

Body Art Establishment: *Self-Inspection Checklist*

This checklist can be used as a **general guide** regarding what Jefferson County Public Health (JCPH) looks for during a health inspection at a body art establishment.

* This is NOT an all-encompassing list. Refer to the JCPH Body Art Regulations for additional and more specific information. *

Required Documents

Documents must be onsite or electronically accessible, to be provided upon request

- Completed employee files, including:
 1. Employee name, address and phone number
 2. Bloodborne pathogen training certificates/dates
 - **Current certificate posted in body artist’s booth, visible to clients**
 - New hires must complete the training within 30 days of hire
 - Renewed yearly or before expiration date
 3. Hepatitis B vaccination or declination/waiver documentation
- Sharps/infectious waste disposal agreement, contract or receipts
- Written Infection and Exposure Control Plan (see below)
- Body Art Establishment license posted in a conspicuous location

If applicable: Spore test log and three (3) years of spore test results

- Three (3) years of autoclave/sterilizer log with the date, temperature, instruments, start and stop time, person recording information
- Autoclave/sterilization equipment manual/manufacturer’s information

Client Records

Three (3) years of client records must be onsite or electronically accessible, to be provided upon request

- Client consent form must include, but is not limited to:
 1. Client’s name, address, and phone number
 2. Asking clients to disclose if they have any of the following:
 - Diabetes
 - Hemophilia
 - Skin diseases or lesions
 - Pregnant and/or breastfeeding
 - Neurological or immune compromised
 - Allergies or adverse reactions to latex, pigments, dyes, disinfectants, soaps, or metals
 - Treatment with anti-coagulants or other medications that thin blood and/or interfere with blood clotting
 - Adverse reactions or complications to previous body art procedures, or other information that would aid the body artist in the client’s healing process evaluation
 3. Explanation that the body art should be considered permanent
 4. Type of body art procedure, location on the body, and procedure date(s)
 5. Equipment sterilization date OR package/lot number used during procedure
 6. Source/manufacturer AND lot number of ink, pigment or dyes, if any are used in procedure
 7. Documentation that both written and verbal instructions regarding risks, outcome and aftercare instructions were given to the client

- Client aftercare form must include, but is not limited to:
 1. Establishment’s name, address and phone number
 2. Name of body artist who performed the procedure
 3. Proper hand washing prior to handling, cleaning and caring for the procedure site
 4. Detailed description of how to care for the body art procedure site
 5. Instructions to use clean bed linens and bath towels throughout the healing period
 6. Expected duration of healing
 7. Possible side effects from the procedure
 8. Restriction of any or strenuous physical activity, swimming, bathing, sauna use, etc.
 9. Advising the client to consult a physician at the first sign of adverse reaction(s)
- Minor Clients – additional requirement on a consent form
 1. Name, address, phone number and signature of parent/legal guardian giving consent, OR a copy of emancipation
 2. Description OR copy of documentation shown to body artist to indicate parentage – e.g., original copy of birth certificate or court order of guardianship
 3. Copy of parent’s/legal guardian’s state or federal ID

Infection and Exposure Control Written Plan/Procedures

Be prepared to discuss and/or demonstrate written procedures. The plan shall include, but are not limited to:

- Hand washing procedures
- Universal precautions procedures
- List of antiseptic and disinfectant products to be used
- List of personal protective equipment (PPE) and description of their use
- Tattooing procedures and, if applicable, Body piercing procedures
- Procedures for cleaning and disinfection of procedure area(s)
- Instrument cleaning and sterilization procedures – N/A if facility ONLY uses disposables
 - Instrument cleaning
 - Wear heavy-duty, multi-use, and water proof gloves
 - Manually cleaned or in an ultrasonic cleaner before sterilization
 - Ultrasonic cannot be used/on while packaging
 - Used instruments soaked in container of approved disinfectant solution until cleaned, and solution is changed per manufacturer labeled instructions
 - Packaging
 - Clean gloves used when packaging
 - Sterilizer indicator tape is inside each package, labeled with date and time of sterilization
 - Considered expired/no longer sterile after 6 months, or if not dated
 - Stored in a clean and dry area
 - Sterilizer
 - Maintained per manual/manufacturer’s information
 - Three (3) years of sterilizer load log and spore testing results available for review
 - Sterilizer monitored through spore tests, which must be done at least every 30 days
- Procedures for storage and disposal of sharps
- Chemical storage and safety

- Post exposure procedures
- Injury and illness prevention; and
- Infectious Waste Management plan including segregation, identification, packaging, storage, transport, treatment disposal and contingency planning for blood spills or loss of containment of infectious/regulated waste

Facility Requirements

- Always wash hands** before putting on gloves to perform body art procedures, upon returning to a procedure area, between changing gloves, and any time contamination may have occurred
- Separate area for waiting, eating and performing body art procedures**
- Separate area designated for cleaning equipment, wrapping/packaging and for handling and storage of sterilized equipment
- Floors, walls, ceilings and other surfaces constructed of smooth, nonabsorbent and easily cleanable material in all procedure areas, instrument cleaning areas, and toilet facilities
- Restroom(s) and procedure area(s) provided with hand sinks
 - **Maximum of two (2) procedure areas per hand sink**
- All hand sinks must have hot and cold running water under pressure, soap and paper towels
 - Hot water must be a minimum of 90F
- Animals are not permitted
 - Service animals are allowed in procedure areas, if necessary
- Utility/mop sink required in newly constructed, new ownership or extensively remodeled establishments
- Instrument cleaning sink and utility sink must have hot and cold running water under pressure
 - Hot water must be a minimum of 110F
- Biohazard waste labels on sharps/regulated waste containers
- Sewage and trash disposal is provided
- Laundry facility available for cleaning of reusable cloth items

Body Art Prohibitions

- × Procedures performed anywhere for any reason except within a licensed or approved establishment
- × Procedures performed on any person noticeably impaired by drugs or alcohol
- × Smoking, vaping, eating or drinking in procedure and/or instrument cleaning areas – excludes hard candies for clients
- × Procedures performed on skin that have sunburn, rash, pimples, boils, infections, moles, or any other unhealthy conditions, etc.
- × Procedures performed on a minor without consent
- × Any procedure that must be conducted under supervision of a physician
- × Scleral tattooing