



STUDIO POLICY AND SAFETY

The Printmaking Center of New Jersey provides a self-service studio to all of its members. Members should be familiar with printmaking tools and equipment. If you need assistance and/or instruction with the use of the studio, please make arrangements with the Studio Manager prior to your scheduled time.

By filling out the Payment Form, (and Liability Waiver given to you by studio manager) you acknowledge your understanding of the following.

Studio Guidelines

The following guidelines have been developed to maximize your safety as well as to minimize conflict with other users. Please behave responsibly and cooperatively by adhering to the few simple rules and procedures contained in these guidelines. The Printmaking Center of New Jersey reserves the right to deny access to any member who consistently ignores the rules.

No member may use the print studio without either attending a printmaking class or attending an orientation session before using either the facilities or equipment.

Safety Rules:

The Studio is committed to a policy of safer printmaking practice. We are safer and less toxic than most printmaking facilities, but even household chemicals may be harmful if used incorrectly. Chemicals not approved by the Studio Management must not be brought into the Studio. All volunteers, interns and members must take responsibility for safety issues. Therefore, please:

- Use chemicals in designated areas only, in designated containers only. Use chemicals at your own risk.
- Use chemicals in well-ventilated locations only. This may mean using them outside the building.
- Use solvents sparingly and with caution.
- Place solvent-soaked rags in proper red haz waste receptacle and lightly-used rags in other designated haz containers.
- Note the location of fire exits and telephones.
- Debris and spills must be cleaned up immediately to prevent trip and fall situations.
- If you do not know how to use/handle something, ask.
- If something is not working, do not force it—you may be doing more harm than good.
- Do not bring friends, family, children or pets onto the premises during classes or access. Only those authorized by PCNJ are permitted access to the premises.
- Wear gloves, aprons & other protective items such as goggles & masks as required. Nitrile gloves are recommended because other disposable gloves may still transfer some substances to the skin.
- Wear appropriate clothing and enclosed, sturdy shoes at all times. Tie back long hair - it may get caught in the presses.
- Ensure hazardous substances are stored in the appropriate locations – specified containers and cabinets.
- Do not use any equipment or print process that you are not familiar with, or if under the influence of alcohol, drugs or certain medications.
- Take care when using blades and cutting. No cutting on tables is allowed without a cutting mat (and always place mats back into proper slot)

- Always correctly label containers and do not put potentially harmful substances into food or drink bottles.
- Communicate with others working in the studio regarding locking up and turning off switches so that everyone is aware of their role at the end of a session.
- **If you are a keyholder (only rental level with 24 hr access) Heat and AC MUST be turned off and all doors and windows locked upon leaving.**
- **Alarm also MUST be set upon leaving.** You will also be given a handout with all codes and procedures that MUST be followed as well as signing a waiver. If the alarm is ever set off, you MUST wait for the phone call from the police as well as **notify the director or studio manager of EVERY incident immediately** (their phone numbers are on your codes and instructions sheet).

Studio Etiquette:

- CLEAN and put away all workshop equipment, tools and inks in designated areas.
- Wipe rollers clean and free of ink with appropriate cleaner and store in designated area.
- Sweep floor after EVERY studio use.
- Wipe counters, press beds, handles and glass countertops/palettes after EVERY studio use.
- Clean presses, exposure units and paper beater THOROUGHLY after every use as well as floor and walls around them (if splashed during use).
- Empty water and rinse paper trays after EVERY studio use.
- Always stack prints on drying racks from the bottom, up and remove when dry.
- Unfortunately, this is a communal studio and PCNJ cannot be held responsible for anything that may go missing or is lost/stolen. It is best to take all of your valuables with you when you leave.
- Do not remove anything from the studio that is not yours, including prints, tools, inks, and rollers.
- Make sure to wash and dry all cups, mugs plates and silverware used.

Emergency Procedures:

Emergency: Ambulance, Police, Fire – Ph: **911**

Police Station – Ph: 908 526-3830 (escorts, alarm issues and non-emergency)

Fire extinguishers are situated in the Studios, doorways, and stairwells. Please familiarize yourself with the location and how to use the equipment. The doors between the Studios & the stairways are fire doors – close them immediately if a fire breaks out. If required to evacuate the building, do not pack up belongings, leave immediately.

First Aid:

A First Aid kit is located at the top drawer of main studio below the Kitchen Sink. First Aid kits contain Band-Aids & ointments. There is also an emergency shower in the main studio. Always wear rubber gloves if assisting with an open wound.

MSDS:

Material Safety Data Sheets (MSDS) are located in a binder on the shelf by the paper blotting towels. Please familiarize yourself with the contents.

Equipment & Facilities:

Main Studio

Intaglio, relief, monotype, letterpress and many other print activities take place in this studio.

Etching Presses:

- The presses and blankets are very expensive pieces of equipment and should be treated with due care.
- Do not over-tighten the press: the rollers & bed may be damaged.
- Never put any hard or sharp objects through the press.
- It is always best to have the manager check a collagraph plate to ensure it will not cause any damage to the

blankets or the presses.

- Blankets should be always flat & straight and centered on the bed (not hanging off); hands should be clean when using the press and handling blankets.
- Roll blankets and place them on the press bed when you are done using them. Also be sure to untighten the press so bed is loose and place door stops under the roller.

Drying Racks: All paper with very wet ink is to be placed on the drying racks to air-dry. If drying intaglio prints, they may be put directly in the blotters under weights with newsprint on top of each print. Do NOT get ink on the blotters!

Photocopier/Scanner/Printers: Supervision by Studio Manager is required to use the photocopier/printer, unless otherwise approved. Only the studio manager and approved staff are allowed to operate the large-format archival inkjet printers. Note price list (signs) for copies and transparencies.

Computer: All studio renters with an approved login may use the iMac in the main studio as well as all Adobe programs. If you do not have a login, you can be a 'guest' user but no files will be saved. Also please be courteous as to noise levels if playing music in the studio. Make sure music is agreeable to all parties and close to door so that it doesn't bother staff.

Papercutters: The cutters in the studio can be used to cut paper. Please return to proper shelves.

Inks & Other Consumable Items: Users of the Studio are expected to provide their paper towels. Other consumable items, such as rags, should be replenished if PCNJ's are used (we highly encourage old T-shirt donations). All ink has a charge if it is used (see price list- **\$5/day for oil-based, \$10/day for water-washable/Akua/Caligo**). You may bring your own ink but can only store here if a fee is paid. Same goes for emulsion, exposure unit and beater use, and a other supplies. You **MUST immediately return a Studio Tally sheet** to the Studio Manager so you are sent an invoice for materials used. This **must be paid ASAP**.

Paper: Some printing paper is kept for the convenience of Studio users and may be purchased (please check price list and also return with Tally Sheet).

Storage: PCNJ materials are kept in many of the flat files, shelves and filing cabinets throughout the building. Members are not permitted to go through these drawers or shelves, and are not permitted to use materials that are not readily available. **Individual storage drawers and crates can be purchased for a nominal annual fee (only for keyholders- please check listed prices)**. Materials left outside of these drawers and crates after 1 month will be considered a donation to the organization and will become property of PCNJ.

Hotplate

- All debris, paper, or solvent-based materials must be removed from the hotplate and the area around it.
- **Remove cover board** and sent on counter (you can use this, covered with newspaper) as a work surface for grounding.
- Turn on hotplate (red will light-up) and twist dial to temperature appropriate
- To prevent burns do not touch plate after turning on and place a sign on top that it's HOT. Use push sticks to move plate around and off hotplate.
- After using hotplate, **turn hotplate off**, and remain near hotplate until it is cool.
- After hot plate has cooled down somewhat, solvents and shop rags can be used to clean the surface and be sure to **re-cover with board** .

Spray Booth/Vent

The plexi must be removed behind the spray booth before flipping the wall switch on. Place the back of the booth against the opening of the vents so it creates a seal. Use newsprint on all surfaces, and scraps of cardboard on sides and underneath if spraying paint or glue- this will prevent overspray onto the counters and kitchen sink.

Kitchen Sink

This sink and rinse off area must be kept clean. **Nothing other than hand/dishsoap may be washed down this sink.** That means NO INK! Anything with water-soluble ink must be washed in the slop sink. Materials that need to be cleaned with solvent must be cleaned up at the parts washer or with rags/phonebook pages- no solvent ever goes down a drain. This sink is to be used for **kitchen utensils and hand washing only**. And please WASH YOUR DISHES and clean out the coffee pot!

Slop Sink

This sink and rinse off area must be kept clean. **No solvents are to be washed down the sink.** Materials that need to be cleaned with solvent must be cleaned up outside at the box. This sink is used to dispose water from trays and Magic Mix clean up. Please also clean ink from sponges, wring out and return to sinktop to dry.

Other Equipment:

- Brayers and rollers must be cleaned properly before being returned to storage stations. Use **Mineral Spirits and Roller Wash ONLY**. NO Denatured Alcohol! Do NOT leave in parts washer or they will get ruined. **Note- Parts washer is now under main studio table. Slide out and connect with extension cord, then unplug and slide back under table when done. Be careful not to spill.**
- Scrape ink from inking area using a razor and place-unwanted ink on phonebook page.
- Take care when using a razor and always scrape away from yourself. Clean remainder of ink with Magic Mix followed by Windex.
- Always read cleaning instructions posted on studio walls.
- All tools must be returned to their storage area after use.
- All paper towel or rags saturated with solvent must be placed in the red hazardous containers. **Please always bring your own roll of paper towels**
- Hands must be washed with Magic Mix or hand cleaner provided. It is also recommended that hands be washed afterward with regular hand soap.
- Only one person should be operating a printing press at a time. When the hands of the operator are on the crank-hand, after rolling-up the plate and setting the paper, no other person should have hands on the press.
- Clean press bed after uses to remove ink residue with small amount of solvent on paper towel or rag and rinse press bed with Windex to remove solvent and ink residue.
- All solvents and flammable chemicals are to be stored on proper shelves or locked cabinet.

Safety Rules with Chemicals

- Any etching solutions must be returned to the approved storage bottle and returned to the chemicals cabinet. Do NOT put chemicals down any drains.
- Members are not allowed to mix or replenish etching solutions- this can only be performed by the studio manager.
- Personal protective equipment (gloves, aprons, and eye protection) must be worn when using solvents and chemicals.
- Cover the vertical ferric chloride tank with lid at ALL times
- Use ventilation fan
- Solvents and etching grounds must be kept capped when not being used.
- Materials (paintbrushes, rags, containers, and paper) with solvent or etching ground must be placed in red disposal containers.
- Solvents and flammable chemicals must be returned to appropriate shelf/cabinet.
- Cleaning solutions must be stored away from other chemicals.
- Plates removed from etching solution should be drained back into the tank before rinsing plate with water.
- The etching room table must be cleaned immediately after use.
- Spills must be cleaned up immediately to prevent slips and falls.
- The emergency shower is available for occasions when accidental exposure occurs. You must rinse contaminated areas for a minimum of 15 minutes. The instructor or studio manager must be notified immediately if contamination occurs. If the drench shower is needed, start rinsing before removing clothing. If an individual must disrobe cover up will be provided as quickly as possible.

Clean Up Main Studio:

The studio is outfitted with “Magic Mix”, a combination of vegetable oil and handsoap—a non-toxic alternative to cleaning up the various inks, tools and surfaces in the studio. Below is the clean-up information for the tools, plates and surfaces commonly used in the studio. If you do not see your specific media listed, ask an instructor or Studio Manager what the appropriate clean-up process is.

Solar Plates: Mineral Spirits or soap and water ONLY

Plexiglass Plates: Denatured alcohol or Magic Mix + Windex

Metal Intaglio Plates with Ink: Degrease with Simple Green and Soy Sauce, then Denatured Alcohol

Metal Intaglio Plates with grounds: Mineral Spirits ONLY (use parts washer)

Brayers: Mineral Spirits or roller wash ONLY

Brushes: Magic Mix + Water

Table Tops: Magic Mix + Windex

Spatulas: Magic Mix + Windex (or any solvent)

Presses: Magic Mix + Windex (or any solvent)

Hands: Magic Mix + Pumice cleaner + Handsoap

LETTERPRESS:

The studio is equipped with a Vandercook Universal 1 Letterpress, capable of printing lead and wood type, manufactured type-high plates, carved, mounted linoleum and a 13x19” Boxcar base for Photopolymer plates. Maximum paper size is 15x21”. The press should NOT be used without first seeking instruction, taking a class, or scheduling time with the Studio Manager. Because this machine is both expensive and dangerous, it is important to show utmost proficiency on our letterpress before using it on your own.

Type and Plates: The Vandercook should be set up according to your plate or type specifications, and plates and type should be “packed” with furniture to prevent type shifting or becoming lodged into the mechanics of the press.

Packing: Please do NOT adjust packing on the press without permission or supervision. You may tape extra paper on top of the Mylar but please **be sure to NOT indent the attached packing**. If you do, you will be charged at least a **\$10 replacement fee**.

Ink: While the press is off, and the rollers disengaged, ink should be applied to the small, upper metal roller. Ink consistency should be that of icing to avoid splatter. The rollers should then be engaged, and the press turned on to coat the rollers. Always begin with a small amount of ink, and build up to the appropriate amount for your project. Ink should always be applied while the press is off and the rollers disengaged.

Roller height: Always loosen bolts before turning roller height knobs. Check height with ‘lollipop gauge’. Be sure to tighten bolts again when you are done adjusting. Failing to do this could strip the knobs! Guides are posted on the walls to explain this, but please ask the studio manager for instruction.

Trays and beds: The press is not a table. Ink, miscellaneous tools, papers and chemicals should never be left on the upper tray or on the press bed.

Type and Plate Storage: Metal and wood type is kept next to the press and below the stairs on the lower level of the building. Type used in a project should be returned, clean, to its proper home when the project is complete. **You MUST label galley tray with name and date and you MUST return type when done!** You will be charged a fee if not. Manufactured plates should never be left in the studio. Plates that are unclaimed will be disposed of.

Letterpress Clean-up:

The clean-up procedures of the letterpress are clearly marked on the tray of the press and listed below. Follow these instructions for all inks: water-based, soy-based, oil and rubber. The press has 5 rollers: three metal and two rubber; all rollers, barrels, handles, switches, trays and beds should be cleaned after use.

- While press is still running, lift the metal rollers and apply Crisco shortening like ink.
- Lower metal rollers and allow Crisco to cover all roller surfaces. This is a good time to clean up your ink slab or put back the furniture from the press bed.

- Lift all rollers and make sure the press is on the “trip” function vs. “print”
- With the other 4 rollers lifted, clean by firmly passing rag over entire surface
- Apply a degreaser (Windex) to the metal rollers only!
- If “rubber roller wash & conditioner” is available, use to degrease rubber rollers, otherwise do not degrease, but make sure you rub firmly with a non-oily rag to remove as much residue as possible. If using a water-miscible wash, you may rub with a lightly water-dampened paper towel, then thoroughly dry with a dry towel- do NOT leave any water or parts will rust!
- Pass your hand against the roller surfaces; if they feel sticky or oily or look streaky, you’re not done.
- Move rollers across press bed so that you have access to the bottom metal roller. With a rag folded so that there are no loose tails, hold firmly against spinning roller to remove ink. Don’t forget to use the clean areas of the rag, otherwise you’re just moving the ink around! Also be sure to degrease this metal roller with roller wash or denatured alcohol.
- Leave all rollers upright: no rollers should ever rest on any other rollers – ever!
- Cover with light-proof material.

BASEMENT STUDIO (Screen printing and darkroom)

The lower basement Studio—a multi-use silkscreen, papermaking and wet studio—is equipped with ample materials and tools for screen printing and papermaking. Because of the expensive nature of the materials and tools stored here, artists who wish to use this space must complete a course (either as part of a PCNJ-offered session of classes, or by hiring the Studio Manager/Assistant to instruct) and show proficiency in the medium.

Accu-Glide Press (only for keyholders): You MUST complete training and sign a waiver to use the Accu-Glide one-man squeegee press. It is always kept covered and locked. Do not tamper with press if you have not had instruction. Any damage must be compensated for immediately.

Vacuum Table: please keep holes clean and be sure that hinges are secure. You must reserve time to use the table.

Amergraph Screen Exposure Unit: The exposure unit in the darkroom is for screens ONLY. It has been calibrated to exposure screens with the studio’s emulsion at a 56 LU/second interval (Preset no. 6). Instructions for this unit are posted on the wall. If you are using your own emulsions, you will need to test it for your exposure time. Also, it is **\$2 per exposure and \$5 per screen for PCNJ’s emulsion** (kept in the small darkroom fridge). Always clean the glass surface- **make sure baby oil never soaks the rubber blanket** (it will ruin other people’s plates!). Never let wet emulsion soak into blanket either- your screen always needs to be DRY before exposing

Small Plate Exposure Unit (for photopolymer/Solarplates): Please do not use the light exposure unit unless you are completely familiar with the procedure. If you are not familiar with the machine, wait until an instructor or Studio Manager is present.

- Clean glass with soft cloth and glass cleaner.
- Don’t use objects that may scratch the glass inside the vacuum frame.
- Clean your hands before touching the unit. This is to keep the control panel clean and free of inky fingerprints.
- Be very careful with glass to make ‘sandwich’ of transparency, photopolymer plate, rubber cushion, glass then foam. Then close lid making sure BOTH sides are latched.
- Do not leave the machine running for an extended length of time.
- After use, switch off the unit at the 'Power' button, and the wall plug behind the unit.
- If you use the aquatint screen make sure to have clean hands and great care when handling it. Always return to cardboard ‘portfolio’ on shelf in main studio.

Drying Cabinets: Place screens flat side down in horizontal drying cabinet and plug in fans to dry emulsion (plug is with sign along wall by screen rack). Remove AS SOON as you are done (should be within an hour). If not exposing yet, please move to vertical cabinet, and also remove ASAP- this is not for permanent storage. Also be sure to unplug fans with finished.

Screens: Various sizes of screens are supplied by PCNJ. PCNJ rents screens to artists, and during the rental period, artists are responsible for the care and maintenance of the screen. You **MUST** put name and date (on a piece of tape along visible part of the frame) on each screen used. Should the screen become damaged, torn or warped, it is the responsibility of the artist to replace the screen. Longtime printmakers should supply their own screens, ink and emulsions. Rental screens will be reclaimed after 1 month of non-use. **If you bring your own screen, you MUST pay \$25/yr per screen to store it here. You may NOT leave screens here indefinitely without payment.**

Plate Cutter: aluminum and photopolymer plates can be cut on this device. Please exercise caution and do NOT cut paper here. Be sure to cut burr off of other side of plate. Please pick up your scraps & place in the trash.

Ink: The studio keeps a regular supply of **Speedball water-based inks** for paper, board and textiles. These inks are available to our members at a price of **\$15/day** that allows daily access to the entire stock of ink and modifiers. You may also bring your own ink, and can keep in storage bin for a fee (only available to keyholders).

Emulsion: The studio supplies Ulano LX660 light-sensitive photographic emulsion at a cost of **\$5/screen**. The emulsion is stored in a refrigerator in the darkroom. After each use, please clean rim, replace the lid firmly on the container and place it back in the refrigerator.

Squeegees/Scoop Coaters/Spatulas: These tools are supplied by PCNJ and are for the use of our printing members. Tools and materials should be cleaned thoroughly with soap and water and a scrubby sponge (being sure blade-edge is completely free of any dried emulsion), dried and placed back on the designated shelf after each use.

Power/Pressure Washer: The power washer should only be used to reclaim a screen (removing emulsion or stencil from the screen) or certain instances of removing fine detail in unexposed emulsion. It should not be used to remove ink. The power washer must only be run with cold water (make sure water is on full pressure and directed to the power washer line **ONLY**, and must not be left on between or after uses). Never reclaim a screen from too close a distance or with a sharp stream of water; this will cause damage to the screen. To remove ink, normal unexposed emulsion or any water-based media, use the regular spray hose. **Cleaners, squeegees, and a mop and bucket are provided by the studio. Please ensure that all surfaces AND FLOOR are clean and dry when you are done in the studio.**

Hose with nozzle attachment: To remove ink, unexposed emulsion or any water-based media, use the regular spray hose. This pressure can be adjusted by turning the nozzle 360 degrees.

Light Table: There is a 17x24" LED Light Table stored in a box in the keyholder storage cabinet with a protective cover. You must sign out your name and date on the box and place back exactly as found when finished. Any damage must be compensated for immediately.

BASEMENT STUDIO (Papermaking)

Papermaking equipment, supplies and materials are expensive and can be ruined by misuse and mishandling. An artist must show excellent proficiency in papermaking to the Studio Manager before being allowed to use PCNJ's equipment.

Hollander 2lb Paper Beater: The beater in the studio is a highly technical piece of machinery and should not be used without supervision. Please schedule time in advance to use this equipment. Use is **\$10/day**.

Moulds/Deckles: Made of wood, it is important that moulds and deckles are kept horizontally flat before, during and after use. A warped mould or deckle is unusable and will be costly to replace. Moulds and deckles should only be used to pull flat sheets; sculptural work, collage and inclusions should be done on the felts and pellons after couching a sheet.

Dry Box: Up in the main studio, there are sheets of cardboard with blotters next to a fan under the blotting table. You may place paper here to dry and turn on fan. Please come back to reclaim as SOON as it's dry and notify the studio manager what you have put in the box.

Miscellaneous Supplies: Pigments, modifiers and additives are available for purchase through PCNJ, however it is strongly suggested that papermakers should supply their own material needs.

Cleaning: The beater, vats, moulds and deckles, tables, walls and floor should all be CLEANED THOROUGHLY after use. YES THE FLOOR AND WALLS TOO! Please note that only the large metal washout sink has a trap. Always keep pulp to a minimum going down any drain, but the metal sink is the ONLY drain pulp should go down at all. The drain in the floor only has a small basket to catch debris. Any major amount of ink or pulp going down the drains WILL BACK UP OUR DRAINAGE SYSTEM. Toothbrushes, a tweezer, hose and a mop are provided by the studio. Please ensure that all surfaces are clean and dry when you are finished. The beater must be SQUEAKY CLEAN when finished. Scrub all blades with a toothbrush, run several loads of plain water through and empty, and make sure to use large tweezers to remove pulp from all moving parts, even under plexi guards on either side of the wheel. Also clean the frame, sides, legs and underneath of the beater thoroughly.

Reservations and Studio Facilities

Reservations:

Each studio can accommodate 2-4 artists a day, during business hours. Accommodations may shift slightly based on an artist's needs. To reserve time in the studio, please contact the Studio Manager at studio@printnj.org or call **908-725-2110** DURING BUSINESS HOURS. Please plan on booking a minimum 2 business days in advance (not incl weekends), and cancellations should be made 24 hours in advance. The Studio Use Calendar is posted on the home page of our website. Questions and requests should be directed to the Studio Manager.

Studio Facilities are listed on our website www.printnj.org

THANK YOU AND HAPPY PRINTING!!