

Health and Safety Handbook
January 24, 2025

https://inside.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/art/documents/DOA_Health_Safety_Handbook.pdf



EAST TEXAS A&M
— UNIVERSITY —

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Handbook & General Guidelines

While this manual covers specific issues related to the Department of Art, East Texas A&M University policies must be followed.

All users of Department of Art (DOA) classrooms and facilities are required to follow the health and safety guidelines outlined in this manual at all times.

Report any safety issues IMMEDIATELY to your instructor(s), Art Facilities Coordinator or to the DOA Health and Safety Liaison.

Each course instructor must include a discussion of their area's appendix as well as Appendix B (H&S signature page) as part of their syllabus. These must be reviewed verbally at the start of each semester.

Health and Safety Program Mission

The goal of the DOA Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the East Texas A&M University Department of Campus Operations and Safety.

Introduction

The Department of Art has specific health and safety guidelines for all students, staff, and faculty members using East Texas A&M University facilities. Though this Handbook will outline many of the correct health and safety procedures, should a problem arise, please identify the appropriate contact and communicate with that person. It is the responsibility of each student and faculty member to be familiar with and follow these procedures when they are on the East Texas A&M University campus to keep the working and teaching environment safe for everyone.

Important DOA Health and Safety contacts

Area Title	Office	Phone Number	E-mail
DOA Department Head	Art 104	903-886-5208	LaurelJay.Carpenter@tamuc.edu
DOA Coordinator of Art Facilities	WTFA 221	903-886-5208	Brandon.Hudson@tamuc.edu
DOA Admin Assistant	Art 104	903-886-5208	Evan.Bowden@tamuc.edu
DOA Ceramics Area	WTFA 110	903-886-5208	Christy.Wittmer@tamuc.edu
DOA Sculpture Area	Sculpture	903-886-5454	Josephine.Durkin@tamuc.edu Joseph.Daun@tamuc.edu
DOA Photography Area	WTFA 208	903-886-5232	Leigh.Merrill@tamuc.edu
DOA Printmaking Area	Dallas Campus	214-954-3636	Lee.Hackett@tamuc.edu

In Case of Emergency

Call University Police Department at 903-886-5868 and notify them of your location and the emergency. Give them your building name and room number. There is signage with building information posted in each DOA building near the stairwell doors of all floors.

Report all accidents/emergencies (Appendix L) to the DOA Coordinator of Art Facilities:

Brandon Hudson
Wathena Temple Fine Arts 221
Brandon.hudson@tamuc.edu
626-375-1213

East Texas A&M University Police Department

<http://www.tamuc.edu/upd>
903-886-5111

Department of Environmental Health & Safety

<https://www.tamuc.edu/environmental-health-and-safety/> 903-468-3091

East Texas A&M University, Department of Environmental Health & Safety is a federally compliant organization that deals with campus concerns regarding health and safety. DEHS works as a liaison between the university and many governmental agencies and departments. The University Waste Contractor in conjunction with DEHS manages and picks up the hazardous waste from all the DOA studios' satellite hazardous waste areas and processes it at their off-site facility. DEHS ensures compliance of the DOA with federal laws and protects the safety of personnel and students. Pick ups are scheduled via TAMUC email throughout each semester.

Hazardous Materials and Hazardous Waste

TAMUC is required to uphold safe handling and disposal of hazardous wastes as identified by the US Environmental Protection Agency.

Of particular concern to students of the DOA are art materials containing any of the eight toxic heavy metals: arsenic, barium, cadmium, chromium, lead, mercury, selenium and silver. These heavy metals are very commonly found in materials such as paint and colored pigments. Please see appendix B for a complete list of potentially hazardous materials.

Safety Data Sheets / Chemical Inventory

Chemical Inventory lists with links to electronic Safety Data Sheets for all materials used in the DOA classrooms are stored in an easily accessible area in each studio and found online. The significance (as well as location) of SDS forms will be communicated to each student at the beginning of every semester in every studio classroom. The sheets list important information including: name of chemical, company information, and safe handling procedures. SDS forms are invaluable so that everyone can know what chemicals and products are being used in the classrooms. Sheets should be provided to emergency responders or taken to the emergency room with the victim if an exposure or accident occurs where materials may be involved.

Sheets can be downloaded online from manufacturer and supplier websites. If there is an accident such as a spill, accidental ingestion, or medical problem, the sheets will supply the emergency responders with all the chemical information.

It is the responsibility of the Art Facilities Coordinator or area designee to keep the Inventory up to date. Instructors/Graduate students in areas with Art Facilities Coordinator should work in conjunction with the specialist if/when new materials are introduced. Instructors should review the current SDS at the beginning of the semester, and notify the Art Facilities Coordinator with any new additions throughout the semester.

Satellite Accumulation Area

Satellite Accumulation Areas (SAA) are managed and assigned by the Safety Liaison and instructors. However, each instructor is required to educate and work within the framework set forth by the Art Facilities Coordinator and follow the SAA guidelines. Waste Managers (TLS) must attend the yearly H&S workshop to

remain a waste manager. Satellite Waste Accumulation Areas are located in each room where hazardous waste may be generated. Incompatible types of waste are segregated and stored in the designated plastic container or a yellow flip top metal bin in the satellite Accumulation area.

The DCO&S maximum for allowable waste is 55 gallons (in total for wet and dry combined) per SAA.

If you anticipate reaching or going over the limit, contact DEHS at 903-468-3091 for a pick-up.

All other areas must submit a pick up request by contacting DEHS 903-468-3091 or the Teaching Lab Specialist 903-886-5208.

Satellite Accumulation Area Guidelines (ETAMU DEHS)

1. Mark all waste containers with the white Hazardous Waste labels. (see section: Container Policy, pg. 11)
2. Label all waste containers accurately indicating the constituents and percentage of each. The concentration of the constituents must add up to 100%. Standardized labels may be obtained from DEHS at no charge. Call 903-468-3091.
3. Limit the satellite area waste volume to no more than 55 gallons of waste. Submit a collection request well before you exceed these volumes. Refer to the DOA Satellite Accumulation Chart (Appendix A) for assistance in identifying waste types.
4. Close all containers during accumulation except when necessary to add or remove wastes. Do not overfill containers. Leave adequate headspace for expansion.
5. Funnels must be removed from containers when not in immediate use. All waste must be collected in sealable containers.
6. Seal all containers tightly. No beakers or open containers shall be used for waste accumulation.
7. Ensure waste is compatible with other wastes in the container, and with the type of container it is stored in. The exterior of the container must be free of chemical contamination; leaking containers will not be picked up. Segregate containers of incompatible waste to prevent reactions.
8. Keep containers near the process generating the waste.
9. Inform all students and employees of Satellite Accumulation Areas (SAA) requirements.
10. Inform students of Satellite Waste Managers.
11. Know the location of your nearest spill kit, eyewash unit, emergency shower, fire extinguishers, and exits.

Labeling Hazardous Waste

Hazardous Waste disposal Labels are available free of charge by calling DEHS at 903-468-3091 and providing an area for specific delivery location.

Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. Labels should also include the building name and room number of the shop/studio generating the waste and the name of the shop supervisor.

Satellite Accumulation Area Checklist

1. Clearly identified and maintained area
2. Satellite Accumulation Chart (see appendix A)
3. Spill Kit

DOA Satellite Accumulation Area Chart

The posted Satellite Accumulation Area chart has information and guidelines for acceptable waste disposal for the DOA. Students must follow the DOA Satellite Accumulation Chart.
(see appendix A)

SAA Requirements Sign

This sign must be posted at the SAA area and updated as necessary with current waste manager's name. It is available via the ETAMU DEHS office and must be posted at the SAA at all times. See appendix A.

Hazardous Waste Bin

Unused portions or unopened containers of hazardous chemicals such as solvents, paints, glazes, etc. may be placed in the bin for disposal through DEHS. The bin may also be used for materials of an unknown origin, which are suspected to contain hazardous materials.

The bin may be used to dispose of items, which are too large to be disposed of in the other containers found at the SAA. All items in the bin must be labeled with the hazardous waste labels.

Examples include paint thinners, mineral spirits, and paint/Gamsol mixtures. Ceramics uses these containers to collect solutions containing heavy metals, such as barium or chromium. Photo uses these containers to collect chemicals that cannot be dumped down the drain, such as developers and used fixer. Funnels are provided for this container but may not be substituted for the container's lid. Make sure that a hazardous waste tag is affixed to the outside of the bin, and update this label with a description of each liquid added. The top must be closed at all times. Do not overfill this container. At least 1" of air space must be left in the jug.

Red Flip-Top Can

For all Flammable Solids

All solids contaminated by flammable materials go into this can. This includes brushes, palettes, canvases containing oil paint, gloves, rags, oil paint scrapings, and empty oil paint tubes. The lid must close completely at all times. If the can becomes close to full, notify the Art Facilities Coordinator before regular pick-up to schedule a special pick up by DEHS.

Note: Empty cans of solvent may be thrown in the regular trash can as long as the can is completely empty and label marked out.

Used Oil

Contact the Art Facilities Coordinator for disposal method and Used Oil labels.

Trash Can (not an official component of the SAA)

The trash cans in each classroom may be used to contain common trash, dried latex paint, empty solvent containers, alkaline batteries, incandescent bulbs, and dried acrylic paint and gesso.

Oversized non-hazardous garbage must be taken directly to the dumpster.

Spill Response

Please contact the DOA Art Facilities Coordinator or instructor for proper methods of cleanup.

Minor Spill

If the spill is isolated and the material can safely be handled by shop personnel, absorb and collect the spill waste. Place the spill waste in an appropriate container from the spill kit for DEHS waste pick up.

Major Spill

In the event of a spill of a dangerous or hazardous chemical within the shop, contact DEHS at 903-468-3091. If the spill represents a threat to personnel safety, evacuate the area immediately and prevent re-entry until the danger has been eliminated. Be prepared to provide information such as: name of material spilled; approximate

quantity; specific location of spilled material; contact information (i.e. name and telephone number where you can be reached)

Spill to the environment

In the event of a spill that reaches soil or water contact DEHS Accumulation immediately at 903-468-3091 during normal operating hours or after hours contact University Police Department at 903-886-5111.

Waste Minimization

Waste minimization is key to the process of becoming a safe and healthy environment. There are two methods of waste reduction: source reduction and recycling. Source reduction can include re-evaluating the materials used and finding more environmentally safe options. It also helps if students get together to purchase supplies and share them so that fewer chemicals are wasted or go unused.

Make sure to date your materials when you receive them and use up all the older ones first. Recycling of chemicals can be easily done and it greatly cuts down on the amount of hazardous waste.

General Classroom/ Department Safety *see appendix for area specific guidelines

Health & Safety Violations/ Issues

Report any H&S violations, events, issues, or concerns to the Art Facilities Coordinator, faculty in the area, your instructor, or the DOA Department Head immediately (Art 104, 903-886-5208).

Incident Report

If an accident occurs with an injury, the supervisor at that time must complete and Incident Report (see Appendix L).

Fire Extinguishers

The DOA follows fire safety codes and it has marked fire extinguishers inside each of its buildings.

Only use fire extinguishers to put out fires inside buildings. For fires outside of buildings (for example in dumpsters) the ETAMU police department must be phoned (903-886-5868).

Report the use of an extinguisher to the DOA Department Head or Art Facilities Coordinator immediately so it may be inspected and replaced. A report describing the incident must be produced by the Art Facilities Coordinator including what happened, why the extinguisher was used and what equipment or materials were damaged for insurance purposes.

Material Handling

Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.

First Aid

First Aid kits are found in each studio area. Identify where the closest first aid kit is located. Notify the Teaching Lab Specialist or your instructor if supplies are low.

Hazardous Materials and Sinks

The disposal of hazardous materials in either classroom or restroom sinks is not permissible. Please use the Satellite Accumulation Area. Instructors should be sure to point out hazardous materials to all students.

Flammable Cabinets

All flammables must be stored in flammable cabinets. All flammable lids must be closed tight. Do not allow items to rust in the cabinets. Keep flammable cabinet closed at all times. Open doors defeat the purpose of the cabinets. Cabinets must be monitored by instructors and Teaching Lab Specialists and organized and cleaned out regularly

(i.e. combining like items, re-using/re-cycling old containers before new ones are opened). If an item looks compromised, follow the SAA guidelines for proper disposal.

Solvent Use in Classrooms

Solvents should only be used in a well-ventilated area. Keep solvent fumes to a minimum by covering containers in use. Store solvents in proper containers and label properly. Dispose of solvents by following the SAA chart. Follow guidelines for brush cleaning. Use solvents that are low in odor and toxicity. Follow area guidelines for approved solvents.

Personal Protective Equipment

Gloves: Students must wear temporary nitrile gloves when handling hazardous or toxic materials. Nitrile was chosen as an alternative to latex and is an allergen-free glove, stronger, and holds up longer to solvents. However, it is recommended that for prolonged use or when using concentrated materials, students should purchase heavy-duty multiple use gloves.

Specialty gloves are provided where needed to prevent exposure to heat or abrasion.

Safety Glasses: It is required that safety glasses be worn whenever instructed and wherever eye danger is possible. Safety glasses that are the property of the DOA should not be removed from lab areas.

Clothing: Long pants or skirts should be worn.

Shoes: Closed toed shoes are a requirement in all sculpture areas and in other areas designated by area faculty and Teaching Lab Specialists. Closed-toed shoes are recommended in all studio classrooms.

Respirators: See Appendix L for policy

Other ways to protect yourself: Tie Hair back and remove jewelry when operating all machinery and don't be distracted!

Label Policy

Labels are found at the SAA and are supplied by the DOA and DEHS. The DOA Art Facilities Coordinator has a back-up supply in case of emergency. Area Heads and/or Art Facilities Coordinator should be notified if supplies are low.

All containers must have a label identifying the contents at all times

All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SAA in each studio and work area. All containers must be marked with the user's name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers are subject to immediate disposal.

Clean up

Clean up after yourself.

Each class instructor is required to consider classroom/studio maintenance as part of the general health and safety. Each class should engage in an end of the semester studio clean up as well as maintain a level of order throughout the semester to ensure general health and safety.

Spray Booth

A spray booth is located in the Sculpture Lab. Unless approved by faculty or Art Facilities Coordinator; all aerosol materials including spray paint, fixative, and spray adhesives **MUST** be used only in the spray booth. Usage of any aerosols in classrooms, studios, hallways or outside is forbidden and is considered vandalism.

Dumpster Use

Any non-hazardous trash that does not fit in the classroom or studio trash cans must be immediately taken to the dumpsters. All oversized trash (has any length that exceeds 4 feet in any direction) must be taken to the dumpster

outside the Sculpture Lab and placed behind outside the container. You must then notify the Art Facilities Coordinator and/or your instructor. Broken glass must be packed inside cardboard and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out hazardous label, and placed in the bin at the SAA.

Sharps/Broken Glass

X-acto blades, razor blades and similar sharps must be placed in the area red sharps container.

Fire Code Safety & Passages

- Do not block doorways
- Do not prop doors
- Do not block access to lights
- Do not store belongings on the floor
- Do not place anything within 3 feet of electrical panels. There must be a pathway to the panel.
- Temporary or permanent storage of items in hallways or egress is prohibited

Drug Free School & Workplace

Possession and use of drugs or alcoholic beverages is not allowed in the classrooms, studios, or outdoor areas. Violation is punishable by law.

Smoking

As of fall 2014, ETAMU is a smoke-free campus. This includes all e-cigs and vapor products as well.

Classroom Furniture

Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinator or Teaching Lab Specialist.

Extension Cords

Extension cords cause the majority of fires on campus and the cords themselves cause a large number of injuries. Use extension cords only when necessary and only use them on a temporary basis. Extension cords must be grounded. They must be unplugged when not in use. It is never permissible to use extension cords on a permanent or semi-permanent basis. Do not create “daisy chains” of multiple electric cords. Any cords not in compliance will be immediately removed and confiscated. Extension cords with multiple outlets are prohibited. Power strips are only permitted when powering a desktop computer and must never be plugged in to an extension cord or provide power to an extension cord. The use of extension cords or power strips in an inappropriate manner (daisy chained extension cords) is subject to immediate removal and disposal.

DOA Building Access

Building access is granted via the instructor’s request, approved by the Art Facilities Coordinator and ultimately signed off on by the Department Head. This request must be sent into the Coordinator or Auxiliary Services as well as UPD every semester. Normal hours of operation are 7:00am-10:00pm, Monday – Friday. Anyone outside these hours must have the aforementioned approvals.

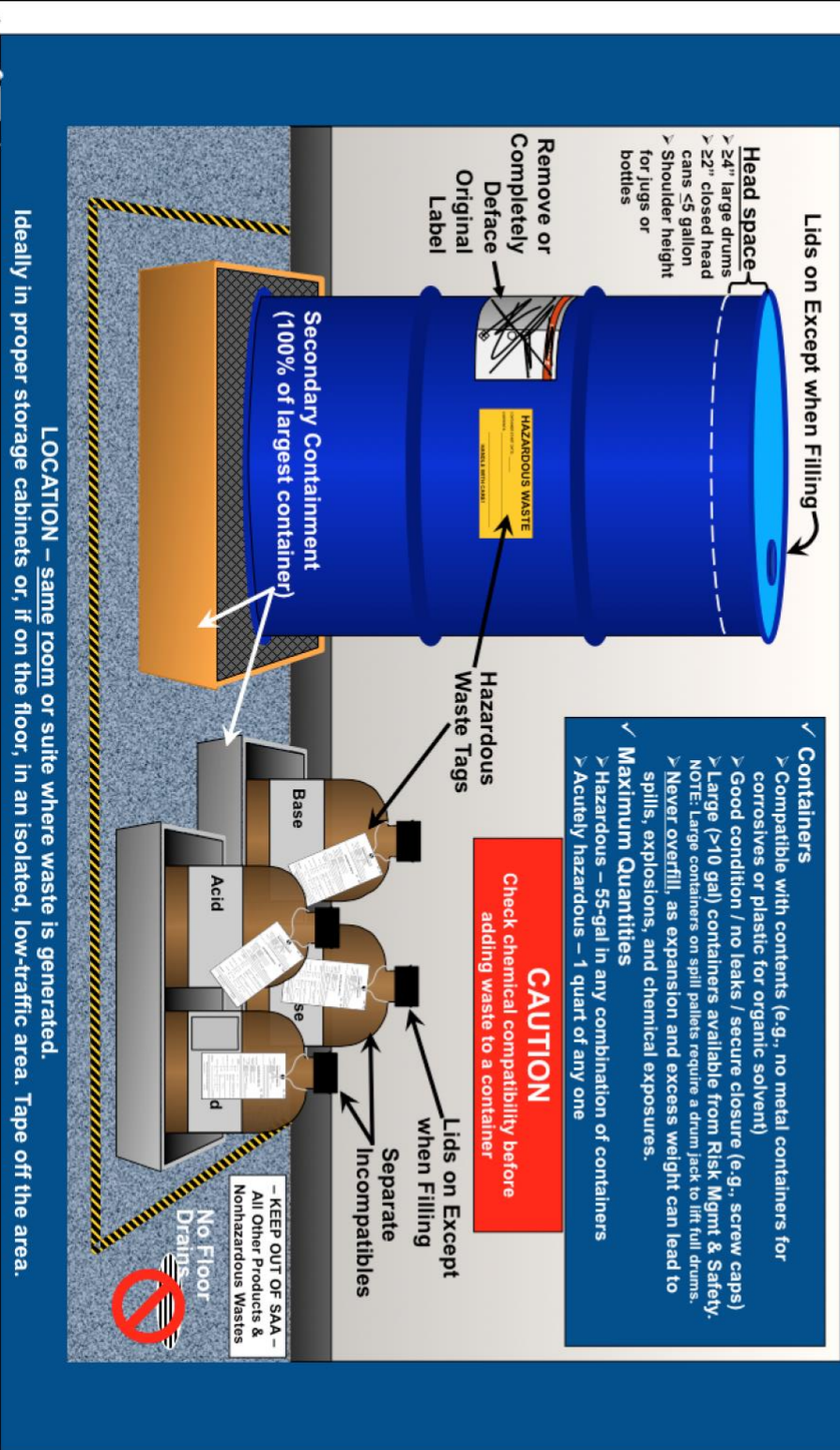
Instructors may request access for students via the Art Facilities Coordinator or through the website at: <http://www.tamuc.edu/aboutUs/administrativeOffices/businessAdministration/departmentsOffices/auxiliaryServices/door-access-management>

ID cards are provided through the Mane Card Office in the Rayburn Student Center.

Access during holiday’s or university wide closures is based upon each case and the Provost office stated that either faculty, staff or other employees of the TAMUC system must be present in the building during these dates if students are also present.

Hazardous Waste Satellite Accumulation Area

How Should the SAA Look?



Satellite Accumulation Area Management

The Chemical Management Cycle



- 1 Product Ordering / Shipping:** Hazardous materials (e.g., chemicals, gases, biological agents) must be received **ONLY** by a certified HazMat shipping/receiving agent. Before ordering, consider safer alternative chemicals. Order no more than you need.
- 2 Receiving & Storage:** Store chemicals segregated by hazard class / compatibility and in proper storage cabinets. **DO NOT KEEP** expired chemicals. **CAUTION** when using and storing highly reactive chemicals such as certain peroxides, picric acid, & ethers/peroxide-forming compds. aliquots, samples). **DO NOT** dispose of waste chemicals via evaporation or sewer discharge.
- 3 Use & Management:** Keep original labels. Label all secondary containers (e.g., standards, aliquots, samples). **DO NOT** dispose of waste chemicals via evaporation or sewer discharge.
- 4 Transportation of hazardous materials:** **STOP! DO NOT SHIP** by commercial carrier or transport over public roads or via air carrier -
 - Chemicals, dry ice, infectious agents, or radioactive materials in any form or quantity! Unauthorized shipments will be refused by commercial carriers. Penalties apply.
 - If you need something shipped, submit requests to the Risk Mgmt & Safety HazMat Shipping Office or to your certified departmental HazMat shipping officer. Only a certified hazardous materials shipping agent may offer hazardous materials for shipment. You must correctly identify the materials.
- 5 Treatment/Recycling:** Minimize wastes by recovering / reusing chemicals and elementary treatment. Generally limited to solvent distillation and acid/base neutralization. **CHECK WITH RISK MANAGEMENT & SAFETY FOR REGULATORY RESTRICTIONS.**
- 6 Satellite Waste Accumulation:** Accumulate hazardous waste **ONLY** in designated Satellite Accumulation Areas (SAAs). **REFER TO DIAGRAM TO SEE HOW IT SHOULD LOOK.**
- 7 8 9 Central Accumulation, Pick-up and Disposal:** Risk Mgmt & Safety picks up waste containers for central accumulation, shipping and treatment or disposal.

Labels and Labeling

- You **MUST** destroy or deface any original label(s) on containers used for waste.
- When waste is first added, you **MUST** label each new container with the specific waste contents and the words "Hazardous Waste," using one of the two formats available from Risk Management & Safety. **PRINT LEGIBLY. DO NOT** fill in the accumulation
 - Using string, attach a completed Hazardous Waste Tag (also write tag # on container in readable ink).
 - For large containers, attach a completed, adhesive-backed Hazardous Waste label (see attached), adhesive, clear plastic pouch to container and insert completed Hazardous Waste tag.

Completing HAZARDOUS WASTE tags:

- Attach an individual HAZARDOUS WASTE tag to each container.
 - Secure the top part of the tag with a string that encircles the top of the container - rubber bands, legs, and wire are not acceptable.
 - Fill in both upper and lower sections of the tag completely and legibly except for "ACCUMULATION START DATE." (This information is essential for record keeping).
- Provide proper chemical name(s). Chemical formulas or abbreviations are not acceptable. For brand-name products, list active ingredients, if available.
- List all chemical components in a waste container (including water). Labels may be continued on the back of the tag.
- Tags for containers of potentially explosive materials such as picric acid, salines, nitro compounds, and ethers must include the percent concentration of these chemicals.
- ACCUMULATION Fill in ONLY if the waste container causes the SAA to exceed its 55-gallon hazardous (or 1 quart of acutely hazardous) waste limit.
- START DATE: _____
- PI/LAB The Principal Investigator or person in charge of the lab/location that generated the waste.
- COORDINATOR: _____
- Conduct a hazardous waste determination or refer to Risk Management & Safety's list of wastes registered with the TCEQ. Become familiar with codes for wastes frequently generated at your location. For wastes not previously or commonly generated, contact Risk Management & Safety for guidance.
- see - "Hazardous Waste Determinations"

HAZARDOUS WASTE

CONTAINER START DATE: _____

CONTENTS: _____

HANDLE WITH CARE!
CONTAINS HAZARDOUS OR TOXIC WASTE

HAZARDOUS WASTE

CONTAINER START DATE: _____

CONTENTS: _____

HANDLE WITH CARE!
CONTAINS HAZARDOUS OR TOXIC WASTE

- ### Waste Pickup & Disposal (Scheduled WEEKLY pickup for this SAA.)
- Full waste containers ready for disposal are:
 - Tagged/ Fill in the accumulation start date (if applicable - see above) and seal the bottom part of the bag to Risk Management & Safety (A&M/Commerce, Scott Science Building, Rm. 137) to schedule a pickup.
 - Labelled, Attach a completed Hazardous Waste Tag, fill in the accumulation start date (if applicable - see above), and contact EHSD via the method listed in A. above to schedule a pickup.
 - Risk Mgmt. & Safety will not pickup leaking, improperly capped or labeled, or contaminated containers.
 - It is illegal to intentionally dispose of hazardous chemicals through sanitary (sink) drains, evaporation in a fume hood, or in the regular trash.
 - Please empty containers in regular trash **date:** 1. **EMPTYING** liquids or solids, 2. **defacing/REMOVING LABELS**, 3. **REMOVING CAPS**, lids, and 4. **PUNCHING HOLES** in metal or plastic containers. Do not break glass containers.
- CAUTION:** In this manner, empty containers must be treated as hazardous chemical waste. **EXCEPTION:** Always dispose of containers from EPA Fielded acutely hazardous chemicals as hazardous waste.

Spill Response

Incident Discovery

RECOGNIZE - Know your work area; know the hazards . Common hazards, from greatest to least:

- Flammable Gas Release without ignition** (e.g., hydrogen) – Evident by visible damage to equipment, sour, condensation or frost on surfaces, high explosion hazard, immediate rescue.
- Fire** – Commonly evident by visible flame and/or smoke, heat, charring of surfaces. Caused by compressed gas, shut off the source if possible, but do not extinguish. Immediately evacuate, unless the fire is incipient and controllable.
- Gasoline, Solvent or Other Highly Ignitable Fluid Release** – Evident by visible liquid, damage to equipment, and characteristic odor. Dense vapors stay near the ground and can explosively ignite. Evacuate if the release is large, is uncontrolled, and/or there is a potential ignition source.
- Non-Flammable Gas Release** – Evident by visible damage to equipment, sound, condensation or frost on surfaces. Risk of asphyxiation due to oxygen displacement. Evacuate if release appears large and uncontrolled, especially if in a building or confined space.
- Toxic / Corrosive Gas or Vapor Release** (e.g., acids or caustics) – Evident due to equipment damage, visible vapor cloud, odor, or acute pain in breathing, the eyes, and the skin. Evacuate to a safe distance.
- Injury/Illness** (including confined space) – Seek First-Aid/CPR/AED-trained personnel. Do not move the victim unless a continuing incident (e.g., chemical release) presents ongoing risk. Look for the cause. Do not enter a confined space to attempt to help a person.
- Life-Dangering Equipment Failure** – Can be inhaled. Often accompanied by sudden or loud sound or vibration. Stand clear of any failed or failing equipment. Shut off power if safe to do so.
- Oil or Other Organic Liquids Spill or Release** – Visible as clear to dark colored fluids. Some flow freely while some are viscous. Can have a noticeable odor. Observe from a safe distance.

OBSERVE AND NOTE quickly and from a safe place:

- Location of the problem and its source;
- Identity of the material involved;
- Extent of the problem (incidental or uncontrolled);
- Threat of fire, explosion or other;
- Injuries to personnel and their severity; and
- Risks to other personnel or emergency responders.

1st. Immediately notify nearby persons who may be in danger or who may be trained to assist. (Do so without slowing notification of Emergency Dispatch (911)). IF THERE IS IMMEDIATE DANGER TO LIFE OR HEALTH, ACTIVATE THE ALARM SYSTEM IMMEDIATELY.

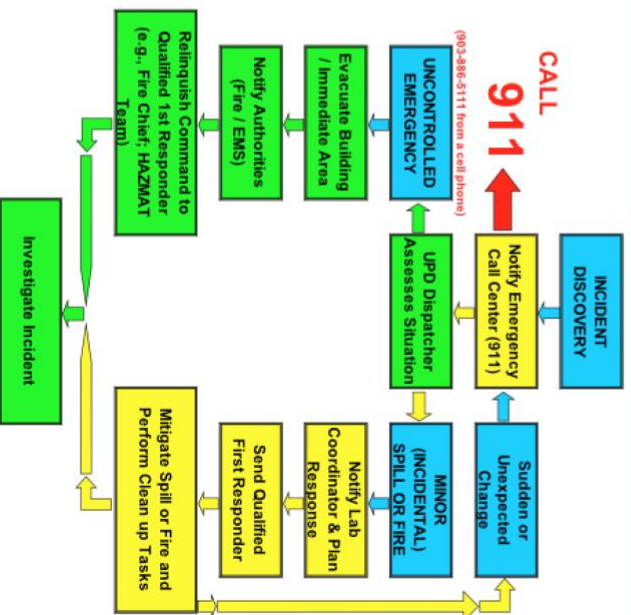
2nd. Immediately notify Emergency Dispatch @ 911 and provide the following:

- Your name;
- Your observations (Location, Identity, Extent, Threat, Injuries, Risks);
- Be prepared to act (e.g., came for injured, keep others away, control minor spills or fires) if properly trained or until the arrival of emergency responders.
- 3rd. call Risk Mgmt & Safety (468-87851) & the area supervisor; be prepared to act (e.g., keep others away, control spill(s) if you are trained and can do so safely;
- 4th. remain on-scene at a safe distance to meet responders, guide them to the incident location and provide them with firsthand observations.

Controlling Incidental Spills

- Get supplies, such as spill kit and protective equipment (e.g., gloves, apron, eye protection);
- Control the source of ongoing spills by shutting off supply valve or pump;
- Ventilate the area if possible and advisable, based on location and risks;
- Contain the spill (e.g., dike ahead of the spill and cover drains);
- Immobilize or treat the material (e.g., absorb, neutralize, etc.) using spill kit supplies;
- Recover spill residues and deposit wastes in labeled containers;
- Spentish used spill kit materials.

Emergency / Spill Response



Legend

- Incident Commander
- EVENT
- Discoverer / First Responder

Incident Classification

INCIDENTAL or INCIDENT Release, Spill, or Fire

A release or small fire that can be controlled locally by responsible individuals with no adverse effects on faculty / staff / students or the environment.

UNCONTROLLED Release, Spill, Fire or Explosion Risk

A spill / fire that cannot be classified as incidental / incident, normally requiring evacuation of the building. Risk is too great for local personnel to manage.

Texas A&M University-Commerce
 Date Prepared: 13 May 10
 Location: (Building/Room): _____
 Prepared By: _____

Hazardous Waste Determinations

Who determines if a material is a "hazardous waste?"
Lab Coordinator, Faculty, & TAs, with help from Risk Mgmt & Safety.

1st, Is it a waste?

Even if you no longer desire to keep a material, it is NOT a waste if it is a usable substance that has value. If you have usable chemicals or commercial products that you no longer want, such as:

- Reagents
- Stock solutions
- Pipettes
- Buffers and paint related products
- Compressed gases (lecture bottles)

product.

2nd, Is it a hazardous waste?

Two Ways a Waste May be Hazardous – waste is either (1) **listed** or (2) **characteristic**. Universal waste is a special subset. **Listed** – Common wastes, hazardous by definition. Four lists include > 400 chemicals or materials:
 F - waste from non-specific sources (e.g., spent halogenated & non-halogenated solvents such as methylene chloride & acetone)
 K - waste from specific sources, such as wood preserving waste or pharmacy wastes (*rate at colleges/universities*)
 P - **acutely hazardous** (i.e., toxic or reactive in small amounts) **unused or off-specification** (e.g., shelf-life exceeded) chemicals such as many poisons, pesticides, anesthetics and cyanides
 U - **unused or off-specification** (e.g., shelf-life exceeded) chemicals that are **not acutely hazardous** (e.g., acetone, formaldehyde, alcohols and many solvents)
Characteristic – If a waste is not listed, it may still be a hazardous waste because it exhibits one or more of the following properties:
Ignitability (40 CFR §261.21) – liquids with flash point <140°F (e.g., most non-halogenated solvents, some paint wastes), solids that can spontaneously ignite, ignitable compressed gases, oxidizers
 (EPA Hazardous Waste Number 0001)
Corrosivity (40 CFR §261.22) – aqueous liquids with pH ≤ 2 or pH ≥ 12.5 or liquids that rapidly corrode steel
 (EPA Hazardous Waste Number 0002)
Reactivity (40 CFR §261.23) – unstable chemicals, chemicals that, when mixed with water, react violently, form explosive mixtures, or generate toxic gases, vapors or fumes, cyanides or sulfides that can generate toxic gases, vapors or fumes at normal pH (between 2 and 12.5); are capable of detonation or explosion. Examples: some bleaches and peroxides (EPA Hazardous Waste Number 0003)
 Toxicity (40 CFR §261.24) – Extract from EPA's test method (TCLP), threshold value(s) for one or more of 40 chemicals, mostly toxic metals and common organic chemicals. The threshold values represent chemical leachability in a landfill environment.
 (EPA Hazardous Waste Numbers 0004 - 0005)

➤ **Maintain a list of wastes commonly generated in this locale and accumulated in the SAA along with their EPA hazardous waste codes. If you do not know which codes apply, ask Risk Mgmt & Safety for assistance.**
 ➤ **For wastes not previously generated at this locale, use the "Hazardous Waste Determination" worksheet to determine hazard(s) and waste codes, if applicable, or ask Risk Mgmt & Safety to make the determination for you.**

3rd, if not a "hazardous waste," does it require special management?

Universal Waste – Five types of wastes are classed as "universal" (i.e., common). Universal waste (UW) is hazardous, but the generator can manage it separately and with fewer regulatory restrictions.
 If you generate one of the following "universal wastes," place each type into its own container, labeled "Universal Waste," "*****" and store the waste container in a location apart from the SAA. Contact Risk Mgmt & Safety for pickup.
 EPA universal wastes - EPA has designated four classes of universal wastes, as follows:
Batteries - includes most rechargeable batteries (i.e., Ni-Cd, Ni-Metal Hydride, Li-ion, and Small Sealed Lead (Pb) batteries commonly found in cordless tools, cellular phones, laptops, cameras, and 2-way radios). Large Pb-acid batteries (e.g., auto) must be recycled separately and are not UW. Common dry-cell batteries (i.e., AA, AAA, C & D) are not hazardous and may be thrown in the trash.
Pesticides - This is a very limited category and should seldom be a concern. It primarily applies to recabled, banned, discontinued or obsolete pesticides subject to a pesticide collection program.
Mercury-containing Thermostats - Some older thermostats contain mercury (Hg) ampules. These are rarely encountered except by HVAC and maintenance personnel. **THE MERCURY CHALLENGE**: Spent mercury is a health hazard, so try to avoid mercury-containing thermostats. EPA has a program (EPA 530) to arrange collection and recycling.
Lamps - Most lamps (e.g., fluorescent, halogen, sodium, metal halide, mercury vapor, incandescent) are hazardous because of toxic elements, commonly mercury or lead. **NEVER THROW A LAMP IN THE TRASH.** DO NOT BREAK.
 Texas universal wastes - Texas has added (aluminum) paint & paint-related waste (PPW) to the list of universal wastes.

Wastes Prohibited in the Regular Trash - Universally wastes are classed as **disposalable**. Nevertheless, certain nonhazardous wastes are prohibited from municipal landfills: lead-acid batteries, used oil and oil filters, scrap tires, appliances with CFCs (refrigerators), PCBs (e.g., pre-1979 lighting ballasts), radioactive material, liquid wastes other than household-sized containers, and any other waste that may threaten water quality, create a nuisance, or endanger humans or the environment (e.g., ethanol bombs, waste and spent formalin).

Special Wastes - Certain "Special Wastes" having their own disposal requirements include **medical and biohazardous wastes, animal carcasses, used and spill tray wastes, used tires, and asbestos materials**. Contact Risk Mgmt & Safety for handling and disposal.

Inspections and Records

Monthly SAA Inspection - USE ERASABLE MARKER

ANSWER "Y", "OR", "N", "OR" FOR YES AND "N", "OR" FOR NO. — KEEP A ROLLING 3-MO. RECORD. — ERASE ENTRIES FROM OLDEST MONTH COLUMN TO RECORD inspections are not required by State/Federal regulations, but Risk Mgmt. & Safety requires monthly checks of compliance and performance. Regulatory citations indicate State/Federal requirements.

DATE OF INSPECTION	MONTH	MONTH	MONTH
NAME OF INSPECTOR			
Required by Regulation			
Are containers in good condition? (30 TAC §335.090(2); 40 CFR §262.34(d)(2)			
Are containers compatible with the contents? (30 TAC §335.090(1); 40 CFR §262.34(c)(1)(ii)			
Are containers kept closed except when adding or removing waste? (30 TAC §335.090(1); 40 CFR §262.34(c)(1)(iii)			
Are containers marked "Hazardous Waste" or labeled to identify the contents? (30 TAC §335.090(2); 40 CFR §262.34(c)(1)(iv)			
Do containers marked "Hazardous Waste" or labeled to identify the contents have the sum of hazardous waste volume in the SAA exceeded 55 gallons, or has more than 1 quart of highly toxic waste been accumulated? (40 CFR §262.34(c)(1)(v))			
Do containers have secondary containment? (EHS 3188, Texas & IL)			
Do containers have secondary containment amount been marked with the beginning date of this excess accumulation (the "Accumulation Start Date" on the Hazardous Waste Manifest)? (30 TAC §335.090(4); 40 CFR §262.34(d)(2))			
Has the container holding the excess amount remained in the SAA over three days? (30 TAC §335.090(4); 40 CFR §262.34(d)(2))			
Does the facility maintain a record of the location of each SAA? (i.e., Has the manager of the SAA location notified the EPCRD of the existence and location?) (30 TAC §335.090(1)(D))			
Required by the Department of Risk Management & Safety			
Container Storage (corrected product, have the original labels been removed or deleted? (30 TAC §335.090(1)(D))			
Do containers of incompatible wastes separate? (30 TAC §335.090(1)(D))			
Do containers have secondary containment (e.g., spill pallet, bucket or pan) for spill prevention? (30 TAC §335.090(1)(D))			
Do labels and labels signs indicate contents? (30 TAC §335.090(1)(D))			
Primary details on Corrective Actions			
CORRECTIVE ACTION REQUIRED (DATE Y LAST)			
DATE COMPLETED			
COMPLETED BY			

Monthly amount of waste generated (consult Risk Mgmt & Safety for guidance)

Quantity of hazardous waste generated (gal [L] or mass [kg] (metric))	
Quantity picked up by Risk Mgmt. & Safety	

Emergency Preparedness

INSERT MAP OF:

- PRE-EMERGENCY
- EMTS
- TELEPHONES
- SAA
- SAFETY
- EMERGENCY SHOWER
- EWASH STATION
- SPILL CLEANUP KIT
- UTILITY SHUTOFF
- NON-HAZARDOUS WASTE ACCUMULATION AREAS

For emergency services, dial 911 (or 545-5111 from a cell phone)

Risk Management Safety Mgt. Contact Person: [Name] | Office: [Address] | Phone: [Number]

Dept. Chair Asst. Dept. Chair: [Name] | Office: [Address] | Phone: [Number]

Lab Supervisor [Name] | Office: [Address] | Phone: [Number]

Local Authorities [Name] | Office: [Address] | Phone: [Number]

Other Important Phone Numbers

Emergency/Spill Response Equipment

Spill Kit Item	Quantity	Use	Last Inspected (date / init.)

Other important equipment, such as gloves, boots, goggles, etc.

Other important signs/notes:

Appendix B: STUDENT SIGNATURE PAGE



Department of Art Laboratory/Classroom Inherent Risks & Policies

Violations of these procedures and policies may result in disciplinary action or expulsion from the University.

Administrative and Departmental controls can help minimize laboratory risks. However, safety conscious students using good laboratory/classroom practices are the most important component of laboratory/classroom safety. The following factors are important for safe laboratory/classroom operations:

Adequate Facilities - Proper ventilation, non-slip surfaces, hand washing facilities.

Available and Appropriate Safety Equipment - Personal protective equipment, laboratory equipment, safety devices on laboratory equipment, and instruments.

Appropriate Emergency Equipment - Fire extinguishers, eye wash stations, spill equipment.

Appropriate Procedures - Good housekeeping, personal hygiene (e.g., washing hands.)

Knowledgeable Workers - Experienced, trained.

If an incident occurs, respondents need to know the names and telephone numbers of the people responsible for laboratory/classroom operations. Contact information is posted in the laboratories. Properly trained and experienced workers have the greatest ability to control laboratory risks. By using good laboratory practices, workers can minimize hazards, exposure, contamination, and work place accidents.

Safe Laboratory/Classroom Practices

To ensure safety, follow safe practices, including the following:

1. Know about the chemicals and hazards associated with your laboratory/classroom.
2. Know what to do in emergency situations.
3. Know how to read and interpret Safety Data Sheets (SDSs).
4. Wear personal protective equipment, as appropriate. For contact lens wearers it is especially important to wear appropriate eye protection because the contacts may increase injury from chemical splashes or vapors.
5. Do not eat, drink, apply cosmetics, or use tobacco products in the laboratory.
6. Do not accumulate unsafe quantities of combustibles materials in or out of any studios. Such as, stacks of paper, canvas, cloths, cardboard, or any other material that might be prone to combustion.
7. Studios must be kept clear of clutter so as not to obstruct circulation in the studio.
8. Do not work alone in a laboratory.
9. Use extreme care when working with needles, blades, and glass.

10. There will be routine inspections of all Department of Art facilities by University faculty and/or staff with oversight of University safety issues.
11. Do not allow children in the laboratory/classrooms.
12. Keep laboratory/classroom doors closed.
13. Hallways, corridors, and exit ways must be kept clear. Do not locate (even temporarily) laboratory/classroom equipment or supplies in these areas. If equipment is to be located outside of the lab space - it must be labeled with emergency contact information.
14. Doorways must not be propped open and must remain closed at all times.
15. Do not spray any paint, fixative, solvents, etc., inside any buildings and only in the designated spray booth in the Art Sculpture Lab and designated outdoor spaces.
16. Do not store any flammable chemicals, unless in a yellow flammable cabinet. Notify the Safety Liaison and/or your faculty member of any chemicals you bring into Art facilities.

IMPORTANT: Never underestimate the hazards associated with a laboratory/classroom. If you are unsure about what you are doing, get assistance. Do not use unfamiliar chemicals, equipment, or procedures alone.

There are four fundamental elements of equipment safety:

1. Use the Correct Equipment
2. Know How to Operate the Equipment
3. Inspect the Equipment
4. Use the Equipment Properly

Use equipment for its intended purpose only. Do not modify or adapt equipment without approval and Department of Art Safety Liaison and guidance from the equipment manufacturer. Do not defeat, remove, or override equipment safety devices. Working in a laboratory/classroom requires various types of equipment. To ensure equipment safety, you must be familiar with the following:

1. Equipment operation
2. Applicable safeguards
3. Maintenance requirements

Always inspect equipment before using it. Ensure that the equipment meets the following requirements:

1. Controls and safeguards are adequate and functional
2. Location is safe (and well ventilated, if necessary)
3. Equipment works properly

IMPORTANT: Disconnect any equipment that is unsafe or does not work properly and remove it from service. Notify the Department of Art Safety Liaison and/or faculty member of the problem.

Refer to other sections in the Department of Art Health & Safety manual for specific information on operating laboratory/classroom equipment.

SHARED SPACES AND SAFETY ISSUES

In common consideration for others in the ETAMU community, please clean up after yourself, respect property by not using others materials without permission, and take care not to damage the studio space, tools or projects.

- Tools and equipment must be checked out with your TA before use and you will be held accountable to replace tools that are lost or damaged due to negligence. A tool check out sheet will be posted in the tool closet. Please use this sheet to track check out and return of tools. An equipment demonstration will be provided and all ETAMU students will be expected to wear eye protection and closed-toe shoes when working with tools and sharp materials. Use of power tools will require faculty or TA supervision and power tools will not be checked out overnight. Students should plan to work on projects requiring power saws during regularly scheduled class hours-NOT during open studio.
- No thinners, spray adhesives or spray paint may be used inside the facilities. Students must use these types of materials outside in our designated courtyard area, with a tarp to protect the concrete.
- DO NOT migrate into, occupy, or store materials in any classroom space NOT assigned to your class.
- Unwieldy materials cannot be stored where they may present a problem or hazard to other students in the course.
- Moveable walls can be utilized to enable particular installations. Faculty should be contacted in advance for approval and to arrange for the safest movement and placement of walls.
- ALL students enrolled in courses taught at ETAMU MUST participate in upkeep of facilities. Custodians are not responsible for removing trash, project materials and scraps. Faculty and TAs will announce cleanup at least 15 minutes before studio closes. During this time students should clean up their own area. This includes throwing away cups, paper scraps, etc. and sweeping the floor and/or tables. Brushes and paint rollers should be cleaned out and sinks should be left free of paint, tools and debris.
- PAINT, PLASTER AND OTHER ART MATERIALS SHOULD NOT BE DUMPED IN THE SINK. Health and environmental concerns are associated with this practice, as is the need for a “clog free” sinks.
- When projects are disassembled put reusable lumber in designated recycling area and the rest inside the storage area of the Sculpture Lab. The dumpster should not contain any wood scraps or be overstuffed. Boxes and sculptures should be broken down smaller than 4ft. in length before disposal and garbage should not be placed on the ground outside the dumpster.
- At the end of the day if TAs are required to clean up after a student, it will be noted and reflected negatively in his/her participation grade. Remember, if you leave a project behind, or do not dispose of the remnants correctly, your grade will begin to plummet in just 24 hours and the project will ultimately be thrown out.

DO NOT EAT IN THE STUDIO ENVIRONMENT

Please eat lunch before class so that you are not hungry during studio hours. Food in the classroom is disruptive, unhealthy and must be disposed in an outside trashcan or dumpster (not left in the classroom garbage cans overnight). Drinks are OK but must be disposed of after class in the outside receptacles and empty cups and containers should not be left on tabletops at the end of day.

DRUG-FREE SCHOOL & WORKPLACE AND CLEAN INDOOR AIR ACT

ETAMU is committed to upholding the policies set forth by the East Texas A&M University in regards to drug and alcohol use and smoking in educational facilities. Possession and use of drugs or alcoholic beverages is not allowed in the classroom or outdoor areas. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion.

DOA HEALTH & SAFETY PROGRAM - HAZARDOUS WASTE SATELLITE ACCUMULATION

All students will get a presentation on safe use and disposal of hazardous materials and be expected to be conscious of the safe use of materials and proper waste disposal procedures.

GUIDELINES FOR USE OF CAMPUS FACILITIES AND GROUNDS

Please make every effort to maintain the facilities and grounds of the ETAMU, Department of Art and surroundings. Specifically we ask that you follow these guidelines:

- Do not mark, paint on or deface any interior or exterior of the school or college facilities. Take care to always use protective tarps, drop cloths or masking material when working with paint media or similar materials to protect the walls, floors and baseboards in public spaces such as hallways, studio classrooms, sidewalks, outdoor courtyards and parking lots.
- If a special project requires temporary modification to a wall surface or to the grounds you must obtain specific permission from your instructor prior to undertaking the project. The site must be returned to its original condition immediately following the project unless prior written permission has been obtained from the Department of Art. If given permission to alter a space, please work with your instructor to make sure correct materials and procedures are used and that surrounding areas are properly protected to ensure any altered space will be easily repairable.
- Art projects must NOT interfere with or impede access to, classrooms, hallways or other public spaces.
- All site-specific art projects must be installed and engineered with the safety of the general public in mind.
- Grades will not be issued for the project, or the class, until the project has been completely removed, and the site has been restored to its original condition. Failure to comply with these rules will result in disciplinary action, withholding of grades, the possible lowering of a grade, or failure of the course.

GUIDELINES FOR WORK IN THE SURROUNDING COMMUNITY

Projects on campus and in the surrounding community will be held at a higher level of scrutiny than those conducted inside the studio. Proper care should be taken in order to assure all property in the area is respected and well maintained, and projects should be executed with public health and safety in mind. Vandalism of any kind will not be tolerated. As on campus, students doing site-specific work off-campus will be legally and financially accountable for any illegal or destructive actions.

In addition, projects involving the greater community should be carefully considered and faculty and TAs must be consulted throughout. All public projects must be cleared by faculty and permission granted. Remember, that the Department of Art at East Texas A&M University retains the power to require a more appropriate solution to any project that may violate any of the guidelines outlined above.

Treat the community surrounding ETAMU with respect. Please do not litter or leave materials out in the area. Respect property, surrounding businesses and the rights of individuals in the community.

Failure to comply with these rules will result in disciplinary action, withholding of grades, the possible lowering of a grade, or failure of the course.

PROJECT ACCOUNTABILITY AND CONSEQUENCES

As an art student at East Texas A&M University you will receive our support and guidance for carefully thought out projects, but we are counting on you to use your best judgment. Please think carefully about the repercussions of your work, especially as they relate to the use of human subjects and animals, the health and safety concerns of you and others, environmental concerns and effects, inappropriate or illegal use of property including copyright violations and other legal and ethical issues. Being an art student does not protect you from academic and even legal actions, should your judgment be flawed. You are responsible for checking with faculty and with other officials if you are the least bit uncertain in this regard. PLEASE NOTE THAT THE DEPARTMENT OF ART AT EAST TEXAS A&M UNIVERSITY RETAINS THE POWER TO VETO ANY PARTICULAR RESPONSE TO A SET PROJECT AND TO REQUIRE A MORE APPROPRIATE SOLUTION.

STUDENT SIGNATURE PAGE

My instructor has reviewed the policies (pg. 14-17) of the Department of Art Health & Safety Policies with me as well as the inherent hazards of my course media, best practices, and links to more information and the area rules. I understand that I am responsible for the information within.

A copy of the Department of Art Health & Safety Manual may be found on the Department of Art website:

https://inside.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/art/documents/DOA_Health_Safety_Handbook.pdf

Health and Safety Form to be signed either with physical document included here, or online by all students in studio art courses by the end of the 2nd class meeting:

ONLINE FORM IS AVAILABLE AT THE FOLLOWING LINK: <https://dms.tamuc.edu/Forms/ArtLabPolicy>

(Signature page listed below)

Course Number, Title & Section	
Instructor	
Semester/Year	
Date	
Student Name (printed clearly)	
Student Name (signed)	

Appendix C: Health & Safety Area Specific Information: DRAWING

1. Hazards of Media (inherent)

The hazards of each type of painting or drawing will depend on the toxicity of the ingredients of the materials and how much exposure occurs during use. When drawing materials are airborne, they are more dangerous to your system, while many materials cause skin irritation. See the SDS forms for each material you work with to determine precautions, risks and treatment plan for inhalation, contact or ingestion. The hazards of traditional drawing materials arise from exposure to their pigments, vehicles and solvents. Today, as the definition of drawing changes, students should cross reference as needed based on materials they choose to work with.

Drawing materials are pigments suspended in vehicles. Drawing vehicles include wax (crayons) inert materials (pastels, conte crayons, chalks), and liquids (solvent and water-based inks and marking pens). Pencils contain graphite and clay or pigmented clay/binder mixtures.

Fixatives, Mists, Adhesives, Spray Paint

Both permanent and workable spray fixatives used to fix drawings contain toxic solvents. There is high exposure by inhalation to these solvents because the products are sprayed in the air, often right on a desk or easel. In addition you can be inhaling the plastic particulates that comprise the fixative itself.

Spray mists are particularly hazardous because they are easily inhaled. If the paint being sprayed contains solvents, then you can be inhaling liquid droplets of the solvents. In addition the pigments are also easily inhaled, creating a much more dangerous situation than applying paint by brush.

Aerosol spray paints have an additional hazard besides pigments and solvents. They contain propellants, usually isobutene and propane, which are extremely flammable and have been the cause of many fires. Other aerosol spray products such as retouching sprays, spray varnishes, etc. also contain solvents.

Pencils

Pencils are made with graphite, and are not considered a hazard. Colored pencils have pigments added to the graphite, but the amounts are small so that there is no significant risk of exposure.

Charcoal

Charcoal is usually made from willow or vine sticks, where wood cellulose has been heated without moisture to create the black color. Compressed charcoal sticks use various resins in a binder to create the color. Although charcoal is just considered a nuisance dust, inhalation of large amounts of charcoal dust can create chronic lung problems through a mechanical irritation and clogging effect. A major source of charcoal inhalation is from the habit of blowing excess charcoal dust off the drawing.

Chalks

Colored chalks are also considered nuisance dusts. Some chalks are dustier than others. Individuals who have asthma sometimes have problems with dusty chalks, but this is a nonspecific dust reaction, not a toxic reaction.

Pastel

Pastel sticks and pencils consist of pigments bound into solid form by a resin. Inhalation of pastel dusts is the major hazard. Some pastels are dustier than others. Pastels can contain toxic pigments such as chrome yellow (lead chromate), which can cause lung cancer, and cadmium pigments (which can cause kidney and lung damage and are suspect human carcinogens). Blowing excess pastel dust off the drawing is one major source of inhalation of pastel pigments. Pastel artists have often complained of blowing their nose different colors for days after using pastels, a clear indication of inhalation.

Crayons and Oil Pastels

Crayons and oil pastels do not present an inhalation hazard, and thus are much safer than pastels. Some oil pastels can contain toxic pigments, but this is only a hazard by accidental ingestion.

Liquid Drawing Material

Drawing inks are usually water-based, but there are some solvent-based drawing inks. These usually contain toxic solvents like xylene. Many permanent felt tip markers used in design or graphic arts contain solvents. Xylene, which is a highly toxic aromatic hydrocarbon, is the most common ingredient; newer

brands often contain the less toxic propyl alcohol (although it is an eye, nose and throat irritant). The major hazard from using permanent markers results from using a number of them at the same time at close range. Water-based markers do not have an inhalation hazard although there is concern about the dyes used in these (and the permanent markers).

2. Best Practices

Working safely means becoming more knowledgeable about the hazards of the media that you work with, making changes in how you select and handle your art materials, and creating a healthier environment to work in.

Good hygiene, reviewing SDS forms and working safely can prevent many problems caused by pigments and exposure or accidental ingestion. Wear gloves, wash hands regularly, and avoid any over exposure to materials.

Spray Materials (fixatives, spray paint, spray adhesives)

-Try to brush items rather than spraying if possible.

-Use water-based airbrushing paints and inks rather than solvent-based paints.

-Use spray cans or an airbrush in a spray booth (Sculpture Lab).

-Never try to spray paint by blowing air from your mouth through a tube. This can lead to accidental ingestion of the paint.

Pastels, Chalks, etc..

-Use the least dusty types of pastels, chalks, etc. Asthmatics in particular might want to switch to oil pastels or similar non-dusty media.

-Don't blow off excess pastel or charcoal dust with your mouth. Instead tap off the built up dust so it falls to the floor (or paper on floor).

-Wet-mop, vacuum and wet-wipe all surfaces clean of dusts, do not sweep.

Liquid Drawing Material

-Use water-based markers and drawing inks if possible.

-Alcohol-based markers are less toxic than aromatic solvent-based markers.

-Solvent-based drawing inks and permanent markers should be used with good dilution ventilation (e.g. near classroom vents).

ETAMU DRAWING AREA RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all ETAMU Department Of Art Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <http://sites.tamuc.edu/art/resources/healthandsafety/>)
- Follow the ETAMU Department Of Art Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (903) 886-5868 or 911
- File an incident report (forms may be found in the DOA H&S handbook, the DOA faculty handbook and in the main office. Turn completed forms into the DOA Health and Safety Liaison within 48 hours of the event.
- No food or drink in the studio.
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- No aerosol cans may be sprayed in any classroom/studio in the DOA. A spray booth is located in the Sculpture Lab.
- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.

- Remove all trash that does not fit in trashcans to the dumpster on the south side of Business Administration Building. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must be taken to the dumpster on the south side BA and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Clean up after yourself- wipe down surfaces (easels, drawing boards, stools with a wet towel).
- Do not block doorways.
- Do not block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- Do not create “daisy chains” with multiple electric cords or surge protectors.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- Follow guidelines for oil based brush cleaning found at each SAA.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DOA CONTAINER POLICY** (see policy below)
- **White Labels:** All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SDS area in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.
- Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%. Labels should also include the Bldg. and room number of the shop generating the waste along with the Waste Manager for your area; this is located on the Satellite Accumulation Area sign posted at the sink or at the Accumulation Area

Appendix D:

Health & Safety Area Specific Information: PAINTING

1. Hazards (inherent)

Acrylic Paints

May contain ammonia which may cause eye, nose, throat irritation, especially if large amounts are used; may contain preservatives, such as formaldehyde - Precautions: Good hygiene; switch to formaldehyde-free painting medium; avoid inhaling pigment powder; use least toxic preservatives possible; clean brushes properly.

Watercolors and Gouache

Inhalation: Moderately toxic - Skin Contact: Slightly toxic - Gum arabic and gum tragacanth cause skin allergies; gum arabic can cause asthma; may contain preservatives, such as formaldehyde - Precautions: Good hygiene; switch to formaldehyde-free painting medium; avoid inhaling pigment powder; use least toxic preservatives possible; clean brushes properly.

Tempera

Inhalation: Highly toxic- Skin Contact: Highly toxic- Hazards in pigments & preservatives; tetrachloroethane highly toxic; more toxic than carbon tetrachloride, causing severe liver damage - Precautions: Good hygiene; clean brushes properly; DO NOT USE tetrachloroethane.

Latex

Ingestion: Slightly toxic if glycols are present - Skin Contact: Possibly toxic if the paint contains glycol ethers - May contain glycols, mercury - Precautions: Good hygiene; clean brushes properly; DO NOT USE paints with mercury preservatives.

Oil Paints

Ingestion: Pigment Poisoning - Skin Contact: Pigment poisoning; When used with solvents: all solvents are moderately toxic by all routes of entry- ingestion, inhalation, and skin contact - Precautions: Good hygiene; adequate ventilation; wear nitrile gloves; clean brushes properly; DO NOT USE with banned solvents.

Alkyd and Other Solvent Based Paints

Inhalation: Toxic - Pigment hazards; solvent-based paints more hazardous than oil paints; much more solvent exposure; toluene/xylene much more toxic than paints with mineral spirits – Ingestion: Pigment and solvent poisoning – Skin Contact: Pigment and solvent poisoning - Flammable - Precautions: Good hygiene; use with adequate ventilation; wear nitrile gloves; clean brushes properly; DO NOT USE toluene or xylene based alkyd paint; DO NOT USE with banned solvents.

Solvents

Inhalation: slightly to highly toxic depending on type; acute inhalation can cause dizziness, nausea, fatigue, memory loss, coma, and respiratory irritation; chronic inhalation can cause organ damage, respiratory allergies, and brain damage –

Ingestion: slightly to highly toxic depending on type; ingestion can be fatal and cause aspiration into the lungs after vomiting – Skin Contact: slightly to highly toxic depending on type; can cause defatting of the skin and dermatitis; can be absorbed through skin – Flammable: solvents can spontaneously combust; dispose of solid waste contaminated with solvents in red bin – Volatile: solvents will evaporate quickly; keep containers closed at all times, even while using –

Precautions: Use with adequate ventilation; wear nitrile gloves; keep all containers tightly closed; store only in glass or metal that have lids; minimize use and reuse; use least toxic types; never dump down drain; clean brushes properly; do not clean hands with solvents; dispose of solid waste contaminated with solvents in red bin; DO NOT USE banned solvents.

The following solvents are not permitted for use in the DOA*:

Turpentine, Turpenoid, Mineral Spirits, Oil of Spike, Damar Varnish, Denatured Alcohol, Benzene, Toluene, Paint Thinner

The following solvents (odorless mineral spirits) and solvent containing-mediums are allowed for use in the DOA*:

Gamsol (Gamsol is supplied by the DOA), Sansador, Galkyd, Liquin

*This is not an exhaustive list. If you want to use something not listed here please check with your instructor or lab specialist.

Pigments (see attached chart)

Many pigments are toxic, including those based on lead, cadmium, mercury, chromates, manganese, and cobalt. The main risk is from accidental ingestion of the pigments due to eating while working, nail biting, pointing your brush with your lips, and similar means of hand-to-mouth contact. Using dry pigments can allow the pigments to be breathed in through the air (this also occurs when using encaustics in an unventilated space.)

2. Best Practices

- Don't eat, drink, smoke in studio
- Wash hands, including under fingernails (good hygiene)
- Wear nitrile gloves
- Avoid inhaling pigment powder
- Use least toxic versions of paints, mediums, solvents
- Don't do solvent washes
- Reuse solvent: Used solvent can be reclaimed by allowing the paint to settle and then pouring off the clear solvent into another jar. The sludge that remains at the bottom must be disposed of in the liquid waste jug.
- Remove paint from hands with baby or vegetable oil—Do not wash it down the sink
- Work in a well-ventilated area. Use solvents near exhaust vents.
- Take breaks during painting to step outside for fresh air

3. Links

<http://www.ci.tucson.az.us/arthazards/paint3.html>

<http://web.princeton.edu/sites/ehs/artsafety/sec10.htm>

<http://www.chicagoartistsresource.org/node/9279>

ETAMU PAINTING AREA RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all ETAMU Department Of Art Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://inside.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/art/documents/DOA_Health_Safety_Handbook.pdf)
- Follow the ETAMU Department Of Art Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (903) 886-5111 or 911
- File an incident report (forms may be found in the DOA H&S handbook, the DOA faculty handbook and in the main office. Turn completed forms into the DOA Health and Safety Liaison) within 48 hours of the event.
- No food or drink in the studio.
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
- Art 205 is the only solvent applicable room. There is no solvent safe ventilation in other rooms.
- Keep solvent fumes to a minimum by covering containers in use.
- Clean up after yourself.
- No hazardous materials down sinks.
- Store all flammables in the flammable cabinet, Keep flammable cabinet closed at all times.
- All Hazardous Waste must be labeled with the yellow labels found at the SAA (use this label when item is designated as trash).
- Practice best practices for material handling. If you have questions about a material, ask your instructor for

guidance.

- No aerosol cans may be sprayed in any classroom/studio in the DOA. A spray booth is located in the Sculpture Lab.
- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- Remove all trash that does not fit in trashcans to the dumpster on the south side of Business Administration Building. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must be taken to the dumpster on the south side BA and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Clean up after yourself- wipe down surfaces (easels, drawing boards, stools with a wet towel).
- Do not block doorways.
- Do not block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- Do not create “daisy chains” with multiple electric cords or surge protectors.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- Follow guidelines for oil based brush cleaning found at each SAA.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DOA CONTAINER POLICY** (see policy below)
- **White Labels:**
All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SDS area in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.
- Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
- Labels should also include the Bldg. and room number of the shop generating the waste along with the Waste Manager for your area; this is located on the Satellite Accumulation Area sign posted at the sink or at the Accumulation Area.

Toxic Paint Pigments/ Painting

The following paint ingredients are extremely toxic to you through skin contact, inhalation, or if swallowed.

Know that you have a choice when purchasing art supplies and chose paints that are non-toxic to you, others and the environment.

Highly toxic pigments- Avoid at all costs

Lead Red (Red 105) [Contains lead](#)

Molybdate Orange (Red 104) [Contains lead and chromates](#)

Chrome Orange (Orange 21) [Contains lead and chromates](#)

Mercadmium Orange (Orange 23) [Contains cadmium, mercury and sulfides](#)

Barium Yellow (Lemon Yellow, Barium Chromate, Yellow 31) [Contains barium and chromates](#)

Chrome Yellow (Chrome Lemon, Primrose Yellow, Lead Chromate, Yellow 34) [Contains lead and chromates](#)

Zinc Yellow (Zinc Chromate, Yellow 36) [Contains chromates](#)

Naples Yellow (Lead Antimonite, Antimony Yellow, Yellow 41) [Contains lead and antimony](#)

King's Yellow (Yellow 39) [Contains arsenic](#)

Strontium Yellow (Yellow 32) [Contains strontium and chromates](#)

Zinc Yellow (Yellow 36) [Contains chromates](#)
Chrome Green (Milori Green, Prussian Green, Green 15) [Contains chromates](#)
Emerald Green (Paris Green, Vienna Green, Green 21) [Contains arsenite](#)
Scheele's Green (Schloss Green, Green 22) [Contains arsenite](#)
Cobalt Violet (Violet 14) [Contains cobalt and arsenite](#)
Flake White (Cremnitz White, Lead White, White 1) [Contains lead](#)
Lithopone (White 5) [Contains zinc sulfide](#)
Zinc Sulfide White (White 7) [Contains zinc sulfide](#)
Witherite (White 10) [Contains barium](#)
Antimony White (White 11) [Contains antimony](#)
Antimony Black [Contains antimony sulfide](#)

Possibly toxic pigments- Avoid unless necessary

Vermilion (Cinnabar, Red 106) [Contains mercury compounds](#)
Cadmium Red (Red 108) [Contains cadmium](#)
Cadmium Orange (Orange 20) [Contains cadmium](#)
Cadmium Yellow (Yellow 37) [Contains cadmium](#)
Cobalt Yellow (Aureolin, Yellow 40) [Contains cobalt](#)
Cobalt Green (Green 19) [Contains cobalt](#)
Chromium Oxide Green (Olive Green, Permanent Green, Green 17) [Contains chromic oxide](#)
Viridian (Emeraude Green, Green 18) [Contains chromic oxide](#)
Prussian Blue (Iron Blue, Milori Blue, Bronze Blue, Blue 27) [Contains cyanide compounds](#)
Antwerp Blue (Blue 27) [Contains cyanide compounds](#)
Cobalt Blue (Kings Blue, Blue 28) [Contains cobalt](#)
Manganese Blue (Blue 33) [Contains manganese](#)
Manganese Violet (Permanent Mauve, Violet 16) [Contains manganese and barium](#)

Potentially toxic pigments- Use caution

Lithol Red (Red Lake R, Red 49) [Sometimes contaminated with soluble barium](#)
Nickel Azo Yellow (Green Gold, Green 10) [Contains nickel](#)
Barium White (Blanc Fixe, White 21) [Sometimes contaminate with soluble barium](#)

Note: If paint is listed as a hue, for example, Cadmium Yellow Hue, then that means that the paint is made of derivatives to look like Cadmium and it is usually nontoxic.

Appendix E: Health & Safety Area Specific Information: PRINTMAKING

Printmaking refers to lithography, screen-printing, intaglio printing (i.e. etching), engraving and dry point, relief printing (i.e. woodcuts), linoleum cuts, collagraphs, and letterpress printing.

1. Hazards (inherent)

Inhalation of vapors and fumes associated with solvents in inks, thinners, lacquers, wash-ups, film adhesives and block-outs, aerosol fixatives and glues, vapors given off during the drying process of toxic pigments

Spillage resulting in skin or inhalation contact with corrosive liquids and solvents;

Absorption and ingestion of toxic chemicals.

Fire -associated with the use of solvents and other substances with low flashpoints.

Risk Levels:

Risk levels in printmaking activities are divided into two categories, depending on the complexity of the operation and the degree of associated risk:

Medium risk: Includes screen printing and relief printing (i.e. linocuts, woodcuts, letterpress, monoprints, collagraphs). These processes involve the use of cutting tools and, in some instances, toxic pigments.

High risk: Includes photographic screen-printing, lithography and intaglio printing (i.e. lino etching, aquatinting, etching, engraving, dry point). These processes involve the use of chemicals (e.g. acids), as well as cutting tools and toxic pigments.

2. Best Practices

Before beginning a printmaking course, students are to be given comprehensive instruction in printmaking and worksite safety so that they are aware of the range of hazards associated with printmaking. Students will be instructed on the nature, safe mixing, use and disposal of toxic pigments, acids, solvents and other chemicals used in the printmaking processes as well as the safe operation of the printing equipment.

To ensure the safety and health of students and instructors, the following is a list of best practices in the effort to create a safe working environment.

3. Links

Non-toxic printmaking mandate at Rochester Institute of Technology:

<http://www.rit.edu/cias/art/nontoxic/intro.htm>

Non-toxic Printmaking (with further links on the subject):

<http://www.nontoxicprint.com/hsinformation.htm>

ETAMU PRINTMAKING AREA RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all ETAMU Department Of Art Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <http://sites.tamuc.edu/art/resources/healthandsafety>)
- Follow the ETAMU Department Of Art Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (903) 886-5111
- File an incident report (forms may be found in the DOA H&S handbook, the DOA faculty handbook and in the main office. Turn completed forms into the DOA Health and Safety Liaison within 48 hours of the event.
- No food or drink in the studio.
- Wear appropriate gloves when using any type of solvent, acid or chemical (gloves should be considered used with inks).
- Printmaking shop doors must remain closed at all times for ventilation system to work.
- Familiarize yourself with the closest eyewash unit and chemical shower.
- Closed toed shoes must be worn in the Print shop, no sandals or flip-flops allowed.
- Emulsion and ink should be cleaned from under fingernails immediately
- Turn off hot plates immediately after use.

- Always use cutting tools away from your hands and body.
- Special care needs to be taken in the studio if you are pregnant to avoid certain materials.
- Only students currently enrolled in courses or with area head permission may use the printmaking studios (Letterpress, silkscreen, main)
- Cutting tools should be sharp and in good condition. Care should be taken to insure safety of the individual using the tool(s) and other students when tool(s) are being used.
- No feathering of acid when etching.
- When the printmaking studio is in use, the ventilation system must be turned on.
- The last person to exit the studio should make sure the ventilation is turned off, along with lights, water, hotplate etc.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DOA CONTAINER POLICY** (see policy below)
- **White Labels:**
All new and or used product in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SDS area in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.
- Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
- Labels should also include the Bldg. and room number of the shop generating the waste along with the Waste Manager for your area; this is located on the Satellite Accumulation Area sign posted at the sink or at the Accumulation Area.

Appendix F: Health & Safety Area Specific Information: SCULPTURE

1. Hazards (inherent)

Welding

Welding produces toxic fumes and radiates UV light.

Sanding

Sanding produces toxic and/or irritating dust.

Spray Paint

Spray paint produces toxic fumes, can generate liquid hazardous waste. Paint and solvents used in cleaning (acetone, mineral spirits) can be toxic and best practices should be followed.

Epoxy, Bondo, Polyester Resins

These produce toxic fumes and generate both toxic and liquid hazardous waste. Stones containing silica are also toxic when sanded.

Plaster, Cement

Both generate toxic, irritating dust when mixing. Cement is highly alkaline and can burn then skin when exposed.

Silver Soldering

Both electrical and structural soldering produces toxic fumes from flux (hydrochloric acid and phosphors). Solder may contain lead, which is toxic.

2. Best Practices

- All students must attend an orientation before using the wood and metal shops. During the orientation all shop rules and policies are presented as well as a discussion of the proper and safe use of shop tools.
- Work in a well-ventilated area while welding; cover all skin.
- Shield eyes with approved lens safety wear.
- Work in well-ventilated area while sanding wood.
- All spray painting must be done in spray booth.
- Resins may not be mixed indoors.
- Wear rubber gloves and use plastic drop cloth to contain chemicals when used.
- Silver soldering should be done in a well-ventilated area.

ETAMU SCULPTURE AREA RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all ETAMU Department Of Art Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <http://sites.tamuc.edu/art/resources/healthandsafety>)
- Follow the ETAMU Department Of Art Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (903) 886-5111
- File an incident report (forms may be found in the DOA H&S handbook, the DOA faculty handbook and in the main office. Turn completed forms into the DOA Health and Safety Liaison within 48 hours of the event.
- Get permission from shop supervisor before beginning work
- A shop monitor must be present to use any equipment in the woodshop
- Eye protection must be worn when using any power tools
- Long hair must be tied back
- Hearing protection is available
- Familiarize yourself with the closest safety unit / bandage and supply box.
- Shirt tails must be tucked in and loose sleeves rolled up
- Shoes must cover toes
- No loose jewelry allowed in the shop areas
- Clean up your mess

- Students are prohibited from taking home any ETAMU DOA property
- All painting and sanding must be done on the vacuum tables or outside when weather permits.
- Newspaper or plastic must be used to protect table and floor surfaces from paint, glue and plaster
- Students are prohibited from storing materials or projects in the wood or metal shops
- Do not use stationary equipment to cut painted, recycled or pressure treated lumber
- Dust off tools, tables and sweep the floor when finished using wood tools
- Scrap material must be disposed of immediately in appropriate bins
- Tools and shop equipment must be put away in its proper place
- All equipment is to be used only under the supervision of the shop monitor and any unauthorized usage will result in expulsion from the shops
- No food or drink in the shops
- Only students enrolled in current DOA courses who have attended the orientations may use the shops. No visitors while you work.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DOA CONTAINER POLICY** (see policy below)
- **White Labels:**
All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SDS area in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.
- Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
- Labels should also include the Bldg. and room number of the shop generating the waste along with the Waste Manager for your area; this is located on the Satellite Accumulation Area sign posted at the sink or at the Accumulation Area.

Appendix G: Health & Safety Area Specific Information: CERAMICS

1. Hazards of the Materials

Ceramic Dust is a potential irritant and prolonged exposure may result in chronic conditions.

Many substances in the glaze room are marked as toxic or hazardous materials. Ingestion and inhalation of these materials could be hazardous or fatal.

2. Best Practices

Use gloves to avoid exposure to hazardous materials.

ETAMU CERAMIC AREA RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all ETAMU Department Of Art Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <http://sites.tamuc.edu/art/resources/healthandsafety>)
- Follow the ETAMU Department Of Art Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (903) 886-5111 or 911
- File an incident report (forms may be found in the DOA H&S handbook, the DOA faculty handbook and in the main office. Turn completed forms into the DOA Health and Safety Liaison within 48 hours of the event.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Special care needs to be taken in the studio if you are pregnant to avoid certain materials.
- No eating or drinking in the glaze or mixing areas
- Shoes must be worn at all times
- It is recommended that Protective equipment be worn at all times: safety glasses when grinding, chipping shelves, etc., protective lenses for kiln viewing, gloves for hot objects, heat-resistant aprons for raku, ear protection for grinding and sawing, rubber gloves for mixing hazardous materials
- Do not block aisles, halls, or doors
- Do not bring children or pets into the studios
- Do not store things on the floor
- Clean up spills immediately
- Scoop up dry materials, mop up liquids, do not return spilled materials to their original source as they are contaminated now
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- No aerosol cans may be sprayed in any classroom/studio in the DOA. A spray booth is located in the Sculpture Lab.
- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- Remove all trash that does not fit in trashcans to the dumpster on the south side of Business Administration Building. Any trash that does not fit in the trash can must be immediately taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must be taken to the dumpster on the south side BA and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. Glass with hazardous materials must be wrapped, labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SAA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- Clean up after yourself- wipe down surfaces (easels, drawing boards, stools with a wet towel).
- Place materials containing barium or chrome in the hazardous waste disposal area
- Do not sweep. This puts hazardous materials in the air. Rather scrape up chunks and wet-clean.
- Report any safety issues IMMEDIATELY to your instructor.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Installations must be removed as soon as possible after critique.
- All courses must engage in an end of the semester clean up.

- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- Do not create “daisy chains” with multiple electric cords or surge protectors.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DOA CONTAINER POLICY** (see policy below)
- **White Labels:** All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SDS area in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.
- Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%. Labels should also include the Bldg. and room number of the shop generating the waste along with the Waste Manager for your area; this is located on the Satellite Accumulation Area sign posted at the sink or at the Accumulation Area.

Appendix H: Health & Safety Area Specific Information: PHOTOGRAPHY

1. Hazards of Materials

There are many hazards associated with photographic materials. An effort to minimize the hazards associated with photographic chemicals begins with the understanding and following of darkroom rules and procedures, and with familiarity with the SDSs and proper handling and disposal of these chemicals. Developers: Developer solutions and powders are often highly alkaline and are moderately to highly toxic. They are also sources of the most common health problems in photography; skin disorders and allergies. Developers are skin and eye irritants and many are strong allergic sensitizers. Stop Baths: The acetic acid commonly found in stop baths can cause dermatitis and skin ulceration and can severely irritate the respiratory system. Contamination of the stop bath by developer components can increase inhalation hazards.

Fixers: Fixer contains sodium thiosulfate, sodium sulfite and sodium bisulfite. It may also contain potassium aluminum sulfate as a hardener and boric acid as a buffer. Fixer solutions slowly release sulfur dioxide gas as they age. However, when these solutions are contaminated with acid from the stop bath, the gas sulfur dioxide is released at a more rapid rate.

Hardener: Hardeners are added to fixer for use in film processing. They often contain formaldehyde, which is poisonous, very irritating to the eyes, throat, and breathing passages, and can cause dermatitis.

Fixer Removers: Also known as Hypo Clear. Many hypo eliminators are skin and respiratory irritants. Some are corrosive to skin, eyes, nose and throat.

Toners: Toner usually involves the replacement of silver with another metal such as gold, selenium, uranium, lead, cobalt, platinum or iron. These highly soluble toxic compounds are more dangerous since they can be readily absorbed in the body and immediately affect internal organs.

This is not an exhaustive list of all the types of chemistry we use in the darkroom, nor does it cover all of the risks. Please familiarize yourself with the chemistry you will be using by reading all instructions associated with their use, and their corresponding SDS sheets.

2. Best Practices

The darkroom is a communal and shared workspace filled with expensive, sensitive equipment and corrosive chemicals. How you conduct yourself directly effects your fellow students and vice versa. It is very important to keep darkroom equipment and finishing areas separate from chemicals hence designated dry and wet areas. Different chemicals have different ways they are handled and disposed of, and these are clearly outlined on signs in each area.

The following points are a guide to basic darkroom safety and etiquette. To use these facilities you must adhere to these safety guidelines and always leave the darkrooms clean and orderly.

- Never leave equipment unattended.
- Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, and emergency spill kits. A first aid kit is available in the cage.
- Wear nitrile gloves, chemical aprons, and safety goggles when using hazardous materials.
- Nitrile gloves are recommended for film processing and printing.
- Tong use is mandatory for printing. Be sure that you are using the properly labeled tongs for each tray.
- Avoid splashing or spilling chemicals. Immediately wipe up any spills, splashes or dribbles. Chemicals dry into a powder and become airborne, contaminating all areas of the darkroom and your lungs!
- Do not ever leave chemicals out. Everything must be put away either returned to a container if reusable or properly disposed of.
- The following are to never be poured down the drain and have specific waste collection containers: used fixer, toners, bleaches, and all developers other than the basic Sprint developer.
- Follow all prescribed rules for the labeling of hazardous materials for disposal and stock. White labels are for open chemistry in use and in storage. Yellow labels are for disposal.
- Always use a funnel when pouring chemistry into containers. Never leave the funnel in the container. Always keep containers closed, and do not fill all the way up to the top.
- Rinse all lab ware and trays before and after use with hot water. Return items to their proper place, and invert to dry.

- When printing always use a gold viewing tray to transport wet prints, and avoid dripping on the floors.
- Never place trays or chemistry on enlarger stations or on dry areas. Dry areas include enlarger stations, drying racks, green washtubs, cutting areas, finishing areas, light tables, and designated worktables.
- Never place darkroom equipment, paper, negatives, or personal belongings on wet areas. Wet areas include the entire film room, light blue tables, sinks, and anywhere chemistry is used.
- Keep the darkroom uncluttered to avoid tripping hazards in the dark.

ETAMU PHOTOGRAPHY AREA RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all ETAMU Department Of Art Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <http://sites.tamuc.edu/art/resources/healthandsafety>)
- Follow the ETAMU Department Of Art Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (903) 886-5111 or 911
- File an incident report (forms may be found in the DOA H&S handbook, the DOA faculty handbook and in the main office. Turn completed forms into the DOA Health and Safety Liaison within 48 hours of the event.
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
- **READ AND OBEY ALL SIGNS POSTED IN THE PHOTO AREA.**
- There is absolutely no food or drink allowed in the darkroom at anytime.
- You must check in with a lab monitor to use any of the facilities.
- You must have a TAMUC ID card in order to check out items for the darkroom or lab spaces.
- Lab use is restricted to students currently enrolled in a photography class who have had orientation. Darkroom monitors will have a list of students currently allowed to use facilities.
- Equipment checked out must be returned in the same condition as when it was checked out.
- Your class and experience level determine the level of your darkroom and lab privileges and access to certain equipment and processes.
- You must have a towel if you are in the darkroom and clean up after yourself.
- Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use properly labeled equipment appropriately.
- You must handle and dispose of all chemicals properly by following all DOA guidelines, and house rules. Do not leave chemistry out or open. Clean up all spills and drips immediately.
- If you cross contaminate chemistry or an area, please tell a lab monitor immediately.
- If you do not know how to use a piece of equipment, or are unsure of proper procedures please ask the attending monitor, instructor or local supervisor.
- If something breaks, please tell a lab monitor immediately.
- You must clean up after yourself. Pick up all trash, wipe up all spills, squeegee sinks, and put away all equipment used.
- You must leave enough time at the end of open lab or class time to properly wash your prints, clean up, and return equipment to the cage in the darkroom, and close down computer labs.
- All Hazardous Waste must be labeled with the yellow labels found at the SAA (use this label when item is designated as trash).
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- No aerosol cans may be sprayed in any classroom/studio in the DOA. A spray booth is located in the Sculpture Lab.
- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.

- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Installations must be removed as soon as possible after critique.
- Clean up spills immediately.
- Do not block doorways.
- Do not block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- Do not create “daisy chains” with multiple electric cords or surge protectors.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- Follow guidelines for oil based brush cleaning found at each SAA.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DOA CONTAINER POLICY** (see policy below)
- **White Labels:**
All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SDS area in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.
- Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
- Labels should also include the Bldg. and room number of the shop generating the waste along with the Waste Manager for your area; this is located on the Satellite Accumulation Area sign posted at the sink or at the Accumulation Area.

Appendix I:

Health & Safety Area Specific Information: VISCOM

1. Hazards of Materials

Batteries, old monitors, lamps from digital projectors if broken may release mercury.
THERE ARE NO KNOWN HEALTH HAZARDS FROM EXPOSURE TO LAMPS THAT ARE INTACT.

2. Best Practices

Though not much is generated, the instructors are aware of proper handling of potential Hazardous Waste and any toxic materials. For installations or sculptural elements, please cross-reference with other area specific information as needed.

3. Links

n/a

4.

ETAMU VISCOM AREA RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all ETAMU Department Of Art Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <http://sites.tamuc.edu/art/resources/healthandsafety>)
- Follow the ETAMU Department Of Art Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at (903) 886-5111 or 911
- File an incident report (forms may be found in the DOA H&S handbook, the DOA faculty handbook and in the main office. Turn completed forms into the DOA Health and Safety Liaison within 48 hours of the event.
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
- READ AND OBEY ALL SIGNS POSTED IN THE VisCom / Digital Media Area.
- There is absolutely no food or drink allowed in the classroom at anytime.
- You must check in with a lab monitor to use any of the facilities.
- Lab use is restricted to students currently enrolled in a VisCom / Digital Media classes who have had orientation.
- If you do not know how to use a piece of equipment, or are unsure of proper procedures please ask the attending monitor, instructor or local supervisor.
- If something breaks, please tell a lab monitor immediately.
- You must clean up after yourself. Pick up all trash, wipe up all spills, squeegee sinks, and put away all equipment used.
- All Hazardous Waste must be labeled with the white labels found at the SAA (use this label when item is designated as trash).
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- No aerosol cans may be sprayed in any classroom/studio in the DOA. A spray booth is located in the Sculpture Lab.
- Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Installations must be removed as soon as possible after critique.
- Clean up spills immediately.
- Do not block doorways.
- Do not block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area

coordinators.

- Do not create “daisy chains” with multiple electric cords.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- Follow guidelines for oil based brush cleaning found at each SAA.
- First aid kits are found in each studio. Notify your instructor if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
- Follow the **DOA CONTAINER POLICY** (see policy below)
All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.
- Follow all DOA Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: <http://sites.tamuc.edu/art/resources/healthandsafety>)
- Follow the DOA Satellite Accumulation Chart in the classroom and other health & safety guidelines posted for your media.
- Alcohol is forbidden in studios
- Students not in the Graphic Design program are not allowed to use the studio facilities without permission from instructor.
- Be community-minded and collegial.
- Recycle paper, cans, and reuse other materials. Throw away trash.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Special care needs to be taken in the studio if you are pregnant to avoid certain materials.
- Do not use spray adhesive in the studios or in the building. There is a professional and safe paint spray booth in Sculpture lab for your use.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.
- Follow the DOA CONTAINER POLICY (see policy below)
- **White Labels:**
All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the DOA to identify their contents. Labels can be found at the SDS area in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.
- Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.
- Labels should also include the Bldg. and room number of the shop generating the waste along with the Waste Manager for your area; this is located on the Satellite Accumulation Area sign posted at the sink or at the Accumulation Area.

Appendix J: Rules Governing the Use of Live Animals:

All students using live animals in any art project, sculpture, installation or exhibition* taking place on University property, making use of University facilities, or in response to any assignment given in any University class or program will be required to: Read the Animal Welfare Act and the Texas State Laws Relating to Animals.

Filing an “Animal Use for Teaching Purposes” approval request form, which is available online.

In this proposal the student must address a significant number of issues, some of which include:

Description of animal project including species of animal(s) to be used, numbers of animals involved, duration, and any other information that will give an accurate characterization of the proposed activity.

Justification for project – what is the intended significance of this work? Why is the inclusion of live animals important? Name of veterinarian responsible for veterinary services to animal(s) if necessary.

- How will animals(s) be housed, cared for, watered and fed? Will animal(s) be subjected to any non-standard housing, care and/or will animal(s) undergo any food or water restrictions?
- Will animal(s) be subjected to excessive restraint?
- What will happen to the animal(s) at the end of this project?
- Will you be performing any activity that might cause the animal to die?

*This is not intended to apply to students who merely plan to represent animals, as, for example, when a student wants to photograph, draw, paint or sculpt animals. In this same example, however, if the student, in the course of his/her art making activity, plans to bring an animal into the classroom or studio to use as a model, then permission must be obtained via the above-explained guidelines. The spirit of these guidelines is that, generally speaking, the Department of Art policies support respect for life. The DOA does not support the making of art that causes animal suffering.

**It is highly unlikely that any project involving animal euthanasia will be approved at the School level. However, in the unlikely event that approval is obtained at this and all other levels, students will be required to follow the specific rules and methods of humane animal euthanasia listed in the 2000 Report of the American Veterinary Medical Association’s Panel on Euthanasia, which is available online.

Appendix K: Rules Governing the Use of Human Subjects

Research Compliance- Human Subjects

In all research, development and related activities involving the use of human subjects, (including oneself) the University seeks assurance that those persons who participate as subjects or volunteers does not get expose to unreasonable risks to their health, general well-being or privacy. All projects involving human subjects must be reviewed and approved by the University’s Institutional Review Board (described below) before the planned research may begin.

The Institutional Review Board (IRB) is a committee of appointed volunteers (both University and Non-University representatives) who review and approve the use of human subjects, volunteers, or participants in research projects.

UP Non-Medical/IRB-02: 352-392-0433

Appendix L: Incident Report:

Incident Report: Department of Art (01/24/2025)

Please fill out this form and turn into Department of Art: Health and Safety Liaison, Art Office 104
Procedures are listed on the back of this page

Name of Injured Party: _____ TAMUC ID: _____

Person Filling Out Report:

Name: _____ Date/Time: _____

Contact: _____ Location: _____

Course: _____

Supervisor: _____

Witnesses (name, contact): _____

Briefly describe injury: _____

Please Explain Accident in Full Detail (Use Additional Pages if Necessary): _____

Action taken: _____

Signature: _____ Signature: _____

Supervisor/GTA/Faculty

Witness (if applicable)

Incident Report Procedures: TAMUC Department of Art

Injuries or Medical Emergencies: If you discover a medical emergency:

1. If necessary, call 911. Make a note of your location (listed below).
2. If the injured person is stable and does not require a 911 call, immediately **notify** your Supervisor, GTA and/or Faculty.
3. If the injured is an employee of the University and incident while performing work duties, contact workers compensation at (903) 886-5881 immediately.
4. The Supervisor, GTA, or Faculty will bring the **first aid kit** to the site or instruct someone else to do so.
5. If necessary, and you are properly certified, administer First Aid/CPR using all personal safety equipment available as outlined in First Aid training.
6. Keep the person as comfortable as possible. **Disperse any crowd** that may have gathered.
7. Take a moment to look around, making a mental note of the scene and those around you.
8. **Locate any witnesses.** Make sure they know to stay in a specified location so that you can talk to them after the injured person has been attended to.
9. The Supervisor should be introduced to the injured person and then to any witnesses.
10. The Supervisor should fill out the **DOA Incident Report** including any information witnesses may have. Any witnesses will be asked to sign this form.
11. **Turn in this form** to the TAMUC Department of Art Health and Safety Liaison, Art Office 104.
12. **For non-emergencies**, strongly encourage the student to **seek medical attention** at the TAMUC Infirmary or student's doctor immediately after the incident.

CONTACT	PHONE NUMBER
Medical Emergency	911
UPD Police	903-886-5111
TAMUC Student Health Services	903-886-5853
Department of Art Main Office	903-886-5208