

Photography Lab Procedures and Rules

GENERAL

- To have access to the classroom and darkroom you must **currently** be enrolled in one of the darkroom photography lab courses at Waubonsee Community College. All students will be required to attend an orientation/safety demonstration in the first week of the semester and before working with any chemistry. Visitors are not allowed.
- Food or drinks are not allowed in the Darkroom or Film Processing Room. This is a health and safety issue. The use of food for projects **MUST** be approved by your Instructor or the Art Coordinator. IF you are approved to use dry goods for a project, they must be removed when you leave.
- All "Dry Areas" must be kept clean and dry at all times. Dry areas include: enlarging stations, light tables, changing rooms, and areas around the print dryers.
- Chemical or water spills must be cleaned up immediately, please notify your Instructor, the Art Coordinator, or the Lab Tech.
- Please make sure to return all trays to their proper storage location.
- Never touch any dry or electrical equipment if your hands are wet.
- Use of toners is only for intermediate and advanced photography students.
- If something is broken or not working properly, please inform your Instructor, the Art Coordinator, or the Lab Tech - even if you broke it. Accidents do happen and it is important to report it, so it can be dealt with right away.
- Clean up after yourself. Replace what you've taken. Turn off what you've turned on. If you're the last to use something, turn it off.
- **If in doubt -- Please Ask!**
- *Overall, please be considerate of others as well as the lab in general.*

FILM PROCESSING AREA

- All chemistry must be cleaned up before you leave the facilities.
- Film Developers (Sprint B&W Film Developer) should be poured down the drain. Stop Bath can be returned to the working solution container if it is still yellow/orange. Purple Stop Bath should be poured down the drain. ALWAYS return Fixer and Fixer Remover to the working solution containers.
 - a. If while developing film you "pour back" chemistry into the wrong container, notify your Instructor or the Lab Coordinator immediately.
- Do not dump or adjust any of the 5-gallon containers of chemistry.
- Please turn off all faucets when not in use. If you are the last one to leave the darkroom and/or the last person to remove your prints/film from the washers, please make sure all washers are turned off.
- Do not adjust the temperature knob on the sink. If the temperature is not correct, please let your instructor know.

DARKROOM

- Keep all tongs with their designated trays. Using tongs from the fixer in the developer can cause chemical contamination and will ruin your prints. This applies to all chemicals and tongs.
- Gloves are supplied to students to minimize contact with chemistry. Gloves should always be used when you are working with chemistry.
- Do not use the enlargers to read by. These lights have a short life span and should only be used for short periods of time.
- All wet prints must be carried in a tray. Water and drips on the floor are a safety hazard.
- No fiber paper should be put into the RC (resin-coated) paper dryer.
- Never leave the darkroom with your box of paper open. Light will ruin your paper.
- Do not change your VC filters when your enlarger light is on. You will flood the darkroom with light and ruin everyone else's paper. The same thing will

happen if you use your enlarger light or cell phone as a flashlight. Use red safelights only.

- To ensure all students have access, please only use one enlarger station at a time.
- Please turn off all faucets when not in use. If you are the last one to leave the darkroom and/or the last person to remove your prints/film from the washers, please make sure all washers are turned off.
- Do not leave prints or test strips floating in the drum washer or on the dryers when you leave.
- Prints need to be thoroughly washed before being placed on drying racks. If your print/test strip still has fixer on it, it can drip on your classmate's prints below and cause staining.
- Please return enlarger stations to their default state. Place easels on the shelf below the station and place the cover over the enlarger. Throw out any paper towels, gloves, or scraps of paper you have used.
- If the enlarger does not go up or down, please check to see if it is locked. Do not force anything and notify your Instructor or the Lab Tech as soon as possible.
- Clean up should begin 20 minutes before the lab closes, 30 minutes if it is crowded in the lab.
- You will have a 15-minute warning before the lights are turned on at the end of lab hours.

CLASSROOM (VON 225)

- You will be provided a drawer in Von 225, where you may store your photography materials. Neither the staff nor faculty at Waubensee is responsible for lost or stolen items. It is a good idea to write your name on everything you leave there. Storage spaces will be assigned at the beginning of every semester and will be cleaned out at the end of every semester.
- Please turn off the light box after you are done using it.
- For secure storage of personal belongings, see Lab Tech to reserve a locker.