



Surface Design Basics

Arts School Staff

SUPPLIES

- 4-6 yards of washed 100% cotton
- Plastic to wrap wet fabric and buckets to take home,
- **Various tapes:** Duct tape, blue painters tape and masking tape
- Exacto knife & scissors
- Silk screens
- squeegee
- Mark making tools
- Notebook & pen
- Soy wax
- Washable school glue
- Fun foam ¼"

Personal protective equipment

- Apron to protect your clothing
- Dust mask: protect student from breathing in dust particles
- Glasses: protective eyewear
- Plastic, Nitrile or rubber gloves

PLEASE NOTE: The Dougherty provides the following in the textile studio: basic set dye colors, fabric paint, print paste, soda ash and soy wax. No outside fabric dye, paint or other chemicals are allowed without prior approval of the Arts School Administration. All requests must be in writing and include a copy of the MSDS.

Other supplies may be added as the course progresses, as suggested by the instructor.

PLEASE KEEP YOUR RECEIPTS IN CASE THE CLASS IS CANCELLED OR TO RETURN UNUSED SUPPLIES!

SUPPLY STORES

- Jerry's Artarama
- Asel Art Supply
- Michael's & Hobby Lobby
- Asel Art Supply: 510 West MLK Jr. Blvd. 477-1762 (Asel's has arranged to stock all of these supplies)
- Dick Blick online: www.dickblick.com

Cancellation & Refunds

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorata or refund. Registration fees are refundable in full only if the Arts School has cancelled the class.

Registrations cancelled with at least 7 days advanced notice may be issued a refund; minus a \$35 non-refundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee. No refunds are issued for registrations that are cancelled without 7 days advanced notice. Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 weeks for processing) or you may apply the credit to your account; which may be used by any immediate family member for any program offered at the Dougherty Arts School for up to one year. Please note that refunds under \$10 will only be made to the charging credit card or to credit your account. We are sorry that we are unable to process refund checks under \$10 at this time. There is a \$25 cash fee on all returned checks.

TEXTILE STUDIO POLICIES

Initiated: 8/30/04

Revised: 10/10/2011

Instructors are required to hand out these policies at the beginning of each session and are also required to go over the policies by the second class day.

PURPOSE: To establish standard operating procedures for the Dougherty Arts School Textile Studio in order to insure the safe and proper operation of equipment, promote a safe work environment; identify and raise awareness of any potential hazards and insure tasks are performed in a consistent and effective manner.

SCOPE: Any Parks and Recreation Department employee responsible for performing tasks, functions or activities associated with this standard operating procedure.

Attendance: Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Make ups are NOT available for absences. Fees will not be prorated for absences. Due to safety factors, CHILDREN ARE NOT ALLOWED in classes or supervised studio hours. Individuals registered in textile classes cannot bring children or friends into the studio to observe or allow them to use any of the equipment without registering the individuals into the classes. Students ages 15 -17 years may register for classes with the approval of the Arts School Office and must have a parent/guardian sign a waiver release form, which must be on file in the office.

Supplies: Students must provide their own tools. Basic tools are available in the studio. Chemicals other than what is provided are not allowed without prior approval of the Studio Manager and the Arts School Administration. All requests must be in writing and include a copy of the MSDS.

Clean Up: Please be considerate of closing hours and allow time for cleanup. Clean up work area with damp sponge and towels. Remove dye stains with a household cleaner containing bleach. Do not use bleach to remove dye stains from hands. Instead use a specifically designed hand cleaner. While hands are dry, rub a small amount of hand cleaner on hands and work in well. Add a small amount of water and work until dye residue is loosened. Wash off thoroughly with soap and water and dry hands. Repeat as necessary. **EACH STUDENT IS RESPONSIBLE FOR CLEANING HIS/HER AREA.**

Personal items: DO NOT bring any valuable items to class. The Dougherty Arts Center is not responsible for lost or stolen property. Items left two weeks after the end of a session will be removed and/or recycled back into the studio. The City of Austin is not responsible for personal property.

NO FOOD OR DRINKS ARE ALLOWED IN THE TEXTILE STUDIO: Students may use picnic tables in the Dawson Street courtyard for eating. Snack and vending machines are available for student use. No change is available in the Arts School Office.

Material Safety Data Sheets (MSDS): A notebook listing all chemicals used in the textile studio is available for student use. MSDS contain the makeup chemicals used and safety information.

CONSUMPTION OF ALCOHOL: The studio / classroom environment contains potentially dangerous materials and equipment. DAC students, staff, instructors and contractors should not consume alcohol before or during class. Possession or consumption of alcoholic beverages is prohibited in all areas of the Dougherty Arts Center except the Julia C. Buttridge Gallery under special circumstances. Alcohol will only be available in the Gallery if the renter or organization hosting **the event** provides alcohol for consumption to the general public; has provided liability insurance and an alcohol license; and the Parks Department Director has given approval. No alcohol may be taken from the gallery into the studio / classroom or other areas of the Dougherty Arts Center.

SAFETY PERSONAL PROTECTION EQUIPMENT: Students should wear comfortable clothing. Students should provide an old shirt or smock to protect clothing.

The products in the studio are relatively non-toxic, but it is best to avoid unnecessary exposure. Keep in mind that they are industrial chemicals and not intended for inhalation or ingestion. We encourage teachers to advise students about safety precautions and proper use of safety equipment, clean work habits and responsible use of products. All artists should use the following common sense safeguards:

- Work in a well-ventilated area.
- If you experience an adverse symptom to anything, move away from the area to fresh air. If the symptoms persist, stop using the product & consult your physician.

TEXTILE STUDIO POLICIES

- Wear a disposable dust/mist respirator if you dye fabric occasionally. If you dye fabric on a regular basis wear a MSHA/NIOSH approved respirator with cartridges for dusts, mists, and fumes. Disposable dust/mist respirators don't help with fumes.
- Even though dyes are not absorbed by the skin you should wear rubber gloves, old clothes or protective clothing, and even old shoes. Avoid prolonged or repeated contact with the skin.
- Wear goggles when working with corrosive chemicals.
- Contact lens wearers should be careful around powders to avoid eye irritation.
- Cover your work area with dampened newspaper. Weigh and mix dyes and other powders with local exhaust ventilation or use a mixing box.
- Do not mix powders near furnace or air conditioner intake pipes.
- Use appropriate utensils to stir solutions and dye baths. If you use food utensils as dyeing tools don't reuse them for food preparation.
- Avoid exposure to dye powders, auxiliary chemicals and vapors during pregnancy or lactation.
- Vacuum/mop floors and surfaces, do not sweep.
- Keep dye and auxiliary containers closed and in a cool dry place, away from food and out of the reach of children when not in use.
- Wipe up spills immediately. Liquid dye dried to a powder can be accidentally inhaled or ingested.
- Label dye container with purchase date to insure out of date dye is not used.
- Clearly label all solutions/containers of powder, dyes and auxiliary chemicals. Do not remove the supplier's name or hazard labels. Keep in safe storage and out of the reach of children.

STUDIO ACCESS

- The studio/classroom is only open and available when there is a class or open studio in session. The studio can not be used with out supervision when it is closed.
- If you arrive early and another class (not your class) is in session, please do not enter the studio out of courtesy for students that have paid for their time slot. Questions about class times can be directed to the registration office, program specialist or found online.



<http://austintexas.gov/department/parks-and-recreation>

The City of Austin is proud to comply with the Americans with Disabilities Act.
If you require assistance for participation in our programs or use of our facilities, please call 974-4002



Austin Parks and Recreation Department
200 S. Lamar,
Austin, TX, 78704
512-974-6700

May 25, 2012

Dear Friend of the DAC:

This letter is to serve as a notification from the City of Austin to parents and other customers of the Dougherty Arts Center (DAC) about the presence of an old landfill under and adjacent to the DAC. We understand that there is some concern and uncertainty regarding the landfill. We are providing this information so that you can make informed decisions.

The landfill lies under the majority of the building and extends under the lawn to the east of the building. The landfill has been thoroughly investigated for the safety of everyone involved. The City's Investigation and Evaluation Team included staff from the Health and Human Services Department, Watershed Protection and Development Review Department as well as outside environmental experts. The investigation has not identified an exposure risk to users of the DAC but the City still wants parents and other customers to be aware of the situation and to know that the assessment is ongoing.

The City discovered this previously unknown landfill during the initial construction of Butler Park in April of 2006 and took immediate action by cordoning off the contaminated area and starting its investigation. Health risks from old landfills such as this would primarily be from direct contact with the buried materials or from landfill gases such as methane or carbon monoxide.

The results of the investigation indicated:

The landfill materials appear to be over 75 years old and relatively benign. The only identifiable materials are glass bottles, ceramic pieces and pieces of metal.

The materials are covered by a layer of soil that ranges from 8 inches to 6 feet in depth.

No methane gas nor carbon monoxide have been found in six years of monitoring.

Based on initial testing, the primary contaminant of concern is the elevated lead levels within the buried materials. These elevated lead levels have not been identified in the surface soil where they would pose a health risk.

Per EPA directives, the City of Austin will continue to monitor the situation with the use of methane, natural gas, and carbon monoxide detectors both in the building and at bore holes drilled through the foundation to check gas levels below the building. The playground has been moved from the east side of the building to the west side where no evidence of the landfill has been found. We have also covered the ground of the new west side playground with several inches of mulch as an added measure of protection. The playground area and the gas monitors are checked by daily inspections and by quarterly visits from the Parks and Recreation Safety Officer who has also contributed to the safety measures taken.

We will remain vigilant in our efforts to manage this issue. We believe that the DAC and its surrounding parkland are safe but we want to be sure all interested parties are aware of the situation. If you have any questions, please do not hesitate to call:

Kimberly McNeeley, Assistant Director, Austin Parks and Recreation Department, 512-974-9490

Laura Esparza, Division Manager, History, Arts and Nature Division, 512-974-4001.

Russell Wiseman, Manager, Dougherty Arts Center, 512-974-4004

Mary Ann Vaca-Lambert, Supervisor, Dougherty Arts Center School, 512-974-4038

Sincerely,

Laura Esparza, Division Manager,
History, Arts and Nature Division
974-4001