Alfred University
SCHOOL OF ART & DESIGN

Health and Safety Handbook
August 2025

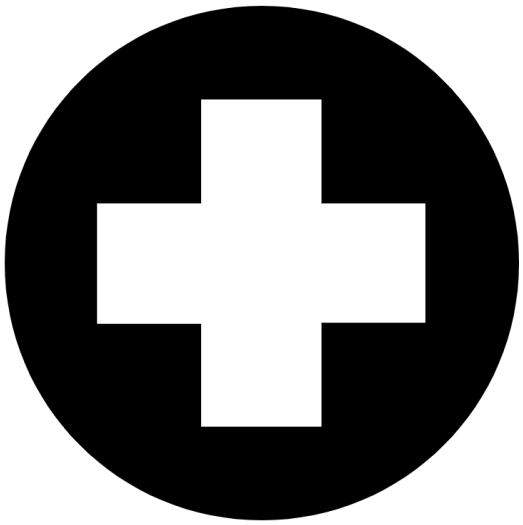


Table of Contents

A Message from the Dean: Why Health and Safety Matter

At the School of Art & Design, your creativity is our greatest priority—and so is your well-being. Our studios, shops, and classrooms are dynamic spaces filled with potential, and we must work together to maintain environments that are safe, respectful, and responsive.

Health and safety are not just about compliance—they are about care. When we look out for ourselves and one another, we make room for bold ideas, fearless experimentation, and sustainable practices. This handbook outlines the expectations, resources, and responsibilities that support a healthy learning community.

Thank you for taking the time to read, understand, and apply these guidelines. Your attention to safety ensures that our School continues to thrive as a place where artists, designers, and thinkers can grow with confidence.

Lauren Lake
Dean, School of Art & Design + Performing Arts Division

Introduction
The School of Art & Design (SOAD) has established specific health and safety guidelines for all individuals—students, staff, faculty, and visitors—who use SOAD facilities.

Although this handbook outlines many standard health and safety procedures, problems may still arise. In such cases, it is essential to identify the appropriate contact person and communicate with them promptly.

It is the responsibility of every student, faculty, and staff member to be familiar with these procedures and follow them diligently to maintain a safe learning, teaching, working & visiting environment for everyone.

Policy Compliance
While this handbook reviews specific issues related to the overall School of Art & Design (SOAD), it is not comprehensive. All university, school, and divisional operating procedures, rules and safety protocols must be followed.

Any safety issues must be reported **immediately** to one of the following:

- Your instructor(s)
- A Divisional Technician
- The Environmental Health & Safety (EH&S) Office

Instructor Responsibilities
Each course instructor is responsible for the following at the beginning of each semester:

- Reviewing all safety procedures at the start of the semester outlined in this handbook as well as ensuring students are properly trained in the safe use of materials & methods for courses they are teaching.
- Completing a Health & Safety Signature page for each course, each semester, to be returned promptly to the art office.

Student Responsibilities

General Responsibilities

- Follow all posted and instructed safety rules and procedures in studios, labs, and shops.
- Attend required safety trainings and read safety manuals or guidelines provided for specific areas or equipment.
- Ask for clarification if unsure how to use equipment or materials safely.
- Know the location of your nearest spill kit, eyewash unit, emergency shower, fire extinguishers, and exits.

Personal Conduct

- Wear appropriate personal protective equipment (PPE) (e.g., goggles, gloves, aprons, masks) as required by the space or task.
- Dress appropriately: avoid loose clothing, tie back long hair, remove jewelry, and wear closed-toe shoes.
- Avoid food, drink, and distractions (e.g., headphones, phones) in studios or shops where hazardous materials or machinery are present.
- Following building hours.
- Do not prop doors.
- Stay aware of your surroundings.
- Work in pairs at night and on weekends.

Equipment & Tool Use

- Operate equipment and tools only after training and instructor/technician approval.
- Never tamper with or modify equipment without permission.
- Report malfunctioning or damaged equipment immediately to faculty or technicians.

Material Handling

- Use, store, and dispose of chemicals and materials properly, following labeling and disposal protocols (e.g., for solvents, clays, or paints).
- Understand Safety Data Sheets (SDS) for any hazardous substances.
- Label personal materials clearly and store them safely and tidily.

Studio Conduct & Housekeeping

- Keep work areas clean and organized.
- Clean up thoroughly after yourself, including spills, tools, and equipment.
- Respect shared spaces, **leaving them in better condition than you found them**.
- Studios are available for the express purpose of making art/design work. Students may not sleep in studios at any time.

Incident Reporting & Accountability

- Report injuries, accidents, or unsafe conditions immediately to your instructor, technician, or university safety contact.
- Participate in health and safety drills or inspections when scheduled.
- Understand that repeated unsafe behavior may result in restricted access to facilities or disciplinary action.

Community Responsibility

- Look out for peers and help maintain a culture of safety and respect.
- Encourage accountability—speak up if you see unsafe behavior or unreported hazards.
- Support accessibility standards and avoid blocking exits, ramps, or shared equipment.

Training

Training & compliance are required of all faculty, staff, and students. Please respond in a timely manner to announced trainings.

Building Hours

**Subject to change*

(Updated August 20, 2024)

Cohen Art Barn, Harder Hall, Binns Merrill Hall & Hall of Glass are open to undergraduate students Monday-Sunday from 6am-2am with limited exterior access.

Faculty, staff, and graduate students have 24/7 access to Harder Hall, Binns Merrill Hall, Hall of Glass.

Limited Exterior Door Access:

- Cohen Art Barn always uses door card access. Access is shut off for all between 2am and 6am.
- At 10pm all remaining doors are locked excluding:
    - Hall of Glass (back door)
    - Hall of Glass (front door)
    - Harder Hall loading dock door.
    - Harder Hall door that is closest to the outdoor kiln facility (a single door with a railing facing the parking lot)
    - McGee main door facing Allen Way (glass doors).
- At 12am, all doors are locked. Undergraduate students who are in the building may stay until 2am. Those requiring access between 2am and 6am must request access through the limited access hours form but must arrive before midnight for access. These will be limited, and all must be approved by the Dean or designee.

General rules:

- All persons should have university ID accessible while in buildings.
- Students working at night are required utilize the buddy system.
- **No person shall share codes, cards, keys, or prop doors. Violation will result in disciplinary action and access removed.**
- Exterior doors should never be propped. If a door is found propped, all users should unprop it immediately. **Those found propping doors will have access removed.**
- Undergraduate students are expected to leave the building at 2am without requiring public safety to ask them.

Faculty, staff, and graduate students will be provided with code access if needed to enter the building between the hours of midnight and 6am. Code access doors are as follows:

- School of Art and Design students and personnel: Harder Hall Loading dock
- School of Engineering students and personnel: Hall of Glass back door

Interior Door Access:
Codes/keys/cards to interior rooms as faculty/supervisors deem appropriate by using the Code Access Request Form. All cards must be returned at the end of each semester. Codes will be removed each semester to undergraduate students or graduate students who have graduated.

Codes removal will be on the day before the winter holiday break and the day after graduation.

Holiday Hours
During holiday breaks (Thanksgiving, and Winter) no faculty, students, and staff should enter the buildings at any time. After a holiday, the building will reopen on the next business day at 6am.
During mid-semester breaks, the building hours remain regular unless otherwise announced.

Note: Technical Staff or faculty are permitted with dean and provost approval if monitoring equipment is required.

Health & Safety Inspections
Safety inspections can happen at any time without notice to ensure consistency and accountability. Checklists are used to provide a standardized process so that nothing is overlooked. Help ensure that all areas are inspected regularly, regardless of who is doing the check.

Health & Safety Alert Messages
If you violate a health and safety guideline, you will be notified. Notifications can come via email or by a note left at your studio. Please pay attention to the alert messages and follow the guidelines provided to remove the safety hazard. Multiple violations may result in loss of studio access.

HEALTH + SAFETY ALERT

date:
location:
alerted by:

HEALTH + SAFETY CONCERN:

REMEDY:

COMPLETE BEFORE DATE: _____

INFORM _____ WHEN COMPLETE

ADDITIONAL NOTES:

AU Report IT

https://my.alfred.edu/student-experience/au-report-it.cfm

Emergencies
In case of emergency call 911 and/or Campus Safety at 607-871-2108.

Campus Safety
https://my.alfred.edu/safety
607-871-2108
Our buildings are monitored by campus safety. Please be certain that you have your campus ID on you as they may request to confirm your status.

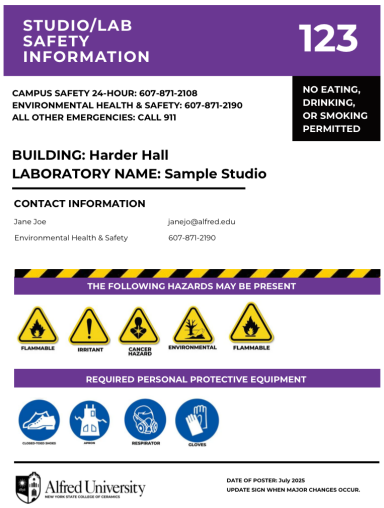
Environmental Health & Safety
http://www.ehs.ufl.edu/ 607-871-2108
EH&S works as a liaison between the university and many governmental agencies and departments. EH&S manages and picks up the hazardous waste from studios and manages satellite hazardous waste areas and processes it. EH&S ensures compliance of the university with federal laws and protects the safety of personnel and students.

First Aid Kits
First aid kits are found mounted in studios and the art office. Please notify a faculty member or staff if you find that supplies are low. Oral medicines are not available in the kit.

Fire Extinguishers
The SOAD follows fire safety codes, and it has marked fire extinguishers inside each of its buildings. Only use fire extinguishers to put out fires inside buildings. For fires outside of buildings (for example, in dumpsters), call 911.

Report the use of an extinguisher to Environmental Health & Safety immediately so it may be inspected and replaced. A report describing the incident must be produced by the Director of Operations and provided to EH&S, including what happened, why the extinguisher was used and what equipment or materials were damaged for insurance purposes.

Safety Door Signs
You will find Health and Safety door signage at the entrance of studios and classrooms where hazards are present. Signs indicate potential dangers (e.g., "Flammable Materials," "Laser in Use," "Hearing Protection Required") before entering a space. Signage may include entry restrictions such as "Authorized Personnel Only" or "PPE Required," which limit access to trained individuals. Please acquaint yourself with the door signage and follow all directions within.



Flammable Cabinets
All flammables must be stored in flammable cabinets. All flammable lids must be closed tightly. Do not allow items to rust in the cabinets. Keep the flammable cabinet doors closed.

Separate cabinets are supplied for small propane canisters. Propane tanks should be stored with the ignitor removed inside the small, designated cabinet.

Accelerants, such as aerosol cans, solvents, and oil-based paints (NOT latex) should be stored in a separate designated cabinet.

Clearly label items with your name and semester date and fill out the contents log on the cabinet door.

Items in containers that are compromised (dented, rusted, etc.) will be removed.

Ventilation Requirements
Materials requiring ventilation may only be used in areas with appropriate ventilation. Examples include Bondo, sanding, epoxy, etc. If you have questions, ask your area technician or faculty. Failure to follow guidelines will result in a violation.

Fire Alarm
1. Stay Calm and Stop What You're Doing
2. Leave your belongings
3. Exit the Building Quickly and Safely. Use stairs, not elevators.Keep to the right side of hallways/stairs if it's crowded.
4. Proceed to the Designated Assembly Area at least 50 feet away from the building. If you are in class stay with your class so each student can be accounted for.
5. Remain Outside Until Cleared
6. Report Anything Suspicious or Dangerous
   If you noticed fire, smoke, or something unusual before or during the alarm, tell a teacher or staff member.
7. Don't Do These Things:
   Don't assume it's just a drill or prank.
   Don't try to gather personal items.
   Don't use elevators.
   Don't go back inside for any reason until it's declared safe.

Personal Protective Equipment
Wearing Personal Protective Equipment (PPE) in art studios is essential for maintaining health and safety.

1. Protects Against Hazardous Materials
Many art processes involve exposure to:
- Toxic chemicals (e.g., solvents, paints, glazes, acids)
- Particulate matter (e.g., clay dust, metal shavings, sawdust)
- Sharp tools and hot surfaces (e.g., glass kilns, soldering irons, foundry equipment)

PPE like gloves, respirators, goggles, and aprons help prevent inhalation, absorption, or contact-related injuries.

2. Prevents Physical Injuries
Studios often have:
- Heavy equipment (e.g., printing presses, woodworking machines)
- Slippery or uneven floors
- Sharp or pointed tools.

Wearing closed-toe shoes, safety glasses, and appropriate clothing can reduce the risk of cuts, burns, bruises, or crushed toes.

3. Supports Long-Term Health
Repeated exposure to harmful substances (even in small amounts) can lead to:

- Respiratory issues
- Skin conditions
- Hearing loss
- Chronic illness

Using proper PPE reduces the risk of cumulative, long-term health damage.

4. Promotes Safe Studio Culture
Wearing PPE signals a commitment to safety—for yourself and those around you. It helps:

- Build a shared culture of responsibility.
- Encourage others to follow safe practices.
- Ensure compliance with institutional and legal safety regulations (like OSHA)

Respiratory Protection Program
It is the policy of Alfred University that all students will be protected from exposure to airborne contamination by installing or implementing feasible engineering or administrative controls. At times certain industrial operations or activities prove to need further protection, which may include tight fitting half face respirators.

Purpose
Alfred University has determined that certain individuals may be exposed to respiratory hazards during routine academic operations. These hazards include but are not limited to: chemical vapors, silica and other particulates. The purpose of this program is to ensure that all Alfred University students are protected from exposure to these respiratory hazards. Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense at Alfred University; however, engineering controls are not always feasible for some operations or do not completely control the identified hazards. In these situations, respirators must be used.

Scope and Application
This program applies to all students and other identified personnel who would be required to wear a respirator due to identified potential exposure to airborne contaminants that exceed or potentially exceed OSHA permissible exposure limits. All identified Faculty/Staff/Students must be enrolled in the Alfred University Respiratory Protection Program.

Compliance
Prior to the commencement of both the Fall and Spring semesters, Deans will identify Students/Faculty/Techs by email that they have been identified to participate in the AU Respiratory Protection Program. Likewise, for Facilities Services, the Asst. Director for Facilities Services will notify identified staff that they will need to participate as well. When notified by Dean or Asst. Director, instructions will be given on how to enroll, online training needed, where to fill out the medical questionnaire, and where to sign up and appear for a respirator fit test. Fit testing will be conducted by a fully certified and insured firm of Facilities Services choosing, usually during the third week of classes.

Open Flames
No candles, incense or open flames are allowed in our outside the building without a flame permit from EH&S.

Spray Painting Policy
A designated spray booth is in Harder Hall 122A (across from the woodshop). Directions for properly using the booth are visible in the booth.

Unless approved by faculty or technician and office, all aerosol materials including spray paint, fixative, and spray adhesives, MUST be used only in the spray booth. *Usage of any aerosols in classrooms, studios, hallways or outside (even if it is overspray) is considered vandalism.*

General Chemical Safety Overview
OSHA requires that employers maintain a chemical inventory and copies of SDSs for each chemical in the workplace classified as hazardous.

Never pour solvents, paints, or chemicals down sinks or drains.

A chemical is considered hazardous when it poses a risk to human health or the environment. This can be due to various factors, including the chemical's toxicity, flammability, reactivity, or potential to cause harm through inhalation, skin contact, or ingestion. The Hazard Communication Standard (HCS) defines hazardous chemicals as those that present physical hazards or health hazards.

Physical Hazards: These include chemicals that are flammable, explosive, corrosive, reactive, unstable, or water reactive.

Health Hazards: These include chemicals that can cause a range of adverse health effects, such as irritation, sensitization, carcinogenicity, reproductive toxicity, or organ toxicity.

Identifying Hazardous Chemicals:

Labels
Chemical containers should have labels indicating the specific hazards associated with the chemical, using pictograms, signal words (WARNING or DANGER), and hazard/precautionary statements. All new and/or used products in containers (hazardous or what might be perceived as hazardous—i.e., watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled. All containers must be marked with the user's name, contents, and date opened. All secondary or satellite containers for hazardous materials must be marked with the contents, your name, and the date it was opened. All unmarked containers are subject to immediate disposal.

Safety Data Sheets
These documents provide detailed information about the chemical's properties, hazards, and safe handling procedures.

Globally Harmonized System of Classification and Labeling of Chemicals (GHS)
The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) is an internationally standardized approach to hazard communication for chemicals. It aims to ensure consistent understanding of chemical hazards across different countries by standardizing how these hazards are classified and communicated through labels and safety data sheets.

Health Hazard	Flame	Exclamation Mark
 • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	 • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	 • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (Harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder	**Corrosive**	**Exploding Bomb**
 • Gases Under Pressure	 • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals	 • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle	**Environment** (Non-Mandatory)	**Skull and Crossbones**
 • Oxidizers	 • Aquatic Toxicity	 • Acute Toxicity (Fatal or Toxic)

Waste Management

Waste Management & Satellite Accumulation Areas are in each room where hazardous waste may be generated. Incompatible types of waste are segregated and stored separately. It is important that all users of our space comply with using the correct containers and procedures for waste management.

General Guidelines:

- Use the general waste bins for trash only. Do not throw trash in any specialized container.
- Mark all hazardous waste containers with Hazardous Waste labels.
- Label all waste containers accurately, indicating the constituents and their corresponding percentages. The concentration of the constituents must add up to 100%.
- Limit the satellite area waste volume.
- Close all containers during accumulation except when necessary to add or remove waste. Do not overfill containers. Leave adequate headspace for expansion.
- Funnels must be removed from containers when not in immediate use. All waste must be collected in sealable containers.
- Seal all containers tightly. No beakers or open containers shall be used for waste accumulation.
- Ensure waste is compatible with other wastes in the container, and with the type of container it is stored in. The exterior of the container must be free of chemical contamination; leaking containers will not be picked up. Segregate containers of incompatible waste to prevent reactions.
- Keep containers near the process generating the waste.

Hazardous Materials and Hazardous Waste
Alfred University is required to uphold safe handling and disposal of hazardous wastes as identified by the US Environmental Protection Agency.

Of particular concern to students are art materials containing any of the eight toxic heavy metals: arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver. These heavy metals are very commonly found in materials such as paint and colored pigments.

Standard Operating Procedure (SOP): Hazardous Waste Handling and Transfer

This procedure outlines the proper steps for transferring chemical or hazardous waste from a Satellite Accumulation Area (SAA) to the Central Accumulation Area (CAA) in accordance with university safety protocols. This is primarily managed by technicians.

1. Scheduling a Waste Transfer

Before transferring hazardous waste, contact the Environmental Health and Safety (EHS) Office to arrange a time to complete the transfer. Please include:

- The type(s) of material of which you are disposing.
- The approximate volume of each material.

Contact Options:

- G. Douglas Clarke – clarkegd@alfred.edu | 607-871-2190 | 607-769-0769
- Denny Glass – glassd@alfred.edu | 607-871-2196 | 585-808-9908
- Environmental Health and Safety Office – envhealthsafety@alfred.edu

2. Support Services

The EHS Office can assist you with the following:

- Interpreting Safety Data Sheets (SDS) and handling requirements.
- Determining the appropriate Personal Protective Equipment (PPE).
- Proper storage of hazardous materials.
- Providing containers for storage or transport.
- Supplying hazardous waste labels (we can print or email them to you in PDF format).
- Assisting with the transfer of waste from a SAA or a studio to the CAA.

3. Waste Labeling Requirements

Each container must have a complete hazardous waste label that includes:

- The contents and associated hazards.
- The location where the waste was generated.
- The responsible individual's name.
- The date or time-period the waste was produced.

4. Delivery Instructions

Upon arrival at the Central Accumulation Area (BMH SB12, Sub-Basement of Binns-Merrill Hall):

- Weigh each container and record its weight on the hazardous waste log sheet.
- Complete the log sheet with all required information (matching the hazardous waste label).
- Place waste in the appropriate designated storage area:
    - Flammable materials (e.g., propane, solvents, aerosols) in flammable storage cabinets.
    - Artist waste and miscellaneous materials in designated collection drums or bins.

Safety Data Sheets (SDS)
Safety Data Sheets (SDS) for all materials used in locations within SOAD can be found in the SDS book in each central studio location.

Purpose:

SDSs aim to communicate essential information about a substance's identity, hazards, and safe use, including physical and chemical properties, health effects, first aid measures, and emergency procedures.

Content:
SDSs typically include 16 sections covering information like:

- Chemical product and company identification.
- Hazard identification, including pictograms and statements.
- Composition and information on ingredients.
- First-aid measures.
- Fire-fighting measures.
- Accidental release measures.
- Handling and storage.
- Exposure controls and personal protection.
- Physical and chemical properties.
- Stability and reactivity.
- Toxicological information.
- Ecological information.
- Disposal considerations.
- Transport information.
- Regulatory information.
- Other information.

SDSs are essential for:

- They help identify and understand the hazards of chemicals people work with, enabling them to take necessary precautions.
- Emergency response: SDSs provide information on how to handle spills, fires, and exposures, facilitating effective emergency response.
- Compliance: Safety regulations.
- Training: SDSs are a valuable resource for training on the safe handling and use of chemicals.

How to Read A Safety Data Sheet (SDS)

Safety Data Sheets (SDS) are an important requirement of the OSHA Hazard Communication Standard. SDS are essential documents that are used to inform employees, students, and the general public about how materials can be safely handled, used, and stored. Since Flinn provides chemicals only to schools, we have written Flinn SDS specifically for teachers and their students. Using clear and straightforward language, each Flinn SDS provides all the relevant safety and hazard information in a consistent, useful, and easy-to-read two-page format. Flinn SDS follow the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The 16 sections are divided into four major areas, each designed to answer a specific question.

What is the material and what do I need to know immediately in an emergency?
Sections 1–3.

A It is important that the chemical name on the label match the name on the SDS. Many chemicals have similar names, but very different properties.

B The most important section! Provides an overview of the physical and health hazard risks associated with using the material.

C Signal words, either Danger or Warning, heighten the awareness of the relative risk when using certain chemicals. Danger is the more severe warning!

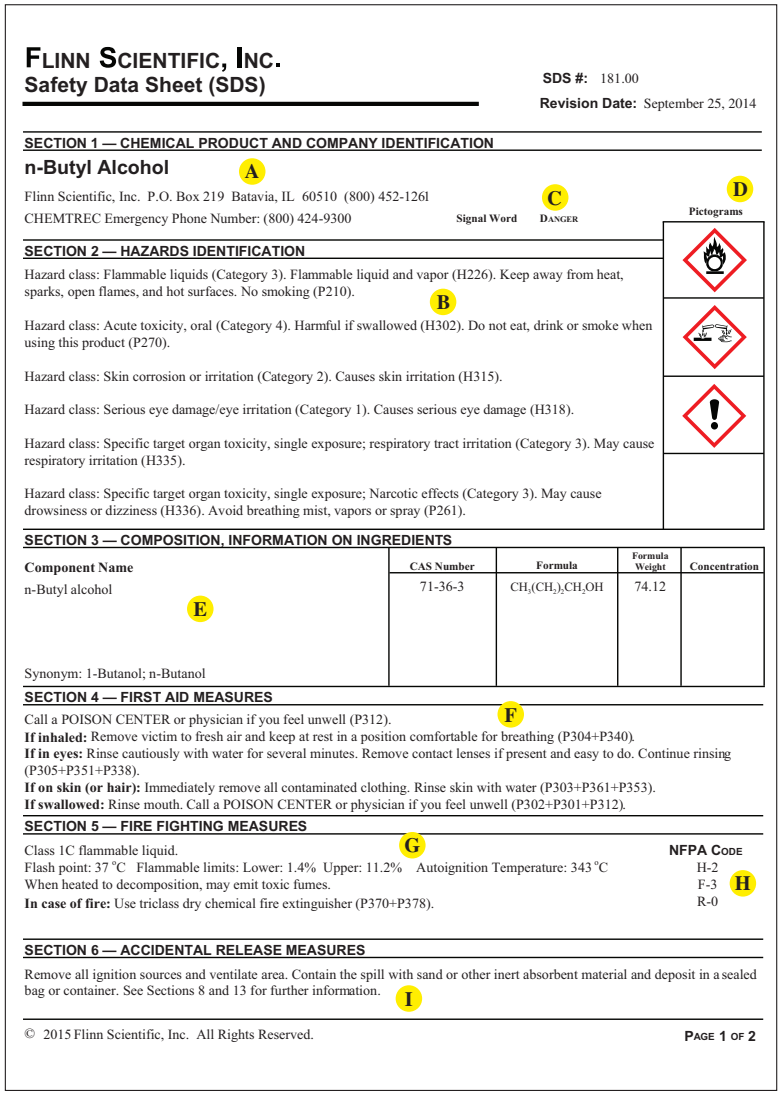
D Eight pictograms exist in the GHS classification scheme to call attention to physical and health hazards. See page 1238 for more information about GHS pictograms.

E This section includes the formula, formula weight, concentration, and CAS#. The CAS# is the single identifying number for each specific substance. CAS# should match the CAS# on the bottle label.

What should I do if a hazardous situation occurs?
Sections 4–6.

F Seek medical attention. These first-aid measures are only meant for immediate first aid and should always be followed up with professional medical care. The CAS# is the single identifying number for each specific substance. CAS# should match the CAS# on the bottle label.

G This section is written for the firefighter. Flash point (the lowest temperature at which enough vapor is present to form an ignitable mixture with air); upper and lower flammable limits; and the auto ignition temperature (AIT) are common properties included in this section.



FLINN SCIENTIFIC, INC.
Safety Data Sheet (SDS)

SDS #: 181.00
Revision Date: September 25, 2014

SECTION 1 — CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

n-Butyl Alcohol A

Flinn Scientific, Inc. P.O. Box 219 Batavia, IL 60510 (800) 452-1261
CHEMTREC Emergency Phone Number: (800) 424-9300

Signal Word C **DANGER**

D Pictograms

SECTION 2 — HAZARDS IDENTIFICATION

Hazard class: Flammable liquids (Category 3). Flammable liquid and vapor (H226). Keep away from heat, sparks, open flames, and hot surfaces. No smoking (P210).

B

Hazard class: Acute toxicity, oral (Category 4). Harmful if swallowed (H302). Do not eat, drink or smoke when using this product (P270).

Hazard class: Skin corrosion or irritation (Category 2). Causes skin irritation (H315).

Hazard class: Serious eye damage/eye irritation (Category 1). Causes serious eye damage (H318).

Hazard class: Specific target organ toxicity, single exposure; respiratory tract irritation (Category 3). May cause respiratory irritation (H335).

Hazard class: Specific target organ toxicity, single exposure; Narcotic effects (Category 3). May cause drowsiness or dizziness (H336). Avoid breathing mist, vapors or spray (P261).

SECTION 3 — COMPOSITION, INFORMATION ON INGREDIENTS

Component Name	CAS Number	Formula	Formula Weight	Concentration
n-Butyl alcohol	71-36-3	$CH_3(CH_2)_2CH_2OH$	74.12	

E

Synonym: 1-Butanol; n-Butanol

SECTION 4 — FIRST AID MEASURES

Call a POISON CENTER or physician if you feel unwell (P312).
If inhaled: Remove victim to fresh air and keep at rest in a position comfortable for breathing (P304+P340).
If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing (P305+P351+P338).
If on skin (or hair): Immediately remove all contaminated clothing. Rinse skin with water (P303+P361+P353).
If swallowed: Rinse mouth. Call a POISON CENTER or physician if you feel unwell (P302+P301+P312).

F

SECTION 5 — FIRE FIGHTING MEASURES

Class 1C flammable liquid.
Flash point: 37 °C Flammable limits: Lower: 1.4% Upper: 11.2% Autoignition Temperature: 343 °C
When heated to decomposition, may emit toxic fumes.
In case of fire: Use triclass dry chemical fire extinguisher (P370+P378).

G

NFPA CODE
H-2
F-3
R-0
H

SECTION 6 — ACCIDENTAL RELEASE MEASURES

Remove all ignition sources and ventilate area. Contain the spill with sand or other inert absorbent material and deposit in a sealed bag or container. See Sections 8 and 13 for further information.

I

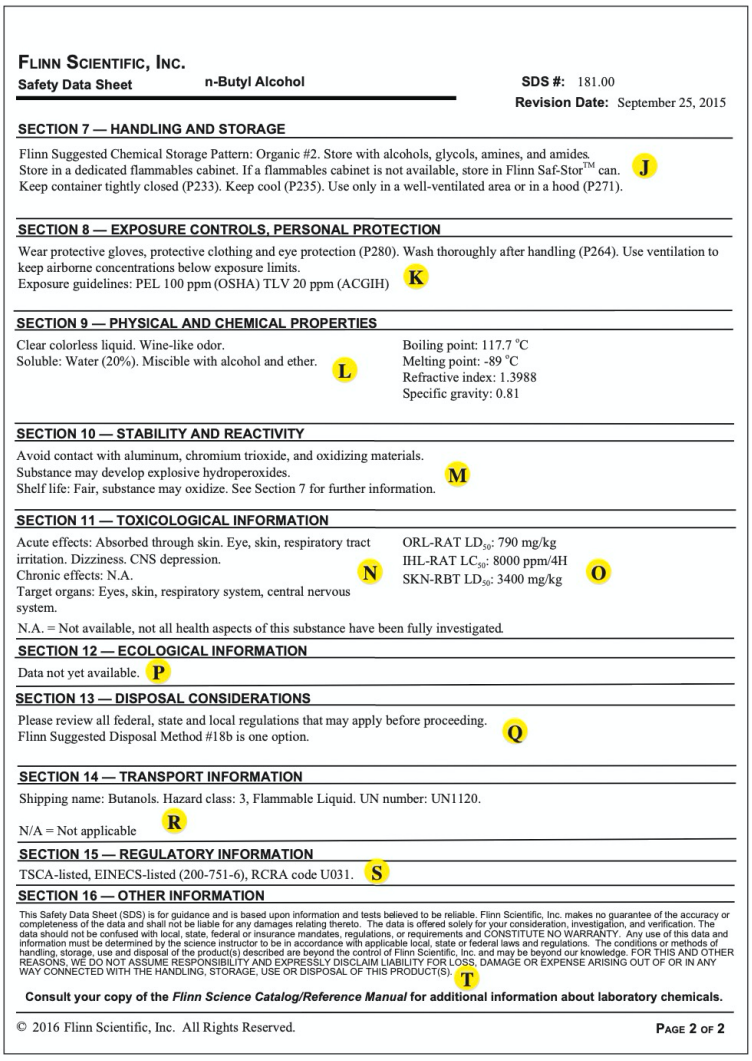
H The NFPA code is a numerical code established by the National Fire Protection Association. It rates the substance *under fire conditions* in four categories. **H**ealth, **F**lammability, **R**eactivity, and unusual reactivity: 4 is a severe hazard, 0 is no hazard.

I How to clean up a spill. Always remove unprotected personnel from area and make sure all students are safe. Contain the spill with sand or absorbent materials.

HOW TO READ A SAFTEY DATA SHEET (SDS) continued on next page.

How to Read A Safety Data Sheet (SDS), continued

Each Flinn SDS follows the same format and the information is always found in the same location, making it a valuable resource in the event of an emergency. With your first chemical order of the year, every teacher will receive a CD from Flinn Scientific containing all of our SDS. You may also request another CD at any time. Flinn SDS are updated on a regular basis, guaranteeing the most up-to-date safety information possible. Flinn sells a complete SDS Library in two versions, a hard copy version in two binders (Catalog No. AP7703, page 1206) or as part of the Flinn Online Chemventory program. For a more detailed description of the Flinn Online Chemventory program, please refer to pages 1196–1197. For our customers' convenience, Flinn has also placed a free complete set of SDS on our website. Simply go to www.flinnsci.com and click on the *Free SDS* button—individual SDS are easy to find and copies may be printed from your computer.



FLINN SCIENTIFIC, INC.
Safety Data Sheet **n-Butyl Alcohol**
SDS #: 181.00
Revision Date: September 25, 2015

SECTION 7 — HANDLING AND STORAGE

Flinn Suggested Chemical Storage Pattern: Organic #2. Store with alcohols, glycols, amines, and amides.
Store in a dedicated flammables cabinet. If a flammables cabinet is not available, store in Flinn Saf-Stor™ can. J
Keep container tightly closed (P233). Keep cool (P235). Use only in a well-ventilated area or in a hood (P271).

SECTION 8 — EXPOSURE CONTROLS, PERSONAL PROTECTION

Wear protective gloves, protective clothing and eye protection (P280). Wash thoroughly after handling (P264). Use ventilation to keep airborne concentrations below exposure limits.
Exposure guidelines: PEL 100 ppm (OSHA) TLV 20 ppm (ACGIH) K

SECTION 9 — PHYSICAL AND CHEMICAL PROPERTIES

Clear colorless liquid. Wine-like odor.
Soluble: Water (20%). Miscible with alcohol and ether. L

Boiling point: 117.7 °C
Melting point: -89 °C
Refractive index: 1.3988
Specific gravity: 0.81

SECTION 10 — STABILITY AND REACTIVITY

Avoid contact with aluminum, chromium trioxide, and oxidizing materials.
Substance may develop explosive hydroperoxides. M
Shelf life: Fair, substance may oxidize. See Section 7 for further information.

SECTION 11 — TOXICOLOGICAL INFORMATION

Acute effects: Absorbed through skin. Eye, skin, respiratory tract irritation. Dizziness. CNS depression.
Chronic effects: N.A. N
Target organs: Eyes, skin, respiratory system, central nervous system.

ORL-RAT LD_{50}: 790 mg/kg
IHL-RAT LC_{50}: 8000 ppm/4H
SKN-RBT LD_{50}: 3400 mg/kg O

N.A. = Not available, not all health aspects of this substance have been fully investigated.

SECTION 12 — ECOLOGICAL INFORMATION

Data not yet available. P

SECTION 13 — DISPOSAL CONSIDERATIONS

Please review all federal, state and local regulations that may apply before proceeding.
Flinn Suggested Disposal Method #18b is one option. Q

SECTION 14 — TRANSPORT INFORMATION

Shipping name: Butanols. Hazard class: 3, Flammable Liquid. UN number: UN1120.

N/A = Not applicable R

SECTION 15 — REGULATORY INFORMATION

TSCA-listed, EINECS-listed (200-751-6), RCRA code U031. S

SECTION 16 — OTHER INFORMATION

This Safety Data Sheet (SDS) is for guidance and is based upon information and tests believed to be reliable. Flinn Scientific, Inc. makes no guarantee of the accuracy or completeness of the data and shall not be liable for any damages relating thereto. The data is offered solely for your consideration, investigation, and verification. The data should not be confused with local, state, federal or insurance mandates, regulations, or requirements and CONSTITUTE NO WARRANTY. Any use of this data and information must be determined by the science instructor to be in accordance with applicable local, state or federal laws and regulations. The conditions or methods of handling, storage, use and disposal of the product(s) described are beyond the control of Flinn Scientific, Inc. and may be beyond our knowledge. FOR THIS AND OTHER REASONS, WE DO NOT ASSUME RESPONSIBILITY AND EXPRESSLY DISCLAIM LIABILITY FOR LOSS, DAMAGE OR EXPENSE ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE HANDLING, STORAGE, USE OR DISPOSAL OF THIS PRODUCT(S). T

Consult your copy of the *Flinn Science Catalog/Reference Manual* for additional information about laboratory chemicals.

PAGE 2 OF 2

How can I prevent hazardous situations from occurring?
Sections 7–11.

J Use the Flinn Suggested Chemical Storage Pattern to prevent accidents and improve safety. Special storage and usage tips are also included.

K Wear personal protective equipment such as goggles, gloves, and an apron. See page 1226–1227 for an explanation of exposure guidelines.

L Clear, concise, and useful physical and chemical properties help you learn more about the chemicals you use. The first part describes the material's appearance. If it doesn't look like this, STOP. Do not use it. It may be more or less hazardous.

M Describes the conditions or reactions to be avoided. Also provides some indication about anticipated shelf life.

N More detail on how the material may injure you. Acute (short exposure) and chronic (long-term) effects are listed along with their target organs.

O Oral (ORL), inhalation (IHL), and skin absorption (SKN) toxicity data on test animals is included. For more information on LD_{50}, see pages 1228–1229.

Other useful information.
Sections 12–16.

P Ecological impact if large amounts (e.g., tank car) of the chemical spill near a river or lake.

Q Suggested disposal methods for laboratory quantities of chemicals. See pages 1268–1298 for Flinn Suggested Disposal Methods.

R Department of Transportation shipping information is included for your school district, emergency responders, and transport/shipping departments.

S Regulatory information used by regulatory compliance personnel.

T Flinn Scientific has an ongoing program to update its SDS. As professional chemists, we try our best to provide science teachers with the most accurate and useful safety information. Call Flinn if you have any questions. We can help!

Flammable & Acid Cabinet Inventories
Having a chemical inventory on a flammable cabinet on the outside of the door serves several critical safety, regulatory, and operational purposes.

1. Safety
   - Quick Emergency Response: In case of a fire, spill, or other emergency, first responders or employees can quickly identify what chemicals are inside—especially important if there is a risk of explosion, toxic fumes, or reactivity.
   - Hazard Awareness: It helps staff know what they are working with, including compatibility of stored materials (e.g., not mixing oxidizers with flammables).

2. Regulatory Compliance
   - Agencies like OSHA, NFPA, and EPA often require chemical inventories as part of hazard communication standards (e.g., OSHA's HazCom Standard and 29 CFR 1910.1200).
   - Local fire departments and environmental health & safety (EHS) authorities may also mandate detailed inventories.

3. Efficient Inventory Management
   - Keeps track of what is in stock, preventing:
     - Overstocking or understocking
     - Accidental duplication of hazardous materials
     - Storing expired or degraded chemicals

4. Accountability and Inspections
   - Eases internal audits and external inspections by EHS officers or fire marshals.
   - Demonstrates good lab or facility management practices.

Individual Chemical Inventories
(seniors, MFA students, faculty, staff)
Keeping chemical inventories for individual art student studios is required and essential for several reasons—especially in environments where materials like solvents, paints, acids, or other potentially hazardous substances are used.

1. Safety & Emergency Response
   - Hazard awareness: A chemical inventory lets students, faculty, and emergency responders know exactly what hazardous materials are present in each space.
   - Fire or spill response: In case of a fire, spill, or exposure, responders need to know what chemicals are involved to act appropriately (e.g., what extinguishing agent to use, whether to evacuate, etc.).
   -
2. Regulatory Compliance
   - OSHA/EPA standards: Universities must comply with workplace safety laws (like OSHA's Hazard Communication Standard in the U.S.) and environmental regulations. A chemical inventory is often legally required.
   - Local fire/building codes: These often have limits on the quantities and types of chemicals that can be stored in certain spaces.

3. Risk Management
   - Exposure control: Knowing what chemicals are in use helps reduce health risks by informing proper ventilation, storage, and handling procedures.
   - Proper storage: Some chemicals react dangerously with others (e.g., acids and bases, oxidizers, and flammables). Inventories help prevent incompatible storage.

4. Waste Disposal and Sustainability
- Minimizing waste: Tracking chemicals helps reduce over-purchasing and waste.
- Proper disposal: Hazardous materials need to be disposed of properly, and the inventory helps identify what is in need of disposal before it expires or degrades.

5. Education and Accountability
- Responsible use: To think critically about material choices and to develop safe studio habits.
- Individual accountability: Enables responsibility for personal materials, storage, and clean-up, reducing the burden on shared facilities and staff.

6. Inventory Control
- Avoid duplication: Helps avoid unnecessary purchasing of duplicate or expired materials.
- Resource sharing: Can allow better sharing or redistribution of materials among students or departments.

A well-maintained chemical inventory at the individual studio level supports a culture of safety, responsibility, and environmental awareness—critical values in a professional art practice, especially when working with potentially hazardous materials.

Spill Kit

All studios must maintain spill control materials in the event of a liquid chemical release. The kit is designed for small chemical/acid material spills. When a kit is used, contact EH&S and your area technician immediately.

Minor Spill

If the spill is isolated and the material can safely be handled by shop personnel, absorb and collect the spill waste. Place the spill waste in an appropriate container for EH&S waste pick up.

Major Spill

In the event of a spill of a dangerous chemical within the shop, contact EH&S. If the spill represents a threat to personnel safety, evacuate the area immediately and prevent re-entry until the danger has been eliminated. Be prepared to provide information such as: name of material spilled; approximate quantity; specific location of spilled material; contact information (i.e. name and telephone number where you can be reached)

Spill to the environment

In the event of a spill that reaches soil or water contact EH&S Waste Management during normal operating hours or after hours contact Public Safety.

Waste Minimization

Waste minimization is key to the process of becoming a safe and healthy environment. There are two methods of waste reduction: source reduction and recycling. Source reduction can include re-evaluating the materials used and finding more environmentally safe options. It also helps if students get together to purchase supplies and share them so that fewer chemicals are wasted or go unused. Make sure to date your materials when you receive them and always use the “first in, first out” principle.

Extension Cords

Extension cords cause the majority of fires on campus and a large number of injuries are caused by the cords themselves. Use extension cords only when necessary and only use them temporarily.

Extension cords must be grounded. They must be unplugged when not in use. It is never permissible to use extension cords on a permanent or semi-permanent basis. Do not create “daisy chains” of multiple electric cords. Don't use staples or nails to attach extension cords to a baseboard or to another surface. Don't overload extension cords by plugging in appliances that draw a total of more watts than the rating of the cord. When using outdoor tools and appliances, use only extension cords labeled for outdoor use.

UL-listed, resettable surge protectors can be used, but extension cords can not be plugged into them, and they can’t be “daisy-chained”.

Cords must be grounded and plugged either directly into the outlet or with one electrical cord between it and the outlet. Extension cords in temporary use may not be strung across a walkway without an OSHA approved cord cover to prevent tripping. Tripping is the most common cause of workplace injury. The use of extension cords or power strips in an inappropriate manner is subject to immediate removal and disposal.

Clean up
All students are expected to clean up after themselves to maintain a safe and healthy working environment. Instructors are responsible for incorporating studio maintenance into their class expectations. This includes: Ongoing upkeep throughout the semester (e.g., keeping work areas tidy, putting away tools and materials) and end-of-semester clean-up, where the entire class participates in restoring the studio to a clean, safe condition.

Leaning Objects & Trip Hazards
To maintain a safe learning environment, all leaning objects must be properly secured to prevent tipping or falling. Keep walkways clear immediately by mitigating and removing, tools, and materials that could cause tripping.

Sharps/Broken Glass
X-acto blades must be wrapped in tape before disposed of. Other sharps (broken palettes, etc.) should be wrapped in paper and disposed of directly in the roll away dumpster to avoid accidents with those who encounter studio waste. When handling sheet glass in studios, appropriately rated ANSI PPE must be worn, such cut proof gloves and sleeves.

Emergency Exits (Egress)
Always keep exit paths clear. Hallways, doorways, and stairwells must always be free of any obstructions. Do not store artwork, tools, carts, or materials in these areas — this includes outside your studio door. If it's in the way during an emergency, it’s a hazard. Exit signs and emergency lights help guide you out safely. If a sign is missing or a light is out, report it to Facilities right away via AU Report It.

Electrical Panels
There must be at least 36 inches (3 feet) of clear space in front of any electrical panel. The height must extend from the floor to at least 6.5 feet above the ground (or the height of the panel). Do not block this space with furniture, carts, tools, artwork, or materials. This area must always remain completely accessible for emergency shutoffs, maintenance, or fire response.

Drug Free School & Workplace
Possession and use of drugs or alcoholic beverages is not allowed in the classrooms, studios, or outdoor areas. Do not come into the building if you are intoxicated. Violation is punishable by law.

Classroom Furniture & Tools
Do not remove furniture from rooms or borrow furniture or tools from rooms without permission from the division head or technician.
Word

Appendix A: STUDENT SIGNATURE PAGE

HEALTH + SAFETY STUDENT SIGNATURE PAGE

Course Title:
Instructor:
Semester / Year:

Submit to the SOAD Art Office no later than the third meeting date of a course.

My instructor has reviewed the policies in the School of Art & Design's Health & Safety Handbook with me. I understand I am responsible for the information within.
A copy of the handbook can be found here:

Student name (print clearly)	Student Signature

1

Public Artwork / Installation Application

Project proposals for any temporary public art project / installation outside of the studios or critique spaces must be approved prior to installation. This form and documentation to support the application must be completed and submitted for processing to the Assistant Dean 10 working days prior to the installation.

Incomplete forms will not be reviewed. Please work with your instructor to make the most thorough proposal. * Unless otherwise requested with full approval of all signatures, all installations are for a 24-hour time frame (from installation to removal).

STUDENT INFORMATION:

NAME:	ID NUMBER:
AU EMAIL:	CELL PHONE:

INSTALLATION DATES:

DATE & TIME OF INSTALLATION:	DATE & TIME OF DEINSTALLATION:

PROPOSAL REQUIREMENTS (submit additional sheet attached to this form)

- Location of installation – provide before and during installation schematic drawings over photographic images of location(s) including how the work will be secured.
  (be specific- building, closest room, etc.)
- Size of artwork
- Weight of artwork
- Materials of artwork
- What hardware will be used to install the work

SAFETY REGULATIONS

General

- No accessing the roofs of the buildings
- No open flames (candles, lighters, explosives, etc.) or charcoal/gas grill allowed
- Extension cords must be taped down with appropriate gaffers tape
- No hazardous material allowed (bodily fluid, dead animals, toxic/overwhelming smells or fragrances).
- The work cannot block doors
- The work cannot block more than ½ the hallway and must leave at minimum 36 inches of egress

Suspended Work

- Must be suspended on an adequate load-supporting structural element using appropriate load tested hardware approved by your faculty and division head
- No human or animal may walk underneath
- Stairwells
- Nothing can be located on the stairs, in front of doors, or underneath the stairwells
- Stairwells selected must have an automatic fire detection and/or an automatic sprinkler system - the aggregate area of the displayed materials cannot exceed 20% of the total wall area
- Displayed materials cannot interfere with the access to, egress from, or visibility of exit lights and/or signage as well as way finding signage

- Walls
- Plastic wall anchors and screws must be used to secure the work into the masonry
- Do not anchor work into cement blocks, anchor to mortar
- Repair holes with appropriate filler and paint to match color

Canacadea Creek

- No work may be installed in the creek

CHECKLIST:

	Yes	No
Is this installation in conjunction with a course? - If yes, provide course information: Course Number and Name: _____ Course Instructor: _____		
Does the project incorporate electrical or water features? - If yes, provide images, construction plans, and a list of equipment used on an additional sheet.	Yes	No
Will the project alter the wall, floor, and ceiling finishes in any way? - If yes, in what way? _____ _____ _____	Yes	No
Will this installation be suspended from the ceiling?	Yes	No
Will the project block or use doorways, hallways, electrical outlets, fire extinguishers, exposed pipes, or light switches?	Yes	No
Does the project involve human subjects? - If yes, provide names, signatures, and each role that will be played within the installation on an additional sheet.	Yes	No
Is the installation located outdoors? - If yes, will the ground be penetrated? (circle one) YES on NO - If yes, how deep? _____	Yes	No
Will this installation record video or audio?	Yes	No

STUDENT AGREEMENT:

By submitting this form, I _____(print student name), understand that I am displaying a work of art at my own risk and permission given by Alfred University School of Art and Design, or Performing Arts Division is not documentation of liability.

To the best of my knowledge, my installation is structurally sound, made of safe materials, and will not pose a danger to its surroundings.

I understand that any damage to property as a direct result of my installation (during installation and/or deinstallation) will result in a charge to my student account.

I also understand that failure to remove my artwork by the deinstall date I provided above, will result in a minimum charge of $75 removal fee and or judicial action.

NAME:	SIGNATURE: DATE:

APPROVALS:
Signatures must be received in the order below.
You will be notified when the form is ready for pick up from the NYSCC Facilities office.

PERSON/DEPARTMENT	NAME	SIGNATURE	DATE
Course Instructor			
Division Head/Director			
Assistant Dean			
Dean			
Director of Facilities			