

CERAMICS STUDIO

SAFETY & USE PROCEDURES

Failure to adhere to these rules, or disrespect given to instructors, monitors, students or staff will result in the inability to use the studio during Open Studio times, in addition to other penalties determined by your instructors, or the department chair.

The following Studio Safety Policies are applicable to Ceramics studio classrooms collegewide, and are in addition to the [Campus-wide General Art Studio Safety and Use Policy](#).

- **No food is allowed** in the studio. Beverages are allowed so long as they have lids or covers that protect them from dust
- **Before using any equipment or materials** on which they have not been instructed, students must talk to their instructor
- **Everyone is responsible for cleaning up after them self.** Every surface you touched should be wiped down with a wet rag or wet sponge. Do not scrape, brush, or dust dry clay or glaze off the tables or equipment
- **Return all studio tools and materials** to the correct location
- **Turn off any equipment you turned on**, including potters wheels, ventilation, and lights
- **All student work must be removed** from the studio one week after the end of the semester. Work remaining in the studio will be discarded

GLAZE LAB

- **Do not remove glaze mixing brushes from buckets.** Every bucket has its own brush/paddle and they will drip if removed
- **Clean up all drips and spills** of glaze materials with a wet rag or wet sponge
- **Wear appropriate personal protective equipment (PPE)** when glazing or mixing glazes
 - Dipping or brushing--wear rubber gloves
 - Spraying--wear rubber gloves and filtered face mask (dust mask – N95 recommended)
 - Mixing--wear rubber gloves and filtered face mask (dust mask – N95 recommended)
- **Turn on the booth ventilation when spraying glazes.** This is the light switch to the left of the spray booths
- **Turn on the mixing station ventilation when mixing glazes.** Check that the ventilation is routed through the appropriate duct for either the floor vent or the counter-top vent

- **Students may only mix glaze and clay chemicals with express instructor approval**
- **All containers must be labeled with their contents and appropriate hazard labels, including individual ingredients and their percentages**
- **No glaze or clay chemicals can be stored in food containers or other containers with inaccurate labels**
- **No new glaze, clay or chemicals can be brought into the studio without permission of the department and a proper SDS**

STORAGE ROOM / CLAY MIXING

- **The storage room is off-limits to students** except when students are asked to help faculty or staff mix clay.
- **Students may only use the clay mixer/pug mill** at the request of their instructor to make clay for class use.
- **You must be instructed on safe use of the clay mixer/pug mill before use.**
- **Wear appropriate personal protective equipment (PPE)** when mixing clay. This includes a filtered face mask (dust mask – N95 recommended) with dust cartridges and rubber gloves.

KILN ROOM

- **Students are not permitted to fire the kilns** without direct supervision of faculty or staff
- **Students should only be working in the kiln room under the direct supervision of faculty or staff**
- **When scraping kiln shelves**, wear eye protection and a filtered face mask (dust mask – N95 recommended)
- **When unloading glaze kilns**, wear work gloves to protect hands
- **Faculty and staff will vacuum kilns between firings** using a HEPA vacuum cleaner

LOCKERS

- **Lockers are for studio supplies only.** This includes any tools and materials needed for ceramics class
- **All student materials must be removed** from the lockers one week after the end of the semester. Tools and supplies remaining in the lockers will be donated to the department or discarded