

WELCOME TO Clay Area @ APPALACHIAN

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We all work together to make ceramics a safe and pleasant work place. Each person's cooperation in following shop procedures and maintaining studio is essential for continued smooth operation. Please keep this guide of basic information for reference. Questions or suggestions can be addressed to Lynn Duryea.

STUDIO PROCEDURES GUIDE

STUDIO ACCESS: The studio is open anytime classes are not in session; refer to chart on studio door for class hours. You are encouraged to use the studio to the limit of available time. Please check with the instructor first if you want to be in the room during a scheduled class. The only people with access to the ceramics studio are those students currently enrolled in a ceramics class.

CONTINUED STUDIO ACCESS: Depends on compliance with Studio Procedures Guide (Welcome to Clay @ Appalachian), your class syllabus, and all Safety & Kiln documents. Students will sign contracts pertaining to each. Failure to comply with any aspect of what is required by these guidelines and contracts will result in a *STAR*. Once any student earns three *STARS* they are denied access to the Clay Studio outside of regularly scheduled class times. NOTE: Instructional Assistants, Advanced Students and Studio Managers have the authority to request that students adhere to studio guidelines and regulations and to report infractions and problems to faculty.

DO NOT PROP OPEN DOORS THAT SHOULD BE KEPT LOCKED, for your safety and the safety of others in Wey Hall. This is especially important @ night and on game days. If you are the last person to leave, please be sure studio doors are closed.

**Call University Police if there are any problems.
Police 262-8000 emergency; 262-2150 non-emergency.
These numbers are also posted on the kiln room bulletin board
& on cover of Clay Area Safety Manual.
additional phone in Sculpture Area Tool Crib**

HEALTH & SAFETY

SEE CREATING ART SAFELY: A SIX STEP PROCESS, a 20 minute video that can be accessed from Art Department website under Degree Programs / Studio Safety. This video outlines the general safety procedures to be followed in the art studio and the importance of knowing the hazards of the materials and equipment handled.

FIRST AID KIT: The closest is on back of door of Photo Lab directly across the hall from 119. Additional supplies are in Tool Crib in Sculpture Area.

- NO SMOKING IN THE BUILDING
- NO EATING OR DRINKING IN THE GLAZE OR MIXING AREAS
- DO NOT INTERCHANGE TOOLS & EATING UTENSILS
- SCRUB HANDS THOROUGHLY WITH HOT WATER AND SOAP AFTER WORKING
- CLEAN UP SPILLS IMMEDIATELY. Gently sweep dry materials, mop liquids and do not return to original containers
- SHOES MOST BE WORN AT ALL TIMES
- PROTECTIVE EQUIPMENT MUST BE WORN FOR HAZARDOUS WORK. Refer to the Clay Area Safety & Kiln Manuals for detailed instructions and guidelines. These manuals are available from your instructor, on-line, and are filed in Clay Studio. Refer to them when necessary.

CLAY

INHILATION OF ALL CLAY MATERIALS, ESPECIALLY SILICA, CAN DAMAGE YOUR LUNGS:

- All clay bodies contain some free crystalline silica which can scar your lung tissue and cause irreversible loss of breathing capacity.
- Free crystalline silica is present in clay bodies from trace to 50% amounts.
- It is the finest, least visible particles that can hang in the air for hours that are the most dangerous because they are the most easily respirable and because we are less likely to wear a mask when the air seems clear.

AVOID EXCESSIVE DUST EXPOSURE:

- Buying wet pre-mixed clay bodies reduces exposure to dust.
- Wear a HEPA filter mask that fits well when mixing glazes or cleaning the studio.
- Clean work area before clay scraps have a chance to dry out. **SCRAPE RATHER THAN SWEEP** all surfaces such as tables, floors etc. Never sweep your studio; use HepaVac whenever possible. It is the finer clay particles that linger in the air the longest and do the most damage to your lungs.

- Clean studio often with a wet mop, wetvac, or a vacuum equipped with a HEPA filter. The Clay Studio floor is washed weekly. Assist this by leaving floor free of personal belongings, clay scraps etc.
- Provide good fresh air exchange in your work area. Use vents (kiln room, glaze room, spray booths) to exchange air whenever possible and always when generating any dust.
- Wear plastic or vinyl-type aprons rather than porous cloth-type aprons.

WET CLAY IS A GOOD MEDIUM FOR MOLD GROWTH & BACTERIAL INCUBATION:

- People with specific types of mold allergies may be affected.
- Shared clay in a group setting could potentially be a medium for bacteria transfer.

GLAZING

KNOW WHAT YOU ARE USING:

- Read Material Safety Data Sheets (MSDS) or U.S. Dept. of Labor Occupational Health Guidelines for detailed information about the hazardous materials that you use. MSDS sheets for clay area materials are on file in Clay Studio, located in folder to left of Lisa Stinson's office.
- Learn distinctions such as: iron oxide is not toxic but iron sulphate is.
- Call your manufacturer to see if there are any ingredients of concern to you in the commercial glazes, slips, or stains you may be using.
- DO Not assume that industrial threshold limits for exposure are safe guidelines.
- If you cannot find adequate information about a material, assume hazardous potential.
- Know that individual sensitivities to hazardous materials vary tremendously and can be affected by medications and health histories as well as genetics.

MANY GLAZE MATERIALS ARE HAZARDOUS; THOSE OF SPECIAL CONCERN LISTED HERE:

- Crystalline silica is present in almost all glazes and can scar lung tissue if inhaled.
- Barium Carbonate, Sodium Borates, and Lead compounds can be present as colorless fluxes in glazes.
- Antimony compounds, Cadmium compounds, Chrome compounds, Lead compounds, Cobalt Chloride, Cobalt Sulphate, Copper Chloride, Copper Carbonate, Copper Sulphate, Iron Chromate, Iron Sulphate, Manganese Dioxide, Nickel compounds, Uranium compounds, and Vanadium compounds can be present as glazes, slips and stains.
- Lustre glazes contain toxic mediums as well as toxic metallic compounds.
- Avoid use of these materials whenever possible. If you do use them, take precautions to prevent ingestion as well as inhalation (which can lead to ingested particles) and skin contact. Even though some of these materials cannot be directly absorbed through the skin, invisible particles can become lodged in the crevices of your skin.

PREVENT OR ALLEVIATE BACK OR WRIST STRAIN WITH GOOD WORKING HABITS:

- Adjust wheel heights, bench heights, and wedging board heights to enable you to work with your back straight.
- Keep your back straight when lifting heavy materials or equipment.
- Try to avoid stressful, repetitive motions by varying your daily routine.

THE STUDIO / SHARED WORK SPACE

STUDIO CLEAN-UP: The ceramics studio is a communal space used by a large group of people. So that all can work safely and comfortably:

- All students using the clay studio will help with cleaning on a rotating basis, as detailed by your faculty.
- Please do not leave your work blocking public space – on table, wheels, counters etc. Put your work in progress, tools & materials away @ the end of each work session.
- Please do not leave items on the floor; this makes it difficult to adequately clean.
- Please clean the area around your work space each and every day, including the floor.
- **SCRAPE RATHER THAN SWEEP** all surfaces such as tables, floors etc. Canvas-covered work tables should be scraped and then wiped with a large wet sponge. Glaze area tables should be washed with a large wet sponge.
- Tables should be left clear, tools returned to appropriate place, wheels and splash pans cleaned, lids replaced on glaze and material buckets, bats and ware boards scraped and stacked.
- **PLEASE CLEAN YOUR WORK SPACE WHEN WORKING OUTSIDE OF CLASS AS YOU WOULD IN CLASS.**

CANVAS COVERED TABLES: be very careful when cutting with sharp implements to avoid slicing.

WEDGING TABLES: canvas-covered wedging table is designated for light colored clays, the other for dark and red clays. Scrape after using.

SLAB ROLLER: Operates in one direction only, from short table to long. Do not force round handle in opposite direction. Always roll clay between two layers of canvas; do not use thin canvas as it jams in the rollers. Heavy canvas sheets are designated for light and dark clays and should be hung on rack when not in use.

PLASTER DRYING BATS: use plastic or wood when scraping plaster. Put scrapings in the garbage to avoid getting plaster scraps in reclaim; plaster can cause pop-outs in firing.

PLEASE LEAVE WHEELS CLEAN: sponge out or wash off splash pans and replace. **SCRAPE** the bats and return to storage shelf.

SINKS SHOULD BE LEFT CLEANED of any clay pieces. Do not put clay sludge or slurry in the sink – it can block the traps and cause flooding. Uncontaminated slurry can go in proper reclaim bucket, contaminated in the trash.

EXTRUDERS SHOULD BE EMPTIED AND CLEANED AFTER EACH USE, barrels and dies cleaned and returned to appropriate place. Spraying parts with WD-40 makes clean-up easier. Return dies to storage board; they are expensive to replace.

SHELVES for storage of work will be assigned by your instructor. Please be considerate and do not move or uncover someone else's work.

FANS / VENTILATION:

- When using spray booth or working in glaze room, activate ventilation system with switch to left of spray booths. When finished, turn the fans off.
- Drying fans for work should be used @ lowest setting, which is turning all the way on; when finished please turn fans off.

THANK YOU FOR YOUR COOPERATION AND HELP !!!

your suggestions are always welcome