

# County Health Department

Department of Water Quality and Hazardous Material Management

## TATTOO/BODY PIERCING SHOP CHECKLIST

Establishment: _____	Phone Number: _____
Address: _____	Contact/Title: _____
City/State/Zip: _____	Specialist: _____
Hours of Operation: _____	Inspection Date/Time: _____
Procedures Performed On-Site: <input type="checkbox"/> Tattooing <input type="checkbox"/> Body Piercing	

### PREMISES REQUIREMENTS

	Hand sink with hot and cold water readily accessible and supplied with liquid antimicrobial soap.
	Dry, clean cabinet/tightly covered container available for storing tattooing/piercing instruments.
	Premise is maintained in a clean and sanitary fashion.
	All work surfaces are non-absorbent, easily cleaned, smooth, free of breaks, cracks, etc.
Notes:	

### SANITATION

	All equipment and surfaces are cleaned and decontaminated between each client and at the end of the work shift (use EPA approved tuberculocidal solution or a household bleach solution in 10% concentration mixed within 24 hours of use for surface disinfection).
	Protective coverings (i.e. plastic wrap) are removed and replaced when they become overly contaminated or between each client.
	Eating, drinking, smoking, applying cosmetics and live animals are not allowed in areas of occupational exposure.
	The skin of/surrounding the area of the procedure is washed with antimicrobial soap prior to procedure.
	All instruments are stored in sterile packages until tattooing/body piercing is performed.
	Operator wears disposable medical gloves while performing all body art procedures.
	Gloves are discarded after completion of each procedure, between clients, or when torn, punctured, compromised, or contaminated.
	Hands are washed after glove removal and prior to re-gloving.
Notes:	

### SINGLE-USE ITEMS

EQUIPMENT	
	Needles and razors are single-use only.
	Body art stencils are single-use and disposable.
	All inks, dyes, pigments, and sharps are specifically manufactured for performing body art procedures and are from a professional supplier.
USAGE/PRACTICES/HANDLING PROCEDURES	
	All sharps are cleaned and sterilized prior to use and stored in paper peel-packs.
	Paper peel-packs are stored in a dry, clean cabinet/container.
	Petroleum jellies, soaps, and other products used in the application of stencils are dispensed and applied in a manner in which prevents contamination of original source container.
	Quantity of dye to be used for one tattoo is transferred from the original bottle into a sterile, single-use container immediately before the procedure, and disposed of at the completion of the procedure.
	After use, single-use items are immediately disposed of in approved containers.
	Contaminated needles are not bent, broken, or otherwise manipulated by hand.
	In the event of blood flow, all products used to absorb blood are single-use and disposed of in approved containers.

	Single-use items are not used on more than one customer.
Notes:	

**STERILIZATION OF NON-DISPOSABLE EQUIPMENT**

	All non-disposable instruments are cleaned after each use with an antimicrobial soap solution and hot water or an appropriate disinfectant.
	If ultrasonic unit is used, it is operated in accordance with manufacturer's instructions.
	All non-disposable equipment is autoclaved after the initial cleaning.

**AUTOCLAVE**

	Autoclave is used, cleaned and maintained according to manufacturer's instructions.
	Copy of manufacturer's recommended procedure for operation is available.
	Each peel-pack contains only one needle and one tube.
	Spore tests: bacillus stearothermophilus; performed monthly, records maintained.

Notes:

**WASTE DISPOSAL**

	Sharps and potential sharps are placed in infectious waste containers.
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**SHARPS CONTAINERS**

	Leakproof; rigid; puncture resistant; labeled with the biohazard symbol.
	Can be tightly sealed to prevent expulsion.

**NON-SHARPS CONTAINERS**

	Impervious to moisture.
	Sufficient strength and thickness and can be secured to prevent expulsion.
	Labeled with biohazard symbol.

Notes:

**TRAINING AND POLICIES**

**TRAINING**

	Provided for all employees and/or anyone acting on behalf of the establishment.
	Performed prior to occupational exposure with blood or bodily fluids.
	Bloodborne pathogens standard (29 CFR 19110.1030).
	Handling of infectious waste.
	Universal precautions standard.
	Records of participation/attendance available.

**WRITTEN POLICY**

	Requires the use of universal precautions.
	Requires safe handling of infectious waste.
	Includes sanctions for failure to follow requirements.

Notes:

**PATRONS' RECORDS**

	Maintained for two years.
	Patron's name, address, and age.
	Date of tattooing/piercing; tattoo design; location on patron's body.
	Name of artist who performed the work.

Notes:

**PATRONS' RIGHTS**

**WRITTEN MATERIAL AVAILABLE**

	Explanation of universal precautions.
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	Explanation of patron's rights.
	Information on how to report a violation of universal precautions standard.
	Information on Indiana State Board of Health duties to investigate.
Notes:	