**STANDARD OPERATING GUIDELINES FOR SINK TRAPS**

**Skidmore College Art Department**

**STANDARD OPERATING GUIDELINES FOR SINK TRAPS**

* Any waste products poured down the drain must be approved by Saratoga County Sewer and Water and city engineer.
* Only put approved substances down sink drains. Check with your professor to determine what is appropriate to put down sink.
* Saratoga Country Sewer and Water District authorities control and monitor what waste products can be poured down drains in order to keep water resources safe and sustainable.

**EXAMPLE FORM FOR SINK TRAP**

**TO:** Paul Davis

**FROM:**

**DATE:** 2 /12/19

**REFERENCE:** Request to rinse off water based paints from silkscreen poster project into the sink

**OUTLINE OF THE PROJECT:**

**LOCATION OF PROJECT:**

**NUMBER OF STUDENTS AUTHORIZED TO USE SILKSCREEN POSTER AREA IN THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A maximum of 14 students will be authorized to use the silkscreen poster area for the spring semester 2019

**SPECIFICS ON THE SILKSCREEN AREA FOR THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are buying pre-made silkscreen frames that will be approximately 11’’ x 17’’. We will be using cut vinyl to make a stencil on the screen. Students will be pushing acrylic paint through the screen onto the paper. We will clean the screens off with a scraper to remove any excess acrylic paint before rinsing. The final cleaning of the screen will be rinsed off using water to remove any residual acrylic paint from the screens. Each student will be responsible for making one print each.

**CHEMICALS/MATERIALS USED IN THE SILKSCREEN POSTER PROJECT**

To insure compliance, we will be supplying the silkscreen, the acrylic paint, and the paper

**ATTACHED ARE THE SDS SHEETS FOR THE ACRYLIC PAINTS FOR YOUR REVIEW**

Attached are the SDS sheets for the acrylic paints for your review