



Inspection Checklist Safe Body Art Program

Contra Costa County Environmental Health, 2120 Diamond Blvd, Suite 100, Concord, CA 94520
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Office/Desk/Records (119303, 119306, 119312, 119313)

Permits:

	Health permit posted - valid only for the location of the facility and the time period indicated; may not be transferred to another owner or facility; posted in a conspicuous place at the body art facility.
	Practitioner certificate of registration prominently displayed either near the health permit or at the individual practitioner's procedure area. Shall not perform body art at any location other than a permitted permanent or temporary body art facility. Shall not perform body art if he or she is not registered with the local enforcement agency.
	Each person required to complete a Bloodborne Pathogens Exposure Control Training shall annually complete a minimum of two hours of Bloodborne Pathogens Exposure Control Training. Records shall be maintained for three years and shall be available for inspection upon request of the enforcement officer.
	Health permits shall be renewed annually. A body art facility shall not conduct business without a valid health permit.
	Practitioner registration shall be renewed annually.
	No body art facility shall allow a practitioner who does not possess a valid practitioner registration to perform body art procedures at the facility.
	An owner of a body art facility shall notify the CCEH in writing within 30 days of the resignation, termination, or new hire of a body art practitioner at the body art facility.

Records:

	Infection Prevention and Control Plan - revised when changes are made in infection prevention practices, procedures, or tasks. Onsite training on IPCP not less than once each year. Maintain training records.
	Consent/Aftercare Form(s) - procedure; permanent nature of body art; post procedure instructions; what the client should expect following the procedure; care of the procedure site; signs and symptoms of infection including but not limited to redness, swelling, tenderness of the procedure site, red streaks going from the procedure site towards the heart, elevated body temperature, or purulent drainage from the procedure site; signs and symptoms that indicate the need to seek medical care; restrictions on physical activities such as bathing, recreational water activities, gardening, or contact with animals, and the duration of the restrictions; and Notice that tattoo inks, dyes, and pigments have not been approved by the Federal Food and Drug Administration and that the health consequences of using these products are unknown.
	Medical History Form - pregnant; herpes infection; diabetes; allergic reactions to latex or antibiotics; hemophilia or other bleeding disorder; cardiac valve disease; history of medication use or is currently using medication, including being prescribed antibiotics prior to dental or surgical procedures; other risk factors for bloodborne pathogen exposure.
	Sharps disposed by either of the following methods: keep records for three years (A) Removal and disposal by a company, or removal and transportation through a mail-back system approved by the local enforcement agency pursuant to subdivision (b) of Section 118245. (B) As solid waste, after being disinfected by a method approved by the local enforcement agency pursuant to paragraph (3) of subdivision (a) of Section 118215.
	Training records (IPCP, BBP) - records kept for a minimum of three years
	Biological indicator monitoring test results recorded in a log (spore test); kept on site for three years after the date of the results.
	Written log of each sterilization cycle includes: date of the load, list of contents of load, exposure time and temperature, results of the Class V integrator, and for cycles where the results are positive, how the items were cleaned, and proof of a negative test before reuse.
	A body art facility that does not afford access to a decontamination and sterilization area or that does not have sterilization equipment shall use only purchased disposable, single-use, presterilized instruments. In place of the requirements for maintaining sterilization records, the following records shall be kept and maintained for a minimum of 90 days following the use of the instruments at the site of practice for the purpose of verifying the use of disposable, single-use, presterilized instruments: <ul style="list-style-type: none"> <input type="checkbox"/> A record of purchase and use of all single-use instruments. <input type="checkbox"/> A log of all procedures, including the names of the practitioner and client and the date of the procedure. <input type="checkbox"/> Written proof on company or laboratory letterhead showing that the presterilized instruments have undergone a sterilization process. Written proof shall clearly identify the instruments sterilized by name or item number and shall identify the lot or batch number of the sterilizer run.

Facility/Procedure Area (119309, 119314)**Construction:**

	Floors, walls, and ceilings.
	Floors and walls that are smooth, nonabsorbent, free of open holes, and washable.
	Separate from any residential areas used for sleeping, bathing, or meal preparation; separate entrance and toilet facility; no door for direct access to residential dwelling.
	Be separated, by a wall or ceiling-to-floor partition, from nail and hair activities and all business not related to body art.
	Equipped with a permanently plumbed sink supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser that is accessible to the practitioner.
	Have adequate toilet facilities, supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser.
	All counter surfaces and service trays shall have a smooth, durable, and nonabsorbent finish.
	Free of insect and rodent infestation.
	Decontamination/Sterilization Area- separated from procedure areas by a space of at least five feet or by a cleanable barrier and equipped with a permanently plumbed sink supplied with hot and cold running water, wall-mounted containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser that is accessible to the practitioner.

Procedure Area:

	Equipped with a light source that provides adequate light at the procedure area.
	Lined waste containers.
	Portable sharps waste container within arm's reach of the practitioner; labeled "sharps waste" or biohazard symbol and the word "BIOHAZARD".
	Maintain a clean and sanitary environment.
	All solid surfaces and objects in the procedure area and the decontamination and sterilization area that have come into contact with the client or the materials used in performing the body art, including, but not limited to, chairs, armrests, tables, countertops, and trays, shall be immediately cleaned and decontaminated after each use by application of a disinfectant, used according to manufacturer's directions.
	Surfaces and objects in the procedure area shall be disinfected again before use if the area has been used for any activity following its previous disinfection.
	No animals shall be allowed in the procedure area or the decontamination and sterilization area except service animals.
	Practitioner shall wear disposable gloves on both hands when touching, decontaminating, or handling a surface, object, instrument, or jewelry that is soiled or that is potentially soiled with human blood.
	An instrument or other reusable item that comes into contact with nonintact skin or mucosal surfaces shall either be single use or be cleaned, decontaminated, packaged, and sterilized after each procedure.
	An instrument or reusable item that does not come into contact with nonintact skin or mucosal surfaces shall be washed with a solution of soap and water, using a brush that is small enough to clean the interior surfaces, and decontaminated after each procedure.
	A reusable item that cannot be immediately washed, disinfected, and sterilized following completion of the body art procedure shall be placed in a basin of water with or without detergent.
	Sterile instrument packs shall be evaluated before use, and if the integrity of a pack is compromised in any way, including, but not limited to, being torn, punctured, wet, or having evidence of potential moisture contamination, the instrument pack shall be discarded or reprocessed before use.
	No food, drink, tobacco product, or personal effects are permitted in the procedure area. The practitioner shall not eat, drink, or smoke while performing a procedure. If a client requests to eat, drink, or smoke, the procedure shall be stopped and the procedure site shall be protected from possible contamination while the client leaves the procedure area to eat, drink, or smoke.
	Branding shall not be done with another client in the procedure area. During the procedure, the practitioner and the client shall wear appropriate protective face filter masks.

Decontamination/Sterilization Area (119314)

	Separated from procedure areas by a space of at least five feet or by a cleanable barrier.
	Be equipped with a sink, hot and cold running water, containerized liquid soap, and single-use paper towels dispensed from a wall-mounted, touchless dispenser that is readily accessible to the practitioner.
	Lined waste containers.
	Portable sharps waste container within arm's reach of the practitioner; labeled "sharps waste" or biohazard symbol and the word "BIOHAZARD".
	No animals allowed in the sterilization area.
	Clean instruments to be sterilized sealed in peel-packs that contain either a sterilizer indicator or process indicator, unless processed for immediate use.
	Outside of pack shall be labeled with the name of the instrument (if not immediately identifiable), the date sterilized, and the initials of the person operating the sterilizing equipment.
	Sterilizer loaded, operated, decontaminated, and maintained according to manufacturer's directions.
	Only equipment manufactured for the sterilization of medical instruments shall be used.
	Sterilization equipment shall be tested using a commercial biological indicator monitoring system (spore test) after initial installation, after major repairs, and at least once per month. Expiration date of the monitor checked prior to each use.
	Each sterilization load monitored with mechanical indicators for time, temperature, pressure, and shall include at a minimum Class V integrators.
	Biological indicator monitoring test results recorded in a log; kept on site for three years after the date of the results.
	Written log of each sterilization cycle includes: date of the load, list of contents of load, exposure time and temperature, results of the Class V integrator, and for cycles where the results are positive, how the items were cleaned, and proof of a negative test before reuse. Sterilization log retained on site for three years.
	Clean instruments and sterilized instrument packs stored in clean, dry, labeled containers, or stored in a labeled cabinet that is protected from dust and moisture.
	Sterilized instruments shall be stored in the intact sterilization packaging or in the sterilization equipment cartridge until time of use.
	Sterile instrument packs to be evaluated at time of storage and before use. If the integrity of a pack is compromised, including, but not limited to, cases where the pack is torn, punctured, wet, or displaying any evidence of moisture contamination, the pack shall be discarded or reprocessed before use.
	A body art facility that does not afford access to a decontamination and sterilization area or that does not have sterilization equipment shall use only purchased disposable, single-use, presterilized instruments. In place of the requirements for maintaining sterilization records, the following records shall be kept and maintained for a minimum of 90 days following the use of the instruments at the site of practice for the purpose of verifying the use of disposable, single-use, presterilized instruments: <ul style="list-style-type: none"><input type="checkbox"/> A record of purchase and use of all single-use instruments.<input type="checkbox"/> A log of all procedures, including the names of the practitioner and client and the date of the procedure.<input type="checkbox"/> Written proof on company or laboratory letterhead showing that the presterilized instruments have undergone a sterilization process. Written proof shall clearly identify the instruments sterilized by name or item number and shall identify the lot or batch number of the sterilizer run.

Procedural Requirements/Practitioner Requirements (119308-119311)

	Before performing body art: <ul style="list-style-type: none"><input type="checkbox"/> (1) Wash and dry hands consistent with sound hygienic practices.<input type="checkbox"/> (2) Put on clean apron, bib, or lap pad over clean, dry clothing.<input type="checkbox"/> (3) Put on personal protective equipment that is appropriate for the task.<input type="checkbox"/> (4) Don clean, previously unused, disposable examination gloves on both hands just prior to the procedure.<input type="checkbox"/> (5) Gloves worn throughout the procedure.<input type="checkbox"/> (6) If gloves are contaminated or damaged or removed during procedure - remove both gloves removed, perform hand hygiene, and don new, clean, previously unused, disposable examination gloves.<input type="checkbox"/> (7) If shaving procedure area, the skin washed with soap and water - use single-use, disposable razor and then discard into a sharps container.<input type="checkbox"/> (8) Prepare skin immediately prior to performing the body art with an antiseptic solution, antimicrobial, or microbicide, according to manufacturer's instructions - discarded after use.
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Procedural Requirements/Practitioner Requirements (119308-119311) continued...

	<p>At completion of the procedure:</p> <ul style="list-style-type: none"> □ (1) Answer questions regarding the procedure site. □ (2) Provide post procedure instructions. □ (3) When covering a procedure site, use a sterile dressing. □ (4) Place all used or discarded sharps waste in a sharps waste container. □ (5) Wash and disinfect reusable instruments. □ (6) Package and sterilize reusable instruments. □ (7) Decontaminate the workstation and procedure area.
	<p>Maintain a clean and sanitary environment.</p>
	<p>Product applied to the skin prior to tattooing or application of permanent cosmetics, including, but not limited to, stencils and marking and transfer agents, including pens, shall be single use and discarded into a waste container at the end of the procedure unless the product can be disinfected for reuse.</p>
	<p>Only commercially manufactured inks, dyes, and pigments used.</p>
	<p>Inks, pigments, soaps, and other products in multiple-use containers dispensed in a manner to prevent contamination of the storage container and its remaining contents through the use of a single-use receptacle.</p>
	<p>Inks and pigments placed into clean, single-use receptacle.</p>
	<p>Inks and pigments remaining in the receptacle discarded immediately upon completion of the procedure.</p>
	<p>Tray used for inks or pigments decontaminated after each procedure.</p>
	<p>Only single-use needles and needle bars used in tattooing and the application of permanent cosmetics.</p>
	<p>Needles and needle bars purchased in a nonsterilized state, are sterilized.</p>
	<p>Needles, needle bars, grommets, and razors discarded into a sharps waste container immediately upon completion of the procedure.</p>
	<p>Any part of a tattooing machine that may be touched by the practitioner during the procedure covered with a disposable plastic sheath that is discarded upon completion of the procedure.</p>
	<p>Tattoo machine decontaminated upon completion of the procedure.</p>
	<p>Machine used to insert pigments designed with removable tip parts between the tip and motor housing, and in a manner that will prevent backflow into enclosed parts of the motor housing.</p>
	<p>Hand tool used to insert pigment disposed of in sharps container, with the sharps intact, unless the needle can be mechanically ejected from the hand tool.</p>

