



Environmental Health Division

Body Art Facility

Self-Inspection Checklist



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DOCUMENTATION

- A valid permit is posted in a viewable location
- A copy of the last inspection is available upon request
- An approved Infection Prevention Control Plan is 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 past three years records of the biological testing of sterilization equipment are available on-site
- Biological tests of equipment sterilization 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 registration posted at their work station

FACILITY

- The premises are clean and in good conditions at all times
- The facility's lighting and ventilation is adequate
- All operating surfaces are kept clean and sanitary
- Hard-plumbed sinks are accessible and have hot and cold running water
- Soap and disposable paper towels in permanently mounted dispensers are located at all hand sinks
- Restrooms 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 of food must be in a distinctly separate and designated break area or room

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EQUIPMENT

- An autoclave or sterilizer, registered and listed with the US Food and Drug Administration, must be in use at the Body Art Facility at all times.
- The facility uses 100% (all) 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 clean and in good working order, and operated in a clean area
- Autoclave or sterilizer is loaded, operated, and cleaned per manufacturer's directions
- Ultrasonic cleaner is operated according to manufacturer's directions
- All equipment use in body art procedures must remain stored in sterile packages until just prior to performing a procedure
- Instruments that pierce the skin and 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 when the container reaches 3/4 capacity

GENERAL

- All areas of the facility must be available for inspection during business hours
 - Only the Practitioner, authorized individuals, and the client are allowed in procedure area
 - 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.
- contaminated single use items

Name of Facility: _____ Date: _____

Printed Name: _____ Signature: _____