Protection Agency (E.P.A.) and the Department of Transportation (D.O.T.).

**Collection and Segregation:**

1. Collection stations for the waste solvents have been set up in Myers Art Building. Waste solvent shall be collected separately by type. Chlorinated hydrocarbons shall be separated from non-chlorinated hydrocarbons. Flammable and combustible Liquid waste shall be collected and stored in accordance with safe handling procedures for these wastes. The proper disposal methods as stated on the Material Safety Data Sheets for each substance will be followed.
2. Waste acids and alkalines shall be collected in separate glass containers with screw caps.
3. Solid waste chemicals shall be collected in appropriate screw cap glass containers.

**Identification and Labeling:**

Once material is declared waste, labeling is the most important component in assuring proper disposal. All waste chemical containers must be labeled using the "Chemical Substance" labels (available from the Environmental Health Office). Each of the areas known, on the label, will be appropriately marked. The name of the preparer must be on the label along with the date of preparation.

**Transfer:**

Properly identified the labeled wastes will be moved to temporary storage (room 104 - Warehouse Storage Building). Call the Environmental Health Office (564-5009) for removal.

Packaging and drum labeling will be carried out by a permitted hazardous waste transporter.

**First Aid:**

1. Chemical spillages on the skin should be immediately flushed away with copious amounts of water for at least 15 minutes. If irritation or pain persists, report to the College Health Services for further treatment.
2. Eyes contaminated with chemicals should be immediately flushed with plenty of water for at least 15 minutes and report to the college Health Services.
3. Wash hands frequently when handling bottles of chemicals. Use chemical resistant gloves when working with corrosive and/or toxic chemicals.
4. In case of suffocation, due to inhalation of fumes, remove victim from contaminated area (rescuers must wear proper respiratory protection) to fresh air and get medical assistance.

**Engineering Controls and Personal Protective Equipment:**

1. All precautions listed in the section titled "Precautions for Safe Handling and Use" on the Material Safety Data Sheet will be followed.
2. All container transfers involving chemicals classified as corrosive, flammable, toxic or carcinogenic will be made in an operating fume hood with door raised to level no higher than the 100 cfm mark.
3. Personal protective equipment available will consist of gloves, goggles, aprons, and dust masks. The use of respirators is limited to employees with a doctors clearance for use of any particular type of respirator. All respirator use will be governed by the "Respiratory Protection Plan" of the College in accordance with CFR 29 1910.134.
4. Each studio supervisor will insure that proper housekeeping practice are followed and maintained.

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**Emergency Procedures - Chemical Spills or Releases**

1. **Know the Name of the Material Being Handled.**
Look for identifying label. The name of the chemical will be prominently displayed. Check the label for precautions and warnings. Very often the name of the chemical does not give an immediate clue as to procedures necessary to protect persons, contain the chemical and clean up the spill. Some chemicals have many different names and can be identified only by using appropriate references or calling the manufacturer.
2. **Skin Contact**
If the words ACID, CAUSTIC or CORROSIVE appear, keep in mind that water in generous amounts must be used to wash these chemicals off the skin.
3. **Clothing Contact**
If chemicals listed in B. are splashed on shoes or clothing, the articles must be removed immediately. The area of skin under the clothing must be rinsed with large amounts of water. Shoes must be washed off under running water - use a brush or cloth to scrub the shoe. Articles of clothing must be submerged in running water and agitated to insure dilution of the chemical.
4. **Respiratory Contact**
Breathing fumes or dusts form spilled chemicals should be avoided. The vapors or dusts from many chemicals are irritating to mucous membranes even in small amounts. Occasional short-term exposure causes effects, which last only a few minutes. Some chemicals such as acids, chlorine, ammonia and certain powders may cause tissue damage that will last for several days. In very heavy concentrations non-toxic vapors or gases may cause asphyxiation when released in confined spaces.
5. **The Spill**
	1. If in doubt, leave the bottle or carton right where it falls, don't touch it with bare hands. (Rubber or plastic gloves may be needed).
	2. Obtain all information possible such as the name of the product, the manufacturer, address and phone number. The name of the chemical may be the trade name or the actual chemical name.
	3. Make certain it is spelled correctly; and then...
	4. **Call Environmental Health and Safety at 564-5009 or Public Safety at 564-2022.** Tell the receptionist you wish to report a chemical spill. Give receptionist the information that is known.
	5. The chemical spill team will contain the spill by surrounding the spill area with an absorbent such as vermiculite or with sand. This action is imperative especially if the spill is large (4-5 gallons), the material is flammable and occurs near a floor drain. Containment will also facilitate clean up.
6. **Evacuation**
	1. The odor of a chemical is not necessarily an indicator of its possible effect. Do not remain in an enclosed space and breath fumes from a spilled or releases chemical, liquid or powder.
	2. Always ventilate the space by opening doors and windows. This will dilute vapor concentrations and help prevent development of harmful or flammable levels of vapors or dust (A spill team member with a respirator may have to ventilate, others may have to leave immediately).
7. **Clean up**
The Office of Environmental Health and Safety will supervise the clean up and disposal of released chemicals by properly dressed and equipped personnel.
8. **H. Warnings**
	1. Liquids may be flammable. Do not permit open flames or cause sparks by turning lights on or off. Shut off all motors and open flames and leave off.
	2. Liquids or powders may be corrosive. Any contact with the skin must be washed off with water immediately.

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**Summary of Procedures**

1. Always check to see what you are handling.
2. Wash chemicals off skin with water - immediately.
3. Chemicals splashed on clothing - remove and wash immediately.
4. Leave broken bottles and cartons where they fall. Write down chemical name and telephone number. Call the Office of Environmental Health and Safety.
5. Evacuate - ventilate.
6. The Office of Environmental Health and Safety will supervise the clean up by the spill team.
7. Warning: Treat all liquids as flammable and corrosive.
8. Keep vermiculite or sand on hand in the lab to use as a dam to contain liquid spills.

If it is necessary to use a respirator to determine the chemical name and to ventilate the area, wait for the arrival of the spill team.

During the day shift call the Office of Environmental Health and Safety - 564-5009 and report the spill or release. After 5:00 pm or on weekends call Public Safety at 564-2022. Be prepared to give the proper information about the spill, such as chemical name, quantity spilled, location and any other pertinent information.

Warn others in the area of the spill or release. Evacuate the immediate area. Shut off all electrical devices and extinguish any open flame heat sources if material is flammable.

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**Accident and Emergency Reporting**

All accidents or emergencies will be reported immediately to:

1. Primary investigator.
2. Studio supervisor
3. Environmental Health Officer (564-5009).
4. Department of Public Safety (564-2022).

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**Fires and Explosions**

Small fires that can easily be extinguished without evacuating the building or calling the fire department, are among the most common studio incidents. Actions to be taken in case of a small studio fire are:

1. Alert other personnel in the studio and send someone for assistance.
2. Attack the fire immediately, but never attempt to fight a fire alone. A fire in a small vessel can often be suffocated by covering the vessel with an inverted beaker or a watch glass. Use the proper extinguisher, directing the discharge of the extinguisher at the base of the flame (All laboratories are furnished with ABC fire extinguishers which can be used on) Class A - ordinary combustible solids such as paper, wood, coal, rubber, and textiles; Class B - petroleum hydrocarbons and volatile flammable solvents; Class C - electrical equipment.
3. 3. Avoid entrapment in a fire; always fight a fire from a position accessible to an exit. If there is any doubt whether the fire can be controlled by locally available personnel and equipment, the following actions should be taken:
	1. Activate the emergency alarm system, this will automatically notify the fire department and give them the location.
	2. Confine the emergency (close hood sashes, doors between studios and fire doors) to prevent further spread of the fire.
	3. Assist injured personnel.
	4. Evacuate the building to avoid further damage to personnel.

In case of explosion, immediately turn off burners and other heating devices, stop any reactions in progress, assist in treating victims, and vacate the area until it has been decontaminated.

Taken from *Prudent Practices for Handling Hazardous Chemicals in Laboratories: National Research Council* (National Academy Press, 1981. Washington, D.C.)

**Provisions For Medical Evaluation Consultation**

SUNY Plattsburgh will provide employees who work with hazardous chemicals an opportunity to receive medical attention, including any follow-up examinations the examining physicians determines to be necessary, under the following conditions:

1. Whenever the employee develops signs or symptoms associated with a laboratory or studio chemical exposure;
2. When exposure monitoring reveals an exposure level routinely above the Action Level, or in the absence of an Action Level, the Permissible Exposure Level for an OSHA regulated substance; and
3. Whenever an event takes place in the work area (such as a leak or spill) which results in the likelihood of a hazardous chemical exposure. SUNY Plattsburgh will provide specific exposure related information to examining physicians (substance identity, description of exposure, etc.) Examining physicians will submit a written opinion to the College, which discusses the findings of the examination.

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**Recordkeeping**

The SUNY Plattsburgh Office of Environmental Health will establish and maintain for each employee an accurate record of any measurements taken to monitor employee exposures and any medical consultation and/or examinations (including tests or written opinions). Records will be kept, transferred and made available to employees or their representatives in accordance with OSHA's Access to Employee Exposure and Medical Records Standard (29 CFR 1910.20).

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**Pre-Review of Chemical Purchases and Research Projects**

All material purchases must have the prior approval of the Chairperson of the Art Department. Before the chairperson makes any approvals he or she will determine that the chemical or procedure is the least hazardous that can be used in each situation. The chairperson will also determine that the applying instructor has made provisions for disposal of any waste chemicals in accordance with the "Chemical Waste Disposal Guide" of SUNY Plattsburgh.

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**Employee Information and Training**

**Information**

1. The "Chemical Hygiene Plan, "Hazardous Waste Management Guide," "Regulated Medical Waste" procedures, Right-to Know "Employee Handbook" and "Laboratory Handbook" are on file in the Chemistry and Art Department offices and the Environmental Health Office at the Service Building. Employees will be given information concerning prudent studio practices at the beginning of each semester.
2. OSHA's Permissible Exposure Limits (PEL's) and recommended exposure Limits can be obtained from the Environmental Health Office at the Service Building or by calling 564-5009
3. Signs or symptoms of chemical exposure can be found by referring to the appropriate Material Safety Data Sheet (MSDS).
4. Material Safety Data Sheets can be found in the individual studios or from the environmental Health Office. Material suppliers must send MSDS's with initial purchase of the chemical substance.

**Training:**

1. Employees will be shown the various ways chemicals can enter the body, how they effect the body, and how to protect themselves.
2. Employees will be taught the difference between physical and health hazards.
3. Employees will be shown the various methods of control - both engineering and personal protective.
4. Employees will be given details on the Chemical Hygiene Plan and their rights under the law.

**Myers Fine Arts Access/Security Procedures (Revised 8/9/01)**

1. **Hours Students are Permitted in Studios (See attached chart)**
Students are permitted in the studios each day from 7:00 am to 1:25 am the next morning. Students may enter the studios until 1:15 am, but must exit the building by 1:25 am.

See attached chart. Some instructors may establish an earlier closing time. Access is granted only to students enrolled in the class during the semester. Students may not have access to certain studios when classes are meeting in those studios.

Upper-level students may, for special circumstances, obtain a pass permitting them to work between 1:25 am and 7:00 am. The pass must be approved by the instructor and the chairperson, and must be obtained from the art office during the previous day. The pass normally is good for one night only. *Use of this pass will be considered an exception and will be granted for special circumstances.* It is an absolute requirement that students working between 1:25 a.m. and 7:00 a.m. have a "studio partner" who is familiar with the studio safety rules, and the partner will be indicated on the pass. University Police will be notified that the student and partner have been issued a pass, and University Police may visit the studio. Absolutely no power tools may be used between 1:25 a.m. and 7:00 a.m. (See 6-I re. Power tools.)
2. **Building and Studio Unlocked Hours (See attached chart)**
The building entrance is unlocked electronically every day at 7:00 a.m. it is relocked at 10:00 p.m., Sunday to Thursday, 5:00 p.m. on Friday, and 6:00 p.m. on Saturday. All studios except graphic design and photography are unlocked Monday to Friday, from 7 a.m. to 10 p.m. the graphic design and photography studios have special hours.
3. **Means of Access When Building/Studio are Locked (See attached Chart)**
Only students who are registered for a class in the studio may work in the studio, and then only with permission of the instructor and art chairperson. Art Professors may make specific requirements for access to their studios. Enrolled students gain electronic access to both entrances and studios through their SUNY Card. In the event that the electronic access system malfunctions, students should contact University Police, who may issue temporary keys, if students receive keys, they must leave their SUNY cards as a deposit, and must return the keys no later than 1:45 a.m. students who fail to return their keys may lose their right of access.
4. **Studio Partner Requirements for Working in Studios (See attached chart)**
You are not to work alone. It is strongly recommended that you have a partner at all times. The preferred "studio partner" is another student in the class or a tutorial student for that studio area. "Partners" who are not registered in the class may not use equipment or materials in the rooms. Note that there are certain periods when a studio partner is absolutely required: after 11:00 p.m. M-F, on weekends, and during vacations.
5. **Vacation Periods**
Enrolled students have access to studios during Thanksgiving and Columbus breaks. Studios are normally closed to all students during intersession. Exceptions are for art majors working on the spring senior exhibition. During spring break, only students who have completed two courses in the studio area will be permitted to work in the studios.
6. **Art Department Policies on use of Studios:**
	1. Studio doors are always to be closed and locked after 10 p.m. Monday to Friday, all day Saturday and Sunday, and any time school is not in session. The student is expected to close the door on entering the studio and to secure all doors and windows leaving the room - the room should never be left unattended. Doors left ajar will send a signal to the University Police.
	2. Only enrolled students and studio security partners may be in the studios. Each enrolled student is to use his/her own SUNY card to access the studio during locked hours (i.e. each enrolled student's card should be swiped.) It is highly recommended that the studio partner be another enrolled student; however, if the partner is not enrolled, the partner may enter when the enrolled student swipes his/her card.
	3. First floor windows present security problems, and students may not open windows unless they personally remain at the windows; any opened window must be re-secured.
	4. Exits may not be propped open. Exits that are ajar will send a signal to the University Police.
	5. Access to the buildings and studio is only with permission and only for the purpose of course work.
	6. Custodians are not to let students into locked rooms or the locked building; the only exception is if a student accidentally locks his/her SUNY card in the room. In this instance, the student must be able to produce the SUNY card once in the room.
	7. The student is expected to follow all requests by custodians related to cleaning and maintenance of the building. This includes verbal requests and signs. If the student believes s/he has encountered an unreasonable request, s/he is to report the incident to the chairperson immediately.
	8. The student is expected to follow all requests by the University Police. Failure to do so may result in permanent loss of studio privileges, College penalties, or civil prosecution. Removal of unauthorized items from the studios or building may result in civil prosecution for theft of state property. This may include failure to return the College keys.
	9. All health and safety procedures specified by the studio professor must be followed; if the student is unclear about any of those procedures, it is essential that the student ask the instructor for additional clarification.

	The following activities are prohibited, except under the supervision of the faculty member:
		* Use of power tools\*
		* Firing the ceramics kiln, the foundry, or the sculpture burn-out furnace
		* Mixing of chemicals in photography or printmaking

\*Sculpture students may use grinder only with permission of the instructor and under supervision of a trained tutorial student. The grinder may be used only during sours specified by the sculpture instructor and never after 1:25 a.m.

Students using equipment such as the grinder or welder are expected to inform other students, to ascertain that other students are wearing safety equipment and taking appropriate safety precautions.

* 1. The rights of other persons in the studios should be respected; the right to privacy; the right to work in an environment free of tobacco smoke or noxious, hazardous materials; the right to be free of distracting music; the right to be free of offensive behavior, verbal or otherwise; the right to be free from sexual harassment.
	2. All students are responsible for safety and security in the Myers building, and are expected to report theft, lack of security or failure to follow regulations. Incidents should be reported to the instructor. Incidents, which may involve a threat to health or security, should be reported immediately to the University Police (564-2022). Students should familiarize themselves with emergency phones found on each floor, as well as the call button in the Myers lobby.
	3. Art faculty may place additional restrictions on individual studios. All health and safety instructions are to be followed for each studio. Failure to follow art department and individual studio regulations may result in loss of after hour studio privileges.

These policies are to protect you, your work, and the equipment and materials you need to do your work.

Studio access 6 Final 98

| **Myers Art Studio Access** |
| --- |
| **Day** | **Permitted in Studios\*** | **Building/Studio Unlocked Hours** | **Means of Access When Locked** | **Studio Partner** |
| **NOTE**1. \* Upper-level students may obtain an extended-hour building pass from the faculty member and Chairperson under special circumstances.
2. \*\* The graphic design studio and photography studios are locked except when classes are in session.
3. \*\*Access to graphic design is by special graphic design monitor; access to photography by SUNY Card
4. \*\*\*Access during vacations requires special approval of the faculty member and Art Chairperson.
 |
| Monday | 7 am to 1:25 a.m. Tuesday | Bldg/Studios unlocked 7am - 10 pm | SUNY Card 10 pm to 1:25 am | Recommended 7 am to 11 pmRequired 11 pm to 1:25 am |
| Tuesday | 7 am to 1:25 a. m. Wednesday | Bldg/Studios unlocked 7am - 10 pm | SUNY Card 10 pm to 1:25 am | Recommended 7 am to 11 pmRequired 11 pm to 1:25 am |
| Wednesday | 7 am to 1:25 a.m. Thursday | Bldg/Studios unlocked 7am - 10 pm | SUNY Card 10 pm to 1:25 am | Recommended 7 am to 11 pmRequired 11 pm to 1:25 am |
| Thursday | 7 am to 1:25 a.m. Friday | Bldg/Studios unlocked 7am - 10 pm | SUNY Card 10 pm to 1:25 am | Recommended 7 am to 11 pmRequired 11 pm to 1:25 am |
| Friday | 7 am to 1:25 a. m. Saturday | Building unlocked 7am - 5 pmStudios unlocked 7 am to 10 pm | SUNY Card 10 pm to 1:25 am | Recommended 7 am to 11 pmRequired 11 pm to 1:25 am |
| Saturday | 7 am to 1:25 a.m. Sunday | Bldg/Studios unlocked 7am - 6 pm**Studios locked all day** | SUNY Card 10 pm to 1:25 am | Required 7 am to 1:25 am |
| Sunday | 7 am to 1:25 a.m. Monday | Bldg/Studios unlocked 7am - 10 pm**Studios locked all day** | SUNY Card 10 pm to 1:25 am | Required 7 am to 1:25 am |
| Intersession | **No access to studios** | Bldg unlocked 12 - 4 if gallery open | **No access to studios** |  |
| Vacations\*\* | 7 am to 1:2 |  |  |  |

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