



## *Body Art Temporary Facility Checklist*

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Where the owner or operator of an inspected tattoo facility wishes to operate a temporary tattoo or body piercing facility in an alternate location, the owner or operator must apply for and obtain the consent of the local public health inspector. Consent can only be granted to an owner or operator who has an inspected base of operations that has been granted consent to operate by the local health inspector.

The following requirements will apply to the temporary operation:

1. A clean, dust free and sanitized environment must be provided and maintained.
2. A sink with hot and cold running water must be provided for hand washing and other cleaning.
3. An alcohol-based hand scrub (waterless) must be located in the immediate area for frequent hand sanitizing before, during and after the procedure.
4. A supply of medical gloves shall be available and worn for all procedures that involve contact with the skin, mucus membranes, blood or other body fluids.
5. All items requiring sterilization must be pre-cleaned, sanitized, appropriately packaged and sterilized at an approved base facility. These packages must remain sealed, dry and protected from the environment during transport and storage.
6. All contaminated instruments used in the operation must be pre-rinsed, placed in a secure leak-proof container and transported to the approved base facility for further cleaning and sterilization.
7. If an owner or operator plans to use an autoclave/sterilizer at the temporary location, the owner/operator shall provide the local authority with proof that the unit is working properly at the temporary location.
8. All sharps must be placed in an approved sharps container provided at the temporary site.
9. All materials and garbage must be removed by the owner of operator leaving the area in a clean and sanitary state after the temporary operation ceases.

Every effort is to be made to provide clean and sanitary procedures during the temporary operation. The goal of preventing the spread of infectious disease must not be ignored just because it is a temporary operation.



# Body Art Temporary Facility Checklist

Event: (Name and Address) \_\_\_\_\_

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Facility Manager/Operator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number of Treatment areas: \_\_\_\_\_ Number of Body Artists: \_\_\_\_\_

Type of Procedures Performed: Tattoo \_\_\_\_\_ Body Piercing \_\_\_\_ Other \_\_\_\_\_

Procedure Areas	Yes	No	Comments
<b>Washrooms</b> available for client and staff use.			
<b>Floors, walls, and ceiling</b> easily cleanable materials and in good repair. Carpeting should <b>not</b> to be used in procedure, or cleanup areas.			
<b>Surfaces</b> are cleaned and sanitized prior and after each client.			
<b>Approved sanitizer</b> , at the proper concentration.			
<b>Lighting</b> is adequate for procedures.			
<b>Hand sink</b> with hot and cold running water, liquid soap, and paper towels.			
<b>Hand Sanitizer</b>			
<b>Waste Receptacle</b> lined with a plastic bag.			
<b>Privacy</b> is provided if requested.			
<b>Furniture</b> or treatment fixtures constructed of non-absorbent easily cleaned materials.			
<b>Acceptable Sharps containers</b> available for needles, razors, etc.			
<b>Appropriate cabinets</b> for the sanitary storage of all equipment and materials used in the procedures.			

Body Art Procedures	Yes	No	Comments
<b>Disposable Needles and Tubes used.</b>			
<b>Disposable Grips used.</b>			
<b>Disposable Razors and Water Bowls used.</b>			
If reusable items are used a <b>Sterilization Room/Clean-up Room/Biohazard Room</b> may be required.			N/A if all disposable items are used.
<b>The procedure</b> is explained to the client.			
<b>Health risks</b> - infectious diseases, infections, skin sensitivities to dyes, diabetes, etc., are explained to the client.			
<b>Furniture or Equipment</b> that is in direct contact with client's skin or handled by the artist is covered with a clean towel, a disposable paper sheet, disposable plastic or a disposable dental bib.			
<b>Hand washing procedure includes</b> the use of liquid soap on wet hands, vigorously scrubbing all surfaces of hands for a minimum of 20 seconds then rinsing and drying with paper towels.			
<b>Body Artist washes their hands- and re-glove glove:</b> for each body art procedure, when handling sterile equipment and supplies, when preparing skin, when gloves become loose damaged or contaminated, and when cleaning equipment, and soiled surfaces etc.			
<b>Body art equipment or supplies are covered</b> by, a disposable dental bib, paper tray or paper towels.			
<b>Body Artist personal hygiene</b> , clean clothing, and uses a disposable plastic apron when doing procedures.			
Anything that <b>falls onto the floor</b> is considered to be contaminated and is replaced with a clean/sterile item.			
<b>Spray bottles</b> are washed, rinsed, and air dried before re-filling.			
The <b>client's skin is assessed</b> for signs of infection such as pimples, warts, or open sores.			
<b>Client's skin is disinfected</b> prior to the procedure. Disposable antiseptic gauze, ball, swabs being used. If <b>not</b> ensure antiseptic solution does not come in direct contact with the applicator used.			
<b>Aftercare information</b> is given to the client. Written sheet given to take home.			

Record Keeping	Yes	No	Comments
Parent or guardian's sign a consent form for clients under the age of 18.			
Informed consent form signed by clients			
Operator has records of those who have had procedures done. The records should include the date and type of procedure, name, address, age, phone number of the client and the name of the body artist who performed the procedure.			
Material Safety Data Sheets are available for sanitizers.			
Employee records should include the name, date of birth, address and telephone number start and end date of the employee.			

Cleaning	Yes	No	Comments
Cleaners and disinfectants available for cleanup of blood spills. Is there a blood cleanup procedure?			
Are mop and cleanup pails cleaned and disinfected after use?			
Is there a garbage container outside premises with a lid, which is able to be secured?			

<b>Laundry</b> - if applicable, how is soiled laundry dealt with?

Artist (print name)

Signature