



# 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** show 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, counters, 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 this application. \*
- Copy of the manufacture’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:** 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 hand 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 (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, sterilization supplies i.e. peel packs, class V integrators etc)**
- 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.)

\* In addition, We recommend that the facility also maintain an Occupational Exposure Control Plan to minimize occupational exposures to the practitioners within the facility per California Occupational Safety and Health Administration (Cal OSHA )