

MAC CLAY STUDIO POLICY

All participants in MAC's Ceramics Program are required to read and follow this policy. By registering for a class or signing up for Open Pottery, you are agreeing to follow studio policy. Read carefully and ask a studio tech or your instructor if you have any questions. Those who refuse to follow policy may lose their privilege to participate in this part of the program. We welcome you to this unique and vibrant community and encourage you to keep it a safe, clean and fun place!

Etiquette:

- Please work harmoniously with others in the studio and be respectful of all individuals using this studio space.
- Treat others' work with respect – do not move, unwrap or take work that is not yours.
- Talk to a studio tech or your instructor for help resolving any problem or conflicts that may occur.
- Please leave your space clean and organized when finished. (see notes on cleanup)
- Participants must sign in when using Open Studio time - noting the wheel number they are using, their name and name of their instructor.
- The studio is not a commercial or production studio and is for recreational use only.
- Please move work through the studio on a timely basis - regularly checking the bisqueware, glazeware and "can't fire" shelves.

Making Work:

- The following size and weight limits need to be adhered to:
Maximum diameter- 21 inches • Maximum height- 24 inches • Maximum weight- 18 lbs (25 lbs wet)
- Students may purchase an additional 6 bags of clay per term. All clay used must be purchased from the studio.
- The studio is not a commercial or production studio and is for recreational use only.
- No outside clay allowed. Only cone 10 clays are allowed in this studio.
- All work fired in our kilns must be produced during class or in open studio. You may not work on projects at home and bring them back in, with the exception of work to be burnished or carved.
- All work must be completed and on the greenware shelf by the end of the 9th week of each term. All greenware not on this shelf will be recycled. Students may not leave work on the shelves during term breaks. The last week of classes you must either glaze your bisqueware or take it home. Any bisqueware remaining in the studio will be held for you for two weeks into the next term- after that it will be absorbed back into the studio.
- Check out posting in clay studio for important dates regarding term dates, last day for greenware, last day for bisqueware and deadline for cleaning out lockers.
- Open studio hours - Mon 6-9, Tues 12-3, Thurs 12-3, Fri 12-3, Sat 12-4
- Pick up work during the term during open studio times only. Between sessions you can pick up work Mon - Fri 10am-2pm only.

Equipment:

Please be careful with any equipment that you use. Use of some equipment requires permission or an orientation before use. All of these such items are marked below with an. If you notice a problem, please bring it to the attention of an instructor or studio tech immediately.*

- **Aprons** - Students may use studio provided aprons, but need to wash them after each use & hang to dry on hooks outside the wheel room.
- **Bats** - only plates are allowed to remain on bats. All other work should be placed on ware boards as soon as possible. Bats should be scraped, washed thoroughly and placed on edge in the rack. Use them with great care.
- **Canvases** - scrape and wipe with a damp sponge.
- * **Extruder** - clean inside and out. Dies should be cleaned and returned to their proper spot. 'Z' brace must be checked out from studio personnel and returned.
- **Lockers** are issued on a first come, first served basis and must be cleaned out at the end of each term. At the end of the term, any tools or personal items left in lockers will be put in the lost and found, and all clay will be recycled.
- **Molds** - clean and return to the proper shelf. Remove work from molds as soon as possible so they are available for others to use.
- **Plaster Bats** - wipe only with a damp sponge to clean.
- * **Slabroller** - Please use a canvas on both sides of slab. Canvas for porcelain is kept in materials room, *separate from red clay canvases*.
- * **Spray Booth and Spray Guns** -
- **Tables** - please leave clean of clay, glaze and water puddles.
- **Tools** - clean and put back where they belong. This includes tongs, whips, stirring sticks, pitchers, sponges, sculpture tools, brushes...
- **Ware Boards** - must be used for storing work in the wet room. Please cover them with paper before placing your work on them.
- **Wheels and Splash Guards** - clean thoroughly and give a final rinse with a sponge that has been wrung out in clean water.

Cleanup:

- Students are responsible for cleaning up after themselves- if you use it, clean it and put it away where it belongs.
- Rinse all surfaces using a sponge that has been wrung out in clean water. All glaze spills and drips should be wiped up before they dry and become airborne hazards. (And rinse out the sponge when you are done!)
- All lockers must be emptied at the end of each term. During the break the bisque shelves, lockers and wet room will be emptied of remaining items. Tools and personal items will be placed in lost and found. Bisqueware, clay and greenware will be recycled.

Safety:

Inhalation of all clay materials, especially silica, can damage your lungs. Silica particles destroy lung cells and cause permanent damage. Long term exposure leads to a form of silicosis called 'potters asthma', in which the lung tissue becomes scarred causing an irreversible loss of breathing capacity. Silica may make up as much as 40% of a clay body. Potters are exposed to clay dust (silica) when grinding or sanding bisque or greenware, on wiping towels, and in the studio air when clay and glaze spills are left to dry. Much of this exposure is avoidable.

Many glaze, slip and stain materials are hazardous. Those of special concern in our studio are crystalline silica which is present in most glazes and slips (it can scar lung tissue if inhaled) AND the colorants chrome, cobalt, copper, lithium, manganese, rutile and zinc oxide present in many glazes and various combinations. They are most hazardous when ingested or inhaled.

- Glaze, slip and stain buckets are marked with pink labels noting the percentage of hazardous material present in each formulation.
- OSHA Health Hazard Rating sheets are posted near glaze buckets, rating hazards associated with each material. Material Safety Data Sheet (MSDS) sheets with more detailed information are located in the white notebook attached to the oxide cabinet.
- The use of solvents or high VOC products is prohibited in the studio.
- The studio does not use any of the following hazardous materials: barium, lead, or any material with an OSHA Hazard Rating of 3 or above.
- All users of spray booth, spray guns, extruder and slab roller must have permission and/or training on proper use.
- Thoroughly clean work area before clay and glazes have a chance to dry out and become airborne hazards.
- Use a wet mop or vacuum instead of sweeping when possible.
- Be mindful of porous cloth aprons and towels that collect a lot of clay, creating clay dust.
- Abrading or sanding greenware or bisqueware must be done in the spray booth
- Eating or drinking in the studio will greatly increase your chances of inhalation and ingestion exposure to hazardous materials.
- Some glazes are less suitable as food surfaces, or need special care with their application. These are located separately in the materials room and their use must first be cleared by studio personnel.

Disclaimer: *Students should be aware of the risks and unpredictability of the ceramic process. Any number of problems may occur and students assume all risks implied or otherwise.*