



## Body Art Self-Inspection



The items listed in this bulletin represent the major areas evaluated during a body art routine inspection. This checklist is designed to assist you in evaluating the conditions of your facility between inspections by this Department. We suggest you use the list as a guideline for remaining in compliance with Department's standards for body art. Not all of the items are applicable to every type of body art practice, so make sure to be aware of which conditions apply to your operation. This guide has two (2) distinct areas of inspection, one for facility and one for the practitioner. We hope this checklist will

help you maintain a safe and compliant body art facility.

Some violations are so serious that they warrant the immediate closure of a facility. It is important that you understand which items fall into this category.

### THE FOLLOWING CONDITIONS ARE SERIOUS & REPRESENT A MAJOR HEALTH HAZARD

If **ANY** of the following conditions are present, your facility must **CLOSE** until these conditions are corrected.

- No ability to sterilize equipment and pre-sterilized equipment not available
- No ability to clean and sanitize surfaces and equipment
- No access to hand wash sinks in the facility
- No hot water
- The obvious contamination of equipment
- Actual or potential threat to the public or practitioner health
- Gross and/or willful negligence

### BODY ART FACILITY SELF-INSPECTION CHECKLIST

#### DOCUMENTATION

- A valid Permit from this department is posted in a viewable location from the front entrance of the facility.
- A Department approved placard is posted in a location visible to entering customers stating the facility has "Passed" inspection and that a copy of the inspection results are available upon request.
- An approved Infection Prevention Exposure Control Plan (IPCP) available for review.
- A current list of all practitioners operating out of the facility available for review.



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- Employee training records are available for review.
- The records of the biological testing of sterilization equipment, verified by a third part independent lab, commonly referred to as spore test, shall be available on-site for the past three (3) years.
- Sharps waste shall be disposed of as medical waste and documents are maintained for three (3) years.
- All client documents for the past three (3) years are on-site, stored securely.

## PRACTITIONERS

- Each practitioner must have a current, valid registration, from this Department, posted at their workstation.

## FACILITY

- The premises are clean and in good condition at all times.
- There is adequate lighting and ventilation in the facility.
- All operating surfaces are kept clean and sanitary.
- Hand sinks are accessible and have hot and cold running water.
- Containerized soap and disposable paper towels in permanently mounted dispensers located at all hand sinks.
- Restroom(s) available to clients.
- Cleanable trash receptacles lined with plastic bags are at each workstation for disposal of trash.
- Cooking and storing food must be in a separate designated break/lunch room.

Properly supplied hand sink



## EQUIPMENT

- An autoclave or sterilizer, registered and listed with the U.S. Food and Drug Administration must be at the Body Art Facility at all times unless the facility is using all 100% pre-packaged, pre-sterilized instruments and equipment.
- All sterilization equipment is tested on a monthly basis and verified by a third party lab.
- Autoclave or sterilizer must be kept clean, in good working order, and operated in a clean area.
- Autoclave or sterilizer loaded, operated, cleaned and maintained according to manufacturer's directions. Operations manual available for review.
- Ultrasonic cleaners must be operated according to manufacturer's directions.
- All equipment used in body art procedures must remain stored in sterile packages until just prior to performing a procedure.
- Skin piercing instruments that will be reused, must be cleaned, packaged and sterilized in a designated sterilization area separate from other cleaning.
- Instruments are manually cleaned and disinfected by scrubbing with a brush and detergent disinfectant when an ultrasonic cleaner is not available.
- After cleaning, all reusable instruments used in a body art procedure, that require sterilization, are individually packaged in paper peel-packs or heat-sealed plastic prior to sterilization.

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- Each batch of single-use or reusable sterilized equipment marked with the date of sterilization, initials of person operating, batch #, and contain a temperature strip or sterilizer indicator.

## DISPOSAL

- Provide Sharps container labeled "Sharps Waste".
- Sharps container stored or mounted to make it secure and out of reach of customers.
- Sharps containers must be properly disposed of as medical waste when the container reaches  $\frac{3}{4}$  capacity.



## GENERAL

- All areas of the facility must be available for inspection during business hours.
- Department is notified, in writing, within seven (7) days of all practitioner changes.
- Only the practitioner, authorized individuals and the client are allowed in procedure areas.
- No Tattoo procedures are performed on clients younger than 18 years of age.
- No body piercing procedure on clients younger than 18 years of age unless the piercing is done in the presence of a parent or legal guardian with signed consent form.
- Recent Facility Inspection Report available for public review.

## PRACTITIONER SELF-INSPECTION CHECKLIST

### DOCUMENTATION

- Display current and valid registration at workspace in publicly viewable location.
- Verify client ID and complete consent form for each procedure.
- Provide appropriate written aftercare instructions for clients.
- Show proof of a current Department approved Bloodborne Pathogen training.
- Show record of Hepatitis B vaccination or signed declination.

### OPERATIONAL STANDARDS

- NO smoking, eating, drinking, preparing food or any other activities that may contaminate the workstation or equipment.
- Washing hands thoroughly before and after each client and breaks.
- Wearing new, clean, disposable examination gloves for each client.
- Use single-use, clean, disposable drapes, lap-cloths and/or aprons for each client.
- Clean client body area with germicidal soap, antiseptic or appropriate cleanser that is applied with a sanitary single-use applicator that is discarded after use.



Proper glove use during procedures

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- Use a new single-use disposable razor for each procedure that requires shaving. Dispose in sharp's container.
- The workstation area, including the instrument tray, is wiped down with a germicide or disinfectant immediately before any procedure is begun.
- Clean and sanitize tattoo machines after each body art procedure, and replace rubber bands and grommets between clients to prevent cross-contamination.
- Branding is not done with any persons other than the client and the practitioner in the procedure area. Practitioners and clients must wear appropriate protective face filter masks.

## EQUIPMENT

- All pre-packaged sterilized or facility sterilized instruments are opened in front of client.
- All dyes and pigments used in procedures are obtained from a commercial manufacturer specifically for use in body art.
- Only use jewelry made of approved implant grade stainless steel, solid gold, niobium, titanium, platinum or other materials found to be equally bio-compatible are used for initial piercing.
- Individual portions of dyes or pigments are placed in a clean single-use cup for each client. Any remaining unused product is discarded immediately upon completion of body art procedure.
- After use, all needles, and other sharps are immediately disposed of in an approved sharps container. Single-use items are not reused for any reason.



## GENERAL

- Notify Department, in writing, within seven (7) days of any change in status.
- Only the practitioner, authorized individuals and the client are allowed in procedure areas.
- No tattoo procedures are performed on clients younger than 18 years of age.
- No body piercing procedure on clients younger than 18 years of age unless the piercing is done in the presence of a parent or legal guardian with signed consent form.

If you have any questions, please contact the appropriate Environmental Health office in your area and ask to speak to an Environmental Health Specialist.

\*Document available in an alternate format upon request

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