



Division of Environmental Health

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BODY ART FACILITY APPLICATION PLAN CHECK LIST

This plan check list is provided to guide the facility owner/operator to open a body art shop that will meet public health and safety requirements established in California's H&S Code Chapter 638 Safe Body Art Law. This guidance is organized into 2 check lists.

PART A is regarding all documents that are required as attachments to the New Body Art Facility Application.

PART B is a check list of items required at the final inspection of the facility before a facility health permit is issued.

PART A

Check list of required attachments as part of the application package. Submit fee payment and complete, sign, and date the Body Art Establishment Application.

A SCHEMATIC DRAWING OF THE FACILITY FLOOR PLAN

Shows the location of the procedure area, workstations, hand wash sinks, bathroom, and, if applicable, the decontamination / sterilization room layout (clean room, sink location, sonicator, autoclave, etc.). The schematic must identify smooth cleanable surface materials used on the floors, cabinets, counter, etc. (i.e. concrete, laminate, tile, etc.).

- **For Permanent Cosmetic:**

Within a salon, the plan shall show location and wall separation from hair and nail activities.

- **For Mixed Use Residential Zoning:**

Schematic shall show separation "no direct access" (no door) to the dwelling unit and have a separate toilet facility.

- **For Non-Temporary Vehicles:**

Plan shall be submitted to the planning department for review for use, building, plumbing, and electrical permits prior to health permit approval.

PROVIDE A COPY OF THE FACILITY'S INFECTION PREVENTION AND CONTROL PLAN (Safe Body Art Work Practices and Procedures)

For help writing this document, please review the Infection Prevention and Control Plan guidance document attached to the application.

COPY OF THE MANUFACTURER'S SPECIFICATION FOR THE STERILIZATION UNIT

Only equipment manufactured for the sterilization of medical instruments will be approved (for establishments that utilize reusable instruments).

PART B

Check list of required items at the facility final inspection.

ALL FORMS AND DOCUMENTS

Examples include: Client Consent, Medical History, Aftercare Instructions, Procedure Log (for disposable instrument documentation), Sterilization Log (for reusable instruments), Jewelry mill certifications, etc.

FACILITY COPY OF THE INFECTION PREVENTION AND CONTROL PLAN (on site copy)

HOT AND COLD RUNNING WATER AT ALL SINKS

OPERATIONAL HAND-WASH SINKS WITH HANDS FREE OPERATION IN THE PROCEDURE AND DECONTAMINATION AREA

SINGLE DISPENSED SOAP AND TOWELS IN PROCEDURE AREA, DECONTAMINATION AREA, AND PUBLIC BATHROOM SINKS

SINGLE USE SUPPLIES

Examples include: Tattoo equipment, needles, ink caps, gloves, aprons, paper towels, dental bibs or plastic wrap or other coverings for chairs, workstations, cord covers, machine bags, jewelry, and sterilization supplies (i.e. peel packs, class V integrators, etc.).

PART B CHECK LIST CONTINUED

STERILIZATION EQUIPMENT

Provide a negative spore test and a passing class V Integrator showing the autoclave is operational (for establishments that utilize reusable instruments).

PROVIDE A COPY OF THE SPORE TEST LABORATORY SERVICE AGREEMENT FOR THE MONTHLY AUTOCLAVE OPERATIONAL TESTING

For establishments that utilize reusable instruments. Spore testing is required at time of initial installation, repair work or equipment relocation.

PROVIDE LINED TRASH CANS IN THE PROCEDURE AREA AND DECONTAMINATION AND STERILIZATION AREA

The number of trash cans in the procedure area should be in the amount necessary to accommodate all trash generated by the practitioners.

SHARPS DISPOSAL

Properly labeled, portable sharps containers in each work station and decontamination area. A copy of an approved disposal agreement or service i.e. mail back or biohazard pick up.

CLEANING AND DISINFECTION SUPPLIES

RECORD KEEPING

Method of storage (i.e. paper files, electronic; location, and security of required client and facility records).