



675 Metropolitan Parkway SW, #6026
Atlanta, GA 30310
404-316-6863
www.AtlantaPrintmakersStudio.org
info@AtlantaPrintmakersStudio.org

STUDIO MANUAL

Atlanta Printmakers Studio (APS) was founded to promote the fine art of printmaking by offering access to a well-equipped studio and diverse educational programs that foster the development of printmaking as a vibrant and progressive art form. It is our priority to nurture and encourage serious emerging and professional artists in the creation of original prints and to educate the community to about printmaking.

With your support we look forward to providing a well-maintained studio for your use. Thank you all for keeping the art of printmaking alive and thriving at APS!

Goals

- Provide education about techniques, craftsmanship, artistry and value of fine art prints
- Create and maintain a professionally equipped, safe and accessible work space for artists
- Offer classes, workshops, artist exchanges and exhibits
- Nurture artistic development through expert support, mentoring and visiting master printmakers
- Sponsor programs with local and regional college and university art departments and community art centers

Volunteer:

APS is totally run by volunteers and we always welcome those who want to help out. We encourage renters to get involved on committees to help realize the APS goals.

Communications Committee -coordinate PR, marketing, newsletter and website

Education Committee -organize lectures, classes, and workshops for adults

Children's Education Committee -organize classes and events for children

Grants & Fundraising Committee -initiate grant applications and fundraising activities

Exhibitions Committee -organize exhibitions and print sales

General Volunteers -help with a specific project or event, rather than being on a standing committee

Atlanta Printmakers Studio

Studio Manual

This manual contains printmaking procedures and appropriate safety precautions for all areas of the studio. Although you may be working in just one area, be mindful of appropriate behavior and precautions, as your actions affect the entire studio including Charlie's space and all common areas.

Part 1: Access to the Studio

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Part 3: General Studio Use & Maintenance

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IN CASE OF SERIOUS ACCIDENT or SECURITY EMERGENCY:

- **Call 911** for Atlanta City Police or Paramedic
 - Grady Emergency Care Center: 404-616-6200
 - Georgia Poison Center: 404-616-9000
 - Metropolitan Warehouses Office: 404-758-8800
 - Metropolitan After-hours Emergency: 404-271-5210
 - Charlie Smith, *APS Landlord*: 404-312-3109

- Immediately notify executive director, board member, monitor or instructor
 - APS Board of Directors:
 - Kathy Garrou, *Executive Director*: 404-849-2106
 - Terri Dilling, *President* 404-784-3950
 - Andrea Emmons, *Secretary*: 678-234-8216
 - Gina Reynoso, *Treasurer*: 678-333-1121
 - Craig Cameron: 404-358-4260
 - Chris Neuenschwander: 678-234-2448
 - Stephanie Smith: 404-259-0922

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Part I: Access to the Studio

Open Studio Hours:

Tuesdays 10am – 4pm

Thursdays 10am – 9:30pm

Saturdays 10am – 4pm

Sundays 10am – 4pm

Metropolitan Warehouse Access:

Gate Code - The Metropolitan warehouse is a gated complex. It is necessary use a gate code to enter. On the left side of the entrance ramp there is a keypad located on the fence, enter the gate code and then press # to open the automatic gate. It changes every month, so make sure you have current code. For the current code contact: info@AtlantaPrintmakersStudio.org

Parking - There are 4 parking spaces by our front door. If these are full you can park in other spaces. To avoid being towed do not block entry doors or garage doors of other studios. You may also drive around to the back of the building and use the gravel parking area. Walk back around to the front door entrance. For BIG events, there is a large parking area on southwest side of the complex (near the dumpsters).

Other Tenants - We sublease our space from Charlie Smith, the sculptor whose studio is located in the back. **His space is private and not open unless he invites you in.** The Portal Gallery is located in the front of the building and is owned and operated by Charlie. The kitchen and bath are common areas shared with everyone. Please be respectful and considerate of everyone's space and property.

Studio Use:

Renting

- Two levels of rental are available for artists to work in the studio: Key Holder and Limited Access.
- Visit our website for details (www.AtlantaPrintmakersStudio.org). Before working in the studio all renters must
- submit a written application with a deposit
- attend a studio orientation
- have an interview;
- show work samples.
- Please allow sufficient time for this process before you plan to start renting. Prior experience with a printmaking class is normally a prerequisite. To sign up for the next scheduled orientation contact: kgarrou@atlantaprintmakersstudio.org
- Please note the posted schedule of classes and workshops. You may not work independently in the studio while class is being held unless you obtain special permission beforehand.
- You may ask the studio monitor and others in the studio for advice and help occasionally, but as a studio artist, you are expected to know the equipment and techniques that you have applied to use and should be able to work independently. We have a variety of classes and workshops scheduled so you can learn new things and expand your skills.

Visitors, Minors & Pets

- Please keep visitors to a minimum to avoid disturbing other renters. **The studio is not childproof and is not a safe place for children or pets. Please don't bring them.** Older minors may not be in the studio unless accompanied by an adult and may not use the equipment under any circumstances.

- **Please keep in mind that non-studio artists (visitors) are strictly prohibited from operating or handling equipment (presses, rollers, etc), using solvents, or any printmaking related supplies. Only active APS studio artists may use the equipment or work in the space.** If you want to work collaboratively with non-studio artists or do printing for others, this must be discussed with and approved by APS on a case-by-case basis. This work must be scheduled and executed in a manner that does not interfere with other renters.
- Be aware of the needs of other people working around you in the shop. Music (content or volume), the amount of time you need for the exclusive use of a press or piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow renters. Different styles and work habits taken into account, renters who consistently interfere with others ability to work may be asked to alter their behavior. Repeatedly problematic or disruptive behavior may result in termination of rental contract and access, as decided on a case-by-case basis.
- When a monitor is present, he/she is responsible for speaking to anyone who is behaving in a disruptive or dangerous manner. Unacceptable behavior includes reckless use of chemicals and flammables, misuse of equipment, repeated failure to clean up properly, inconsiderate behavior towards others, noise or music. The monitor may request that the disruptive person leave the premises.
- Equal opportunity to participate in and benefit from Atlanta Printmakers Studio is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual preference, or disability in admission, access, or employment.

Personal Safety:

The Metropolitan is a gated complex with a guard stationed at the front gate or patrolling the complex during the evening hours. Provided you take the normal common-sense precautions, conditions are as safe as in any other urban area. Do not leave valuables in your vehicle. If you work through the night, we recommend that you make sure someone else knows where you are.

Front Door:

This is the primary means of entering the space. When you are working inside, keep the studio locked. Make sure everything is properly locked when you leave. Interior doors within the space are not locked. The back gate through Charlie's studio can be accessed in case of emergency and by special permission from Charlie, which should be obtained by a board member.

Do not compromise the security of yourself and others in the studio: Do not leave the front door unlocked at any time, either for friends, or for a quick trip to your car! Be aware of the location of the keys across from the door in case of an emergency.

Electrical Equipment & Lights:

Make sure all appliances and lights (**hot plate, sreen exposure unit, fans, heaters, computer, coffee pot**) are turned off before you leave, including bathroom area. There is a light switch inside the front hall for the front area. The light switch in kitchen controls the overheads in the print studio.

Part 2: General Safety Guidelines

- No smoking or open flame is allowed anywhere inside the building.
- Know where fire extinguishers are located. One is located on the wall between the gallery and the kitchen; the other is located on the wall on the right side of the entrance to Charlie's studio. The building has a new sprinkler system. Flameproof cans are provided to collect hazardous waste, such as rags used with mineral spirits or other solvents.
- No eating in the print shop.
 - Toxins can enter the body three ways: skin contact, inhalation, and ingestion. For your safety, food and drink should be consumed outside the studio area. We recommend closed containers for drinks.
- Know where the first aid kit is located.
 - A First Aid kit and information brochure/poster are located on the wall next to the wash sink in the screenprint room. Seek medical attention for serious injuries. Please notify APS in the event of any injuries or accidents.
- Know where eye wash stations and emergency shower are.
 - An eyewash station is located next to the wash sink in the screenprint room; a second eyewash station and a safety shower is available in the space adjacent to kitchen/bathroom area. If you get chemicals or acid in your eyes, use eye wash station and flush eye for 15 minutes and seek medical evaluation.
- No working under the influence of alcohol or illegal drugs.
- **ONLY USE EQUIPMENT THAT YOU KNOW HOW TO USE PROPERLY!** Do not use tools or equipment without proper knowledge/instruction.
-

Part 3: General Studio Use and Maintenance

Make sure the studio is clean when you leave. Help maintain common areas, such as bathroom, hallways, and kitchen area. Cleanliness adds GREATLY to the safety and overall functioning of the shop.

- All studio artists are expected to supply their own plates, paper, hand tools, tape, inks, gloves, screens, brushes, sponges, newsprint and other miscellaneous personal supplies. A mask or respirator is recommended for handling chemicals and solvents.
- Key Holders will keep supplies and personal possessions in designated storage area in the studio. They will also have use of one flat file drawer.
- Limited Access studio artists may use a drawer or share a drawer as available.
- No other personal property should be left anywhere else in the studio. Monitors will straighten up after their shift and put any unclaimed items in lost and found or the trash.
- A lost and found crate can be found under etching press.
- Prints left on the drying rack are periodically placed in the labeled flat file to ensure that there is drying space available for everyone. We will check to make sure they are dry first.
- Use glass tables or portable glass palettes for inking.
- Gouged inks dry out, become unusable and have to be thrown out. Always scrape ink from the top in a circular manner, never gouge, poke or scoop ink out of the can. Take care not to waste expendable materials (such as ink, rags, solvents, etc.) This is a safer practice for the environment and helps to keep studio costs low.

- Clean up any work surfaces you have used (counters, tabletops, palettes, sinks, etc). Don't forget to wipe up press beds, and check the floor for spills around the area you have worked. It is also recommended that you wear gloves, mask and/or respirator whenever handling chemicals, cleaners and solvents.
- Use rags to clean up with solvents, and use paper towels to clean vegetable oil and water-based materials.
- Clean all tools thoroughly, wiping all sides and edges (palette knives, brayers, razor scrapers). This is critical for keeping our shared tools in the best condition possible.
- Do not leave paper soaking in the paper soaking tray when you leave the studio. Place wet paper on the drying rack then empty the water.
- Damp towels used as blotters should be hung try dry at end of work session.
- Return any tools that you use to the tool box
- Do not cut on the work tables or glass palettes – all cutting must be done on the cutting surface on the green cutting mat located on top of the flat files. Paper tearing can be done on tables and other available work surfaces.
- Sweep up metal filings, wood/linoleum chips, scraps and debris from the floor. A broom, mop, shop vac and cleaning supplies are located in the studio.
- Take out trash when necessary (including bathroom trash). Dumpsters are located in the back on southwest side of the property.
- There is a Macintosh computer available for use in the studio, along with a scanner/printer. Make sure the computer is turned off when you are finished. Software includes Adobe Photoshop, Adobe Illustrator, and Microsoft Office. Internet access is also available.
- Renters may use the computer, but are expected to be considerate of others and not monopolize the computer. If you use the printer, please put a donation in the money jar to help maintain office paper and print cartridges. APS has a limited supply of transparencies for sale.
- For art-related clean up, use the work sink, not the kitchen sink.
- The frig in the kitchen area belongs to APS; you can store your food and drinks in it temporarily. If you leave food or drinks in the fridge, they will be thrown out. To discourage bugs and vermin food should not be left sitting out.
- There are soft drinks and bottled water available in the frig. If you consume, please put \$1 per drink in the money jar on the desk in the studio. Coffee and filters are provided, and donations of cash or coffee are appreciated to keep it supplied.
- Help maintain cleanliness in bathroom and kitchen by cleaning up after yourself.

Handle Sharp Tools Appropriately; keep all bleeding material behind the cutting edge!!

- When carving wood or linoleum blocks, keep hands behind tool path.
- Use etching and wood cutting tools with care. Protect points of needles and sharp tools.
- Maintain and sharpen tools regularly.
- Tape scraper to protect fingers from sharp edges.
- Edges from filed etching plates can be very sharp. Handle with care.
- When engraving, remove burrs promptly, sweep up and discard.

Cutting Area:

- **Keep hands away from cutting edges!**
- **Use green cutting mat** to avoid damaging table surfaces.
- Metal rulers are hanging from the end of the table across from the cutting surface.
- **Dispose of all cutting blades properly in provided container.** If necessary, use masking tape to protect the blade. Throwing blades in trash cans is a hazard to whoever empties the trash.

Tools and Consumables Supplies:

- **APS has a limited number of tools available for your use:**

- Etching needles, scrappers, and burnishers
- Engraving tools
- Mezzotint rockers
- Carving tools
- Files
- Daubers
- Sharpening stones
- Aquatint box
- Various sizes of brayers and rollers
- Various sizes of screens, screen coating scoops, and squeegees
- Acetate for registration
- Registration pins
- Exposure unit
- Power washer
- Type, spacers, leading, quoins & keys, composing sticks, type-high gauge, chases, pica rulers, galley trays, furniture
- Vat, moulds & deckles, blankets and drying ladder, hydraulic press

- **ASP provides the following supplies:**

- Etching Acid – Ferric Chloride
- Hard/soft ground and stop out
- Misc etching: tarlatan, whiting, putz pomade
- Rosin and spray paint for aquatints
- Black etching and relief ink
- Aluminum foil sheets for saving ink
- Ink Modifiers including: burnt plate oil, magnesium carbonate
- Screenprint emulsion – Ulano TZ and 925WR
- Screen Cleaner – Ulano Stencil Remover #4
- Letterpress – tympan sheets
- Solvents – mineral spirits, vegetable oil, denatured alcohol, lacquer thinner, acetone
- Clean up – glass cleaner, simple green, degreasers, hand cleaner/soap
- Paper towels and cloth rags
- Spray adhesive
- Tape – masking, scotch, and duct tape (We provide a very limited amount of tape. If you use a lot of tape, please provide your own.)

- **Studio artists must provide the following supplies for their use:**

- Color etching and relief inks
- Screenprint ink
- Letterpress ink
- Plates
- Printing paper
- Newsprint
- Tape
- Gloves
- Any other miscellaneous personal supplies such as wax paper, hand tools, brushers, mask/respirator

Part 4: Precautions and Procedures for Using Oil-based Inks and Solvents

Inhalation, ingestion and skin contact are the three routes by which substances can enter the body. Regular and prolonged use of oil based inks and solvents without appropriate protection can lead to allergic reactions and dermatitis through skin contact. Some inks contain pigments and ingredients that are more toxic than others. MSDS SAFETY DATA SHEETS are provided in the yellow binder on our book shelves. Use them as reference for any toxic substances used in the studio.

Before Using Oil-based Inks:

Use a barrier cream and/or put on gloves to protect your hands before you begin to work. This is particularly recommended while inking plates

Wear Gloves for all Oil-based inks and Grounds Cleanup:

Use **nitrile gloves for handling most solvents**. Latex gloves are good only for keeping hands clean of ink, etc., not for keeping solvents from absorbing into the skin. Please note that APS only provides gloves for classes and workshops.

Solvents for Cleaning:

- To clean oil-based inks from glass surfaces, first remove as much as you can with the razor scraper.
- **Use the least toxic cleaner available, such as vegetable oil**, for initial cleaning of oil-based inks from plates, blocks, palettes, rollers, and brayers.
- **Use odorless mineral spirits** for final cleaning if needed.
- **Use denatured alcohol** for removal of rosin or stop-out, degreasing plates, thinning shellac, final degreasing of palettes, plates, and press beds.
- **Lacquer Thinner or Acetone** is sometimes required for special cleaning or transfer techniques.
- Finally, clean glass inking tables with all-purpose cleaner such as simple green.
- **Always wrap up and take strong smelling chemical soaked papers to the dumpsters.** Wintergreen oil has an especially overpowering odor and also should be removed from the studio.

Use Rags Wisely:

- **Fold rags** into pads, so only part of the surface is soiled at once.
- **All used rags must be placed in red fire safe cans.**
- **Do not overstuff cans which can potentially start a fire. If cans are too full alert monitor or instructor.**
- **Re-use rags** that are only partially soiled. Check in the red step cans first. Place slightly used rags in red step flammable storage can marked “reusable rags”.
- **Dispose of completely used rags** in red step flammable storage can marked “used rags”.

Hand Cleaning:

- **Never use solvents to clean your hands!**
- **Use waterless hand cleaner, vegetable oil or baby oil** to clean inks from hands before washing with soap and water.
- **Use a moisturizer** regularly to replenish natural oils of skin. (Use of hand cleaners and repeated washing of hands can dry out skin.)

Part 5: Procedures to Reduce Toxic Vapors and Mists

Inks and Solvents:

- **Keep all ink, acid, or solvent containers CLOSED when not in use.**
- **Place all soiled rags in red step flammable storage containers.** (Re-use lightly soiled rags!)
- **Go outside for all aerosol enamel and lacquer spray paint.**
- Use lacquer thinner to remove spray paint and other spray adhesives **sparingly**.

Dusts and Powders:

These include rosin used in aquatinting copperplates and various chemicals supplied in powder form. All of these are dangerous to breathe because the fine particles fill up the oxygen-carrying passages of the lungs, much like coal dust, asbestos, or tobacco smoke. Lung cancer and emphysema can result from repeated exposure. The CSA says: "Rosin dust may cause asthma and allergic dermatitis. There is the hazard of explosion from the buildup of rosin dust, in enclosed rosin boxes, around an ignition source. Rosin dust is combustible. Sparks or static electricity have caused explosions in enclosed rosin and aquatint boxes".

- **Rosin** dusting should be done only wearing a dust mask.
- **Xerox toner** used as a drawing material is potentially carcinogenic when particles are inhaled into lungs. Protective particle mask and latex or nitrile gloves must be worn when working with toner.

Part 6: Intaglio and Relief Processes

Charles Brand Etching Press:

- The press bed is 32" x 50", and press blankets are slightly smaller.
- Adjust pressure according to recommended pressure levels for plexi, unmounted linoleum, solarplate/copper/zinc. There is a reference guide posted on the gear box. These settings are general so you made need to make adjustments since plate thickness varies.
- The press should operate smoothly. If it doesn't, stop immediately and ask for assistance.
- The printing sandwich: newsprint is base, then plate, then printing paper, then newsprint or wax paper, then protective plastic, then blankets. Blankets should be arranged from bottom to top: sizing catcher, cushion, pusher. (thin, thick, medium).
- At end of session, advance the press bed so that blankets are not under the roller and release the pressure.
- All metal and plexi plates **must** have edges filed to prevent cutting the blankets.
- Be considerate of others and don't monopolize the press. Remove your plate and paper as soon as you are finished printing.
- It is possible to adjust your printing sandwich (with mat board or plexi) so that you and others are working with the same pressure setting on the press.

Handle Presses with Care:

- Presses generate a tremendous amount of pressure!
- **Do not force oversized material through the press!** Don't use materials on collographs that will damage press roller. No metal objects or hard, thick objects can go through the press! (Nothing higher than 1/8" on top of plate matrix.)

- Keep hands, long hair, and loose clothing contained and away from rollers and crank handles when operating press.
- Please note the yellow stop guides at each end of the press bed. They're painted yellow as a warning – it is possible to smash your fingers/hands if you hold onto them while pushing the press bed towards the roller.

Keep Blankets Clean and Undamaged:

- **Clean your hands or use paper tabs** for handling paper or blankets.
- **Always protect blankets from bleeds** with a layer of newsprint, wax paper, or plastic between printing paper and sizing catcher. Don't use excessive amount of ink so that ink squeezes out and gets on the blankets.
- **Metal and plexi plates must have edges filed.**
- Don't use materials on collographs that will cut through paper and blankets.
- **You may use gray chipboard** instead of blankets for printing relief blocks.
- **You may have to pay for damaged or inked blankets due to negligence.**

Hotplate:

- The hot plate is a source of combustion! Do not place flammable materials on or near the hotplate.
- **Do not use solvents near the hot plate.**
- **Avoid burns by using newsprint under** metal plates.
- **Leave thermostat between 250 - 300 degrees**

Part 7: Acid Safety Guidelines

APS has committed to using Ferric Chloride for etching since it has the advantage of greatly improving the safety of etching. Ferric Chloride (iron perchloride) is actually a corrosive salt and is free from harmful gas emissions. It is still corrosive and must be used with caution. Before using acids, review all precautions and emergency procedures.

Be Responsible:

AVOID SKIN OR EYE CONTACT. Wear gloves, goggles, and protective clothing (apron) when working with ferric chloride. There is an eyewash fountain above the sink next to the etching tanks. There is a shower next to the bathroom that can be utilized as an emergency shower.

Acid Splashes in Eyes:

Flush at eye wash station for 15 minutes, and then see a doctor.

Acid Contact with the Skin:

Rinse thoroughly with running water. For severe spills, use emergency shower next to bathroom, remove contaminated clothing, and seek medical advice. While Ferric Chloride will stain it will not burn skin. However, it might cause minor skin irritation from prolonged contact.

Acid Spills:

Neutralize with sodium bicarbonate (baking soda; located under the sink next to etching tanks). Wear gloves and mop up with spill kit materials or newspapers and paper towels, then thoroughly rinse with water. Dispose of materials properly in plastic bag.

IN CASE OF SERIOUS ACCIDENT or SECURITY EMERGENCY:

- Call 911 for paramedic
- Immediately notify executive director, monitor, instructor, or board member (see page 2)

ALWAYS:

- **ONLY copper plates may be used in the etching tanks.** Placing other metal plates in the ferric chloride has the potential for creating adverse chemical reactions.
- **Wear gloves, goggles, and protective clothing (apron).**
- **Be extra careful with splashes or spills when putting plates into the acid baths.** If splashes occur on clothing or skin, immediately wash with running water.
- **Use tongs** to assist in removing plates from acid baths. Allow acid to drain from plate over acid bath. Use the plastic tray to catch drips between tanks and sink. Thoroughly rinse plate with cold running water in sink. Afterwards rinse plastic tray, sink and surrounding area with running water. The acid will etch the metal sink if not thoroughly rinsed with water!
- **If a lot of acid is rinsed into the sink, neutralize it by pouring ¼ cup of baking soda in the sink and flushing it with water until all the baking soda is washed away.**
- **Close lids on acid tanks when not in use.**
- **Only the shop tech is to change or modify acid baths.** Acid solutions are checked once every week. However, their strengths can weaken depending on use. Consult with the studio manager or tech if the acid strength seems weak.

Part 8: Screenprinting

Tools:

- APS has a limited number of screens, screen coating scoops, and squeegees.
- Screens must be signed out using the chart in the screenprint room. Check the chart to see which screens are available.
- Screens should be cleaned out as soon as you complete your project. Failure to do so may result in the loss of your deposit.

Coating Screens:

- **Use gloves** when applying direct emulsion to screen.
- A thin layer of photo-emulsion should be applied to the screen using a scoop coater. Return excess emulsion to the bucket.
- **Wash the scoop coater and spoon thoroughly when you are done.**
- Coat screens in the dark room with safe light and allow to dry with fan.
- You must expose your screen within a couple days because there isn't room for storing them in the dark room. APS is not responsible for unexposed screens left there.
- Do not leave exposed screens in the dark room.
- You are welcome to bring your personal screens, but you may not store them at APS – we simply don't have the room! Leaving your personal screens in the dark room before exposing is fine, but make sure they are marked clearly.

Exposing Screens:

- **CAUTION: This machine uses a strong source of ultraviolet rays. Avoid looking directly at UV light.**
- Screen must be dry before exposing.

- Make sure vacuum is tight before turning on the timer switch.
- After exposing, release the vacuum and let the suction dissipate before unlatching.
- Turn system off when finished

Image Washout in Shower Room:

- **Wear gloves, apron, goggles and/or a face shield.**
- **Point gun/wand downward to avoid splashing.**
- **Point gun/wand towards the back right corner of the shower.** Avoid spraying towards the left wall because water tends to flow under the wall into the bathroom.
- A respirator may have to be worn for prolonged exposure to spray mists.
- Ear protection is available if you are using the power washer for extended periods of time.
- Ulano Stencil Remover #4 is provided for screen cleaning. Do not let this dry on screen or stencil may never come out of your screen. Pour or brush the stencil remover on the screen, rather than spray which creates a mist that can be inhaled.
- Use caution when using water around sources of electricity.

IN CASE OF ACCIDENT:

- Use eyewash station to flush eyes for 10 minutes, and then see a doctor.
- Flush accidental splashes on skin with water. Wash with soap and water.
- Immediately notify studio manager, instructor, shop tech, or monitor

Part 9: Letterpress

Anyone who works with letterpress must demonstrate his or her proficiency prior to using the equipment.

Tools and Consumables Supplies:

- APS has a limited number of tools available for your use.
- Please use type in a timely fashion and redistribute type once your project is complete. Failure to do so may result in the loss of your deposit.

Operating the Presses:

APS has two Vandercook presses, two Chandler & Price platen presses, a Poco press, and an Ideal No. 3. This equipment is old, and care should be taken to not only protect yourself but to prolong its life.

Form areas

- Maximum size of block, type or other printing form:
 - Vandercook SP15 & 215 - paper size: 14"x20" image: 14"x18"
 - Small C&P - chase size: 8"x12"
 - Large C&P - chase size: 11"x15"
- Tie back hair, avoid loose clothing and jewelry
- Avoid having tools or hands in the path of the press. The only things acceptable to have on the bed and/or platen are type, furniture, quoins, and chases. Quoin keys, rulers, planers, papers, rags, and other things can get stuck in the machinery or rollers and severely damage the press. Hands should be kept away from anyplace they could get squished.
- Keep fingers away from the carriage on the flatbed presses.

- Use gauge pins and grippers to hold paper
- If you have to make any adjustments to the press or your plate while printing, make sure you **TURN OFF** the press.
- **DO NOT adjust roller height OR change tympan sheets unless you are experienced doing so.** Doing either improperly will damage the press and require costly repairs.
- Remove and clean the Vandercook rollers if they have been inked. Wipe clean with mineral spirits. Always leave the rollers lifted up on the Vandercooks and positioned down on the C&Ps at the end of your session.
- All linoleum and other blocks must be mounted type high (.918"). Linoleum blocks can easily be inked by hand with a brayer instead of turning on press and inking the rollers. Set on Print setting to pull an impression.
- Vandercooks: Trip setting is used to ink your plate. Print setting is used to print on your paper. Use your hand to help guide your paper as it moves forward. Make sure the carriage travels all the way to the end of the press bed until you hear a click (this resets to trip mode)
- C&Ps - Blocks and type should be set in the chase on a level surface. Gauge pins are available for paper registration. Care should be taken when using this press, as hands and toes could be pinched and seriously injured with improper use.

Type and Plates:

- **Care should be taken with metal type, which contains a mixture of lead, tin, and antimony.** Do not eat or drink in the letterpress area. Always wash your hands after handling type.
- Job cases are often heavy; use caution when pulling them in and out. Make sure you have a good grip when lifting. If a case is to be pulled out but not removed, also pull the one directly under it out about halfway. This gives it something to rest on. **You don't want to drop a job case.**
- Blocks must be type high (.918"). Use the type-high gauge to check your block. Wood, chipboard, poster board, or paper can be cut to size and glued to back of block to raise to type high. Fine adjustments can be made by placing thin paper under block or an extra sheet of newsprint under printing paper. Adjustments to the tympan packing on the cylinder should only be made if you have experience in this area. Raising the form greater than type high can cause damage to the press and/or your block.
- If you use type, **you must return everything exactly where you got it.** Type may be stored on galley trays for short periods but must be redistributed to the proper case as soon as you are finished printing. It is essential that each person take responsibility for keeping the type organized.
- Fill out a galley slip for each job you are printing and keep the slip in a galley tray until the type has been distributed. Printed galley slips can be found in an orange envelope on the bulletin board by the Vandercooks. Filling out galley slips is as much for the shop's benefit as it is for your benefit when it's time to put away the type. Be sure to mark your galley tray with your name.

Inking

- Use rubber-based ink or oil-based relief ink on these presses. If you are setting type, you must use the automatic press rollers to achieve even inking. If you are printing linocuts or wood blocks, you have the option of inking your plate by hand with a brayer, and just using the press for pressure printing. (This is much easier to clean up.) Warped wood should not be printed on these presses, as it may cause damage to press.

Solvents:

The following solvents should be used only for the following purposes, and nitrile gloves should be worn when handling.

- **Use vegetable oil** for initial cleaning of palette and palette knives.
- **Use Odorless Mineral Spirits** for cleaning press rollers, type, and final cleaning of inking palettes.
- **Use Denatured Alcohol** for degreasing rollers, palette, Boxcar base and removing Sharpie guidelines from press or base.

Part 10: Paper Making & Book Arts

Anyone who works with papermaking must demonstrate his or her proficiency prior to using the equipment.

Tools:

- **Vats/pulp**
Vats should be drained into buckets, which can be emptied into the drain outside the front door. Use a sieve to capture pulp and prevent plumbing back up.
- **Moulds & deckles**
Please carefully clean and spray out all moulds and deckles after use. Use tweezers to remove dried bits of pulp from back of mould.
- **Blankets and drying ladder**
Blankets are available for drying paper. Please hanging them on the drying rack to completely dry before storing them.
- **Hydraulic press**
When removing water from your paper, place buckets under press; soak up water with sponges and mop. Close jack when finished; do not leave anything under pressure for an extended time.