

(Add Agency Letterhead)

Body Art Establishment Inspection Form

Name of Establishment:	
Address of Establishment:	Tel.# () -
Establishment Owner(s) Name(s):	
Owner(s) Address:	Tel.# () -

Inspector Name:	
Inspection Date:	Time: Begin: — am — pm End: — am — pm
Type of Establishment: — Tattoo — Piercing — Tattoo and Piercing	
Reason for Inspection: — Pre-Operative Inspection — Annual Inspection — Complaint Investigation — Injury Report Investigation	

Key:	
<u>Violation column:</u>	“X” indicates a violation of the Body Art Regulations “✓” indicates compliance with the Body Art Regulations
<u>Viol Corrected column:</u>	“✓” indicates compliance with the Body Art Regulations upon reinspection of the violation.
<u>Reinspection Date:</u>	Date when violation was noted as being in compliance with Body Art Regulations.

Inspector signature: _____ **Date:** _____

REGULATION	VIOLATION	COMMENTS	Viol Corrected	Reinsp Date
Posting:				
Postings are prominently displayed				
Disclosure statement				
Name, address and phone number of BOH				
Emergency plan: -police, fire, EMS contacts -working employee/client phone				
Occupancy permit				
Valid establishment permit				
Valid practitioner(s) permit(s)				
Recordkeeping: (kept for 3 year minimum)				
Records accessible to BOH				
Establishment Information: -name,address, hrs. of operation -body art procedures -inventory list (jewelry, instruments) -MSDS and Body Art Regs				
Employee Information -name,address, tel #, DOB -exact duties -practitioner hepatitis B info				
Client Information -name, address, DOB -date, type, location and practitioner of procedure -health history and consent form -copy of guardian ID				
Autoclave manufacturer's instructions available				
Monthly autoclave spore destruction tests available				
Physical Facility- Overall:				
Walls, floors and ceilings smooth and clean				
Establishment space -separate from non-establishment space (e.g., habitable areas)				

REGULATION	VIOLATION	COMMENTS	Viol Corrected	Reinsp Date
Physical Facility- Overall: (cont'd)				
Client waiting area -separate from body art procedure areas				
No animals except: - service animals -fish aquariums in non-procedural areas				
Free of insect and/or rodent infestation				
Adequate ventilation				
Adequate lighting -20 foot candles 3 feet off floor				
Toilet room (1 at minimum): -toilet -sink with hot/cold water under pressure -toilet paper, liquid soap, paper towels in fixed dispensers -waste receptacle: covered, foot operated.				
Solid waste: -stored in covered, leak-proof, rodent resistant containers -removed weekly at minimum				
Janitorial sink -adequate size -hot/cold water under pressure				
Instrument cleaning area present: -autoclave area at least 36 inches from ultrasonic cleaning unit				
Instrument storage area -clean, dry, covered containers -secure area; instruments only				
Physical Facility- Procedure Area:				
Procedure surfaces smooth, easy to clean and sanitize				
Client chairs/benches, easy to clean and sanitize				
45 sq. feet per practitioner				

REGULATION	VIOLATION	COMMENTS	Viol Corrected	Reinsp Date
Physical Facility- Procedure Area cont'd:				
Dividers between work stations				
Adequate lighting -100 foot-candles: procedure level, sharp and instrument assembly level				
Hand sink at each station -hot/cold water under pressure -liquid soap in fixed dispenser -disposable paper towels in fixed dispenser				
Waste receptacle: -covered, foot operated -emptied daily				
No practitioner smoking, eating, or drinking				
Single Use Items:				
All products applied to skin are one client use and disposed of: - hollow bore, needles with cannula -stencils, gauze, razors, etc. - ink, dye, pigment and individual containers				
Sharps disposed into approved sharps container				
Sanitation and Sterilization:				
Ultrasonic cleaning unit present and working				
Autoclave present and working, if non-disposable instruments are used				
Autoclave is: -clean -located away from workstations and public areas				
Non-disposable instruments are: - Cleaned, processed in ultrasonic unit - packed individually in sterilizer packs - sterilized by steam autoclave				
Sterilizer packs have: - temperature/sterilizer indicator - expiration date- not exceed 6 months.				

REGULATION	VIOLATION	COMMENTS	Viol Corrected	Reinsp Date
Sanitation and Sterilization cont'd:				
Sterilizer packs intact, no breach				
Disposable medical gloves available				
Practitioners wear gloves for handling instruments				
Standards of Practice: (review with Practitioner(s))				
Practitioners perform body art procedures according to CDC Universal Precautions.				
Practitioners: -maintain personal cleanliness, wear clean clothes. -are free of skin rash or infection				
Practitioners refuse service: - clients under the influence - tattooing, branding, scarification of clients under 18 yrs.				
Ear piercing systems used on ear lobe only.				
Practitioners wash hands with hot water and soap prior to glove application/ procedure.				
Practitioners wear single-use gloves during procedure: -gloves changed when torn or contaminated				
Instruments contaminated during procedure are replaced immediately				
Client skin preparation: -free of visible infection -cleaned				
Practitioners use inks, dyes, pigments, needles, all other equipment : -manufactured for body art procedures only -according to manufacturer's instructions				
Aftercare instructions provided to client				

Additional comments: _____

