Fiber Department Student Handbook 2008-2009
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1. Who is allowed to work in the department?

DEPARTMENT POLICY
Any person entering the department planning to use the studio or the equipment must have the proper training by faculty or the department technicians. We recommend that
you review studio procedures, department rules, and health and safety information concerning your activities

STUDIO/CLASSROOM USE
You must be currently registered in a Fiber course or have taken a class in the department within one year, (the last two semesters) to be able to work in the studio space of the department. Any other person who may want to use the studio must fill a verification form from the Fiber Technician and contact the chairperson with a written proposal.

You must be trained by Fiber Faculty or Staff to use the equipment. This includes the print tables, light tables, tool crib equipment, and dye room equipment.

Because of the demand for print table space during the semester, only currently registered students can reserve a print table.

No pets are allowed in the dye room

Visitors are allowed in the dye room when accompanied by a registered Fiber student, a faculty member, or technician. Any space designated for a class is to be used solely for the purposes of that class and their activities during scheduled class time. Critiques, demonstrations, or in class workshops may need certain spaces. Please be aware of these situations and check the schedule of classes posted at the entrance door to the department. Occasionally, notices may be posted in the department concerning a class workshop that needs to reserve an area in the department.

During a scheduled class, please ask the instructor or the technician if it is okay to work in the classroom space or use equipment where the class is being held.

The department studio spaces are available 24 hours throughout the fall and spring semesters. During winter and summer breaks studio usage is limited. Please see the Department chairperson for permission to use the space at these times.
You must exhibit good working habits. You are part of a community and are using a shared space.

10. Students need training on the embroidery machine. Demonstration times will be posted.

EQUIPMENT USE/ TOOL CRIB

You must be trained by the Fiber Faculty or Staff to be able to use the equipment.

Please see faculty member or technician if you are uncertain or have a question about using the studio or equipment in the studio.

There are supplies in the tool crib available for current registered students as well as students who have taken classes within the last two semesters. If you are a student who has taken a class within the last two semesters, you need to see the technician for a Tool Crib Verification Form.

Present your MICA id card to verify your identity until the crib staff knows who you are.

Students in some classes have priority to use certain equipment. Please see technician or classroom instructor for permission to use that equipment. For example, print tables, weaving looms, and knitting machines are reserved for students in those classes.

The digital printer, located in the Digital Print center is for the sole use of students in the digital print class and may only be used when a dedicated technician is on duty.
TEXTILE PRINT TABLES

-Students and faculty must sign up for print tables. The only exception is when printing as part of a class. Tables A, B, C and D are in S201. Table E is in S201.

-You may not sign up for a table during a scheduled class in the same classroom. (You may ask permission from faculty to use a print table during class time.)

-Only students currently enrolled in a Fiber class may sign up to print. (Special permission may be granted by faculty or a technician.)

-You are expected to use your time slot. If you are not in the department for your time slot, the table can be re-assigned after 20 minutes. You cannot claim a table by placing your supplies on it and leaving the department for more than 20 minutes.

-If you have scheduled a time and would like to change it or give it to someone else, please call Anna or Michelle; 410-225-2218 or 410-225-2270.

-Please be considerate and only sign up for the time and table you need.
FIBER OFFICE POLICIES

Students should not be in the Office alone. You must have permission by staff or faculty to come into the office. Faculty desks are in the Fiber Office. Do not take anything off of anyone’s desk or take any information from filing boxes without permission. Do not use a faculty member’s computer without permission.

RESOURCES

Technician’s desk
If you need to leave a message for a technician when not available, please write a message and leave it on the Technician’s desk. Students are not permitted to use the Technician's computer.

Fiber Department’s library
There are Fiber Library is non-circulating. Books must stay in the office and can be taken out only by faculty or staff and will only be looked at in the Fiber Dept. If you need to copy a part of the book, you need to permission from staff or faculty and return the book immediately.

2. Emergency Information

FIRE EXIT INSTRUCTIONS

During classroom times, please exit the department following the description below. Meet with the rest of your class so that the Fire Marshall can take attendance. If you are not in a scheduled class and working independently, follow the exit procedures as well. To exit the building from the fiber classroom:
Leave the department using the one of the doors to the main hallway, either door to S206 or S201.

Walk down the central staircase to the 1st floor.
Move through the hallway, going north, towards the main entrance of the building.
Exit through the main entrance and continue to walk on the sidewalk up the staircase going towards the Campus Store.
If the main entrance is not available, exit the Station Building’s gallery doors, which are on the first floor across from the central staircase mentioned in #2.
Walk on the sidewalk towards the staircase going towards the Campus Store.

It is important to stay on the sidewalk. Fire trucks may not see pedestrians and may be distracted in emergency situation.

An Emergency evacuation route map is posted to the right of the main stairway on the second floor of the Station Building and next to the mailboxes on the first floor.

DEPARTMENT PHONE NUMBERS

Fiber Office  S207  410-225-2218
Classrooms S206  410-225-2760  (phone is located under the staircase)
Dye room    S208  410-225-2760  (phone is to the left of the shelves)
Studios on third office above Fiber Office, S302,  410-225-2346
Studios on second floor on past S201  410-225-2591
Classroom and Studio phones are for student convenience and available to call in emergencies.
Please limit any unnecessary incoming phone calls during class times. The ringing may be distracting for instructors.

EMERGENCY/ HEALTHCARE PHONE NUMBERS

dial “9” first when using an office phone
In case of a serious accident or emergency, call:
MICA Community Safety 443-423-3333
then call “911” for the Baltimore Police.
Station Building Guard’s Desk ext 242
Security’s main desk in Fox Building ext 245
Gas and Electric Emergencies 410-685-0123
Poison Control 410-706-7701
Counseling Center 410-225-2367
Health Care Center, 410-225-8855
Mount Royal Medical Associates, 1501 Mt. Royal
ACCIDENT/SAFETY PROCEDURES AND COMMUNICATION
MICA’s Environmental Health and Safety Coordinator: 410-462-7593

IN THE EVENT OF AN EMERGENCY

After calling the phone numbers for specific emergency calls, please communicate to faculty or the technician about the incident.

If you see people that should not be in the building or any suspicious activity, call the guard’s desk.
in the Station Building, 410-225-2242
To report stolen property, call the Fox Building Security Office, or 410-225-2245
(24 hour, non-emergency calls)

FIRST AID LOCATIONS

Dye room cabinet, far left cabinet from stove
Station Building guard station
Fox Building guard station
Health Care Center, 1501 Mount Royal Avenue 410-225-8855
Shower in Rhinehart Graduate area on the first floor of the Station Building S208,
Eye wash station in Fiber Dye Room near the silkscreen sink

3. Material Health and Safety

GENERAL POLICIES CONCERNING THE HANDLING OF MATERIALS
Flammable materials should be kept in an inflammable closet.
Flammable material belonging to the dept is kept in a flammable materials cabinet in the tool crib.
Use the safest material available. For instance WD-40 helps with oiling metal parts however silicone spray is a better choice for safety/health concerns and weaving loom maintenance.

PPE
A Chemical Inventory Chart on the dye room door, recommends PPE
(personal protection equipment, gloves, respirators, etc)
Please check the H&S board in the dye room for Material Safety Data Sheets with information about PPE, reactivity, volatility, etc
A supply of dust masks, and earplugs are available on the Safety Board in the dye room.
We promote the use of Personal Protective Equipment and clothing according to the activity and strongly urge you to purchase your own pair of rubber gloves and replace them often.

For more information about safe material handling consult MICA’s Student Manual for Environmental Safety. Contents of this manual include Emergency Awareness Training, EHS Guidelines and Handouts, and Understanding MSDS information.

4. Please read labels carefully before handling any material. Some chemicals have similar names such as sodium bisulfate versus sodium (meta) bisulfite.
   Some materials may require ventilation or specific types of respirators or gloves.
   Material Data Safety Sheets are located in the Dye Room and in the office. These sheets will inform you about the contents of the material and its hazards.

5. You must label any mixture in a container you prepare in the dye room and plan to store it in the refrigerator or the cabinets for future use.
   Your name, course title, date, and the substance must be listed.

**ELECTRICITY AND WATER DON’T MIX**

**DISPOSAL OF MATERIALS**

WAX cannot be disposed of in the sink. Strain wax from a wax pot with cool water through a strainer. Use a square of silkscreen mesh over a bucket, having a bungee cord holding the screening in place. Please refrain from pouring wax and waxy water down the sink.

The SINKS in the dye room are designated for specific tasks. There are three sinks: dye sink, feltmaking/ cloque sink, and a silkscreen sink. Materials relating to each activity should be disposed of in the proper sink.

Many materials you will be disposing of including immersion dye baths, thickened dye paint, devore, or cloque vats. These materials must be disposed of through the appropriate sink while
flushing water through the drain at the same time.

There is a large dumpster located in the Station Building Parking lot. Please dispose of any large items in this dumpster. Please put items in the dumpster and not to leave them outside the dumpster. Any rags or materials with flammable liquid absorbed in it should be disposed of in a flammable disposal bin.

Any sharp blades should be disposed of in a red sharp disposal bin. One disposal box is located in the dye room, on the Health and Safety Board.

Please do not leave materials in the studio. Unmarked or unclaimed items will be disposed of.

A paper recycle bin is located in the classroom s206, under the light table.

Dye Print paste or any solution thicker than jello should be dumped in the trash can.

Dye solutions and solutions containing acids should be irrigated with water and disposed of by the sink pertaining to the activity (felt, dye, or silkscreen). Dilute solutions with water and pour solutions down the drain while having the water from the faucet turned on.

4. Classroom Safety

Do not compromise the security of yourself and others in the Fiber Department.
Do not leave the main doors propped opened. Students who attend class in the department can get the code to the door from their instructor.

Please report anyone who you may think does not belong to the Station Guard, a technician or faculty member who is present. Ext 242 is the Station Guard’s extension.

4. Locker space is limited and may be shared with many students in a class. Place items you want to keep secured in your locker. If you do not have a locker find a place to secure your belongings.

5. There are fire extinguishers located throughout the department. One is located in the studio areas on both the north and south side of the building. There is one in the dye room near the entrance to s208 and one in the classroom space in s201.

6. Thefts should be reported to the Station guard ext 242 or the Fox Building Guard ext 245. Please inform the technicians of any incidents so that we are informed as well.

DYE ROOM POLICY

Safety is the primary concern in the dye room.

The dye room and its equipment are available to Fiber majors and to those people who are taking courses in the Fiber Dept. Anyone else must have the permission of the chair and the technicians. No pets in the dye room.

Recommendations before using dye studio
1. Read MSDS sheets on specific materials
2. Bring goggles, gloves, or aprons according to the PPE for the techniques and procedures you are using.

3. Do not use stove or heating equipment if you are tired.

4. Review Dye room policies and chemical inventory according to your process.

5. Make sure the equipment or materials you are using are available.

6. Consider purchasing your own equipment such as clothesline clips and tools you will need exclusively for your own use; respirator, gloves, blow-dryer, etc.

**Equipment in the Dye Studio**
Vertical and stove top horizontal Steamer-Stove
Dye box
Ventilation above stove, wax table and dye box
Gram scale
Dye sink
Silkscreen sink
Power washer near silkscreen sink
Felt/cloque sink
Refrigerator
Washer and Dryer
Drying rack
Pots and bowls
Darkroom with exposure table
Eye splash station
Drain in floor
Dye auxiliaries
Dye room mixing tools (vats, measuring cups, spoons, etc)
First Aid cabinet
Cleaning Supplies
MSDS information board
Rules of the Dye Room
If you are caught recklessly using the dye studio on 3 occasions, its equipment or any other equipment in the Fiber Department you will lose your privileges to use the studio outside of class times.

2. Do not leave artwork in studio for an extended period of time unless given permission by chair or technician.

3. All containers must be labeled which need to be stored in the dye room either in the refrigerator or elsewhere in the dye room. Label container with the name of the substance, the date, and your name.

4. Do not leave silk screens on the dye room floor for an extended period of time.

5. Do not use fans to dry silkscreens if you don’t need to use the promptly.

6. When working with wet items on the white top long tables, you must place a plastic drop cloth over the space you will be working on.

7. When working with wax, you must lay a drop cloth to cover the surface of the floor or table. Turn on hooded vent to exhaust fumes from the wax. Turn off wax plates when finished. Use only irons and pots marked “for wax.”

8. No personal clothes laundry in the washer or dryer.

9. No pets allowed.

10. You must have training from a faculty member or technician before using the dye room equipment or any materials.

11. Clean up after yourself. Seek specific information about clean up or disposal from the Fiber web.

12. Clean spills immediately.

13. If you do not know how to use the equipment or you are not sure you have the right material, ask a technician to help you.

14. Eating and drinking are prohibited in this area.

15. The dye room is open 24 hours.

   Please be considerate of others who work in the dye room as well as the classes who may need to use the space the next day.
We rely on each student to be responsible and to clean up after themselves or report issues about equipment or materials. There is a sheet posted on the door of the Dye Room to list any problems and concerns if Faculty or the Technicians are not available.

16. Please place a vat under wet cloth or material hanging on the drying rack
17. When finished working, thoroughly clean all tools used.
18. You must rinse material of excess dye before using the dryer.
19. Personal and department owned drop clothes should be laundered. Do not return unlaundered drop cloths to the tool crib. Please avoid a laundry pile up.

20. Items from the drying rack or in the dryer should be removed when dry. They will be placed in a bin marked “dry items from the clothesline”.
21. Items left in dye room studio will be placed in the lost and found box
22. Dry dye particles must be measured and mixed in the dye box with the vent on. While working at the dye box use gloves and dust particle mask.

Silkscreens
Please marked your own silkscreens “Property of (your name)” Any other silkscreen is considered a dept. owned silkscreen.

Washer
Please clean up if there is an excess of lint or dye inside the walls of the machine. If washer fails to work, does not turn on, no power light in the console. Check reset button where the outlet is located. If still an issue, notify technician or faculty present.

Dryer
Please clean dryer if there is an excess of lint, dye, or fiber inside. Rinse dyed fabric thoroughly before putting dye cloth in the dryer causing excess dye to stain the inside surface of the dryer and possibly the next person’s cloth.

Power Washer near silkscreen sink
Please get instructions from a faculty member or a technician before using the power spray. PSI should not exceed 80, for a continual length of time. Please do not adjust the controls, ask a technician for help. The water valve should be turned off when not being used.

5. Lockout/Tag Out

What is Lockout/Tag out?

- Lockout is the process of blocking the flow of energy from a power source to a piece of equipment, and keeping it blocked out.

- Lockout is accomplished by installing a lockout device at the power source so that equipment powered by that source cannot be operated.

- A lockout device is a lock, block, or chain that keeps a valve or lever in the off position.

- Locks are provided by MICA and can be used only for lockout purposes. They should never be used to lock tool boxes, storage sheds, or other devices.

- Tag out is accomplished by placing a tag on the power source. The tag acts as a warning not to restore energy—it is not a physical restraint. Tags must clearly state: Do not operate or the like, and must be applied by hand.

- Both locks and tags must be strong enough to prevent unauthorized removal and to withstand various environmental conditions.

- Only authorized staff members are able to lock and tag. These staff members include Facilities Maintenance, Studio or Shop Technicians, and Contractors.

What does this mean to me as a student or Faculty member?

If you see a lockout lock or tag on a specific piece of equipment, machinery or breaker box do not attempt to operate it. You may notice locks and tags on
equipment, which could mean several things such as: the machine guard is broken, someone is working on a breaker, there is a short, it is not working properly, it requires adjustments, or maintenance and/or repairs are in need. We as an institution are not required to lockout single source equipment, however, will do so in attempt to ensure start-up. For example, a piece of equipment that has one source of energy or one plug is a single source machine.
Energy source types include:

- Electrical (i.e. AC, DC, Static)
- Mechanical (i.e. Transitional, Rotational)
- Thermal
- Chemical
- Pressure
- Hydraulic
- Pneumatic (i.e. air)
- Vacuum
- Potential (i.e. Springs, Gravity)
**What is my responsibility as a student or Faculty member?**

If your find a piece of equipment is not operating properly for any reason; the machine gurd is broken, someone is working on a breaker, there is a short, it requires adjustments, or maintenance and/or repairs are in need. Please follow *all* the steps below:

**Unplug the equipment**

**Ask someone to stay with the de-energized equipment until an authorized staff member can lock it out**

**Notify an authorized staff member immediately**

If no authorized staff member can be found please call the EHS office, 410.462.7593 or EHS mobile 410.299.8535

6.**Department Technician**

There are 2 technicians in the Fiber Dept. Their hours are posted near the door to the Fiber office.

The technicians will post notices on the main doors to the department when there is a change in their regular schedule.

Responsibilities include:
maintenance of all equipment in the department
order supplies and equipment, including Capital Budget expenditures
manage tool crib
inventory of all tools and equipment
Health and Safety information and supplies
Advising students and faculty of Health and Safety procedures
repairs of equipment and facilities
computer maintenance
department page on the MICA website
technical help for students
maintain and organize library
supervise work-study students
assistant to departmental chairperson
donations
cleaning of facilities
notices on bulletin boards and studio notices
develop samples and material processes

7. Exhibition/Installation Procedures
All information about Exhibitions can be found on the MICA portal under the Academic Resource heading.