



**BODY ART SELF-INSPECTION
FOR FACILITIES AND PRACTITIONERS**

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The items listed in this checklist represent areas evaluated during a routine body art inspection. This checklist is designed to assist you in evaluating the conditions of your facility and remain in compliance between inspections. Not all of the items are applicable to every type of body art practice so be aware of which conditions apply to your operation. Some violations are more serious and warrant the immediate closure of a facility. It is important that you understand which items fall into this category.

THE FOLLOWING CONDITIONS ARE SERIOUS AND REPRESENT A MAJOR HEALTH HAZARD. YOUR FACILITY WILL BE REQUIRED TO CLOSE IF THESE CONDITIONS ARE PRESENT AND NOT CORRECTED.

- No ability to sterilize applicable utensils
 - No ability to clean and sanitize surfaces and unsterilized equipment
 - No access to hand wash sinks in the facility
 - No hot water
 - Obvious contamination of equipment
 - Actual or potential threat to the public or practitioner health
 - Gross and/or willful negligence
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BODY ART FACILITY SELF-INSPECTION CHECKLIST

DOCUMENTATION

- A valid Permit is posted in a viewable location from the front entrance of the facility.
- An approved Infection Prevention Control Plan available for review.
- A current list of all practitioners operating out of the facility is available for review.
- Employee training records are available for review.
- The records of the biological testing of sterilization equipment for the past three years are available on-site.
- Biological tests of sterilization equipment are verified by a third-party independent laboratory.
- Sharps waste shall be disposed of as medical waste and documents are maintained for three years.
- All client documents for the past three years are on-site and stored securely.

PRACTITIONERS

- Each practitioner must have a current, valid and posted registration at their workstation.

FACILITY

- The premises are clean and in good conditions 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 are located at all hand sinks.

- Restroom(s) are available to clients.
- Cleanable, covered trash receptacles lined with plastic bags are at each workstation for disposal of trash and contaminated single use items.
- Cooking and storing food must be in a separate designated break/lunch room.

EQUIPMENT

- An autoclave or sterilizer, registered and listed with the U.S. Food and Drug Administration must be in use 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.
- 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.
- Instruments that pierce skin 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.
- Single use or reusable sterilized equipment are marked with the date of sterilization, and contain a temperature strip or sterilizer indicator.

SHARPS WASTE 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.

GENERAL

- All areas of the facility must be available for inspection during business hours.
- Environmental Health Division is notified, in writing, within 30 days of all practitioner changes.
- Only the Practitioner, authorized individuals and the client are allowed in procedure areas.
- No Tattoo procedures are performed on client's 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.

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 to clients.
- Show proof of a completed Department approved Bloodborne Pathogen training.
- Provide documentation of Hepatitis B status

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.
- 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 or a sanitized reusable applicator before starting a body art procedure.
- Use a new single-use disposable razor for each procedure that requires shaving.
- 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.
- Prevent contamination of reusable sanitizers, disinfectants, creams, lotions or any other reusable materials that cannot be sanitized or sterilized.
- 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 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 body 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 Environmental Health Division, in writing, within 30 days of any change in operation site.
- 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.