

# Photography Lab Procedures and Rules

## GENERAL

1. To have access to the darkroom you must **currently** be enrolled in one of the darkroom photography lab courses at Waubensee Community College listed in the front of this manual during the current semester. Every semester all students will be required to attend an orientation/safety demonstration in the first two weeks of the semester before working with any chemistry.
2. Visitors are not allowed in the photo lab. Anyone not currently enrolled in a traditional class must remain outside the lab away from chemistry.
3. You should have a towel with you at all times that you are working with chemistry in the lab.
4. The supply room is off limits to all students.
5. Students are not permitted to work in the lab during another class's time.
6. All "Dry Areas" must be kept clean and dry at all times. Dry areas include: enlarging stations, light tables, changing rooms, and areas around the print dryers.
7. Chemical or water spills must be cleaned up immediately.
8. Please make sure to return all trays to their proper storage location.
9. Never touch any dry or electrical equipment if your hands are wet.
10. Use of toners is only for intermediate and advanced photography students.
11. If something is broken or not working properly, please come see me and let me know what the problem is, even if you broke it. Accidents do happen and it is important to let me know, so it can be dealt with right away.
12. Clean up after yourself. Replace what you've taken. Turn off what you've turned on if it's not being used or you are the last to use it.
13. Before trying to access the lab, please make sure to check the lab hours (both [www.waubensee.edu/photography](http://www.waubensee.edu/photography) and blackboard). This will ensure that you do not show up when the lab is closed.
14. If in doubt -- Please Ask!
15. Overall, please be considerate of others as well as the lab in general. Again, if

you are ever confused about anything, please do not hesitate to ask the Photography Lab Coordinator.

16. Food or drinks are not allowed in the Darkroom or processing lab.

### **FILM PROCESSING AREA**

17. All chemistry must be cleaned up before you leave the facilities.
18. **Film Processing Area:**  
All **Film Developers** (Kodak T-Max Film Developer or Kodak D-76) should be poured down the drain. **Stop Bath** can be returned to the working solution container if it is still yellow/orange. Purple Stop Bath should be poured down the drain. ALWAYS return **Fixer** and **Fixer Remover** to the working solution containers. Finally, please return the **Photo-flo** to the working solution container.
19. If while developing film you "pour back" chemistry into the wrong container, notify your instructor immediately.
20. Do not dump or adjust any of the 5-gallon containers of chemistry.
21. Please turn off all faucets when not in use. If you are the last one to leave the darkroom and/or the last person to remove your prints/film from the washers, please make sure all washers are turned off.

### **DARKROOM**

22. **Print Processing Area:**  
All **Print Developers** (Kodak Polymax or Kodak Dektol) should be poured down the drain. **Stop Bath** and **Fixer Remover** can also be dumped. **Fix** needs to be poured into a gallon container, and from the container, then poured into the blue drum (located under enlarger stations 1 & 2).
23. Keep all tongs in their designated tray. Using tongs from the fixer for prints in the developer can cause chemical contamination and will ruin your prints. This applies for all chemicals and tongs.
24. Gloves are supplied to students to minimize contact with chemistry. Gloves should be used when processing film. Gloves or tongs should always be used when processing prints.
25. Do not use the enlargers to read by. These lights have a short life span and should only be used for short periods of time.
26. All wet prints must be carried in a tray.

27. No fiber paper is ever put into the RC (resin-coated) paper dryer. No RC (resin-coated) paper is ever put into the Fiber paper dryer.
28. Do not leave your enlarging station for an extended period of time without closing down your station completely.
29. Never leave the darkroom with your box of paper open. If you are not in the darkroom and someone asks if it is ok to turn on the lights you will lose all your paper.
30. Please do not change your VC filters when your enlarger light is on. You will flood the darkroom with light and ruin everyone else's paper. The same thing will happen if you use your enlarger light or cell phone as a flashlight. Please use masked off penlights only.
31. To ensure all students have access, please only use one enlarger station at a time.
32. Please turn off all faucets when not in use. If you are the last one to leave the darkroom and/or the last person to remove your prints/film from the washers, please make sure all washers are turned off.
33. Please return enlarger stations to their default state. Please place easels on the shelf below the station, return the enlarger to a mid-level height, and place the cover over the enlarger. Make sure that speed easels have been put away in the cabinet above the print dryer. Make sure all contact proofers have been put in the cabinet under enlarger #14.
34. If the enlarger does not go up or down, check to see if it's locked. If it is not, do not force anything and come see your instructor or the Photography Lab Coordinator as soon as possible.
35. Please make sure that the print drying screens are returned to the racks properly. The entire screen should be in the rack with no part of the screen protruding from the rack. This will ensure that students do not get hurt. Since students use the drying racks, if you leave your work for more than a day it may be moved. This is a shared space and you are responsible for your own work.
36. 10-15 minutes before the lights are to be turned on at the end of lab hours I will come in and ask you to finish what you are doing. At this point you should finish what you are doing and begin cleaning up. If you are in the middle of making a print, it is OK to finish printing it, but please do not begin making more prints.
37. Clean up will begin 20 minutes before the lab closes, 30 minutes if it is crowded in the lab. The lights will be turned on at this time.

38. There is a radio in the darkroom that can be used by anyone during open lab. As a courtesy to others, please make sure to get approval before playing anything.
39. Please keep wet prints away from the easels. If you need to bring a wet print back to the enlarger station for further processing, ask your teacher or myself for help on how to proceed.

**CLASSROOM (VON 225)**

40. You will be provided locked cabinets in Von 225 in order to store your photography materials. Neither the staff nor faculty at Waubensee is responsible for lost or stolen items from the storage cabinets. It is a good idea to write your name on everything you leave there. Storage spaces will be assigned at the beginning of every semester, and will be cleaned out at the end of every semester.
41. Please turn off the light box after you are done using it.
42. Please keep all your personal belongings in the classroom so they do not get damaged.

-The Photo Lab Coordinator  
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