

All Disposable Body Art Studio Standard Operating Procedures

Disposable means “Single-use” or “single-service” products or items that are intended for one-time, one-person use and are properly disposed of by appropriate measures after use on each client. Single-use items include but are not limited to cotton swabs or balls, single-use instruments, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, piercing needles, stencils, ink cups, and protective gloves.

Facility's Name:	
Facility Address:	
Owner Name/Contact:	
Phone:	
Email:	
Type of Body Art performed in studio (circle/check all that apply)	<input type="checkbox"/> Tattooing <input type="checkbox"/> Piercing <input type="checkbox"/> Cosmetic Tattooing
Date of Completion:	

The Body Art Studio's Standard Operating Procedures (SOP) goals are to prevent accidents, eliminate or minimize occupational exposure to blood and/or other bodily fluids to prevent cross-contamination between artist(s) and client(s). If any significant changes are made, the plan shall be updated, and a copy must be provided to health officials.

The SOP shall address the following:

- I. Sanitizing Areas and Equipment
- II. Disposal of Waste
- III. Aftercare Instructions
- IV. Body Artist and Employee Health
- V. Body Artist and Employee Drug and Alcohol Use
- VI. Record Keeping
- VII. Client Screening
- VIII. Exposure Control Plan
- IX. Emergency Plan for Accidents that Address First Aid Procedures
- X. Water Interruption Imminent Health Hazard
- XI. Portable Hand Sinks
- XII. Jewelry Standards

**A COPY OF SOP SHALL BE PROVIDED TO THE HEALTH AUTHORITY AND MAINTAINED IN THE BODY ART STUDIO.
ALL BODY ART EMPLOYEES SHALL HAVE ACCESS TO THE PLAN AND CAN REVIEW IT AT ANY TIME.**

Section I: SANITIZING AREAS AND EQUIPMENT

This section shall describe the procedures for decontaminating and disinfecting environmental surfaces.

Your workstations should have a smooth and easily cleanable surface that can withstand cleaning and decontamination. Solid surfaces and objects that have come in contact with client or the materials used during procedure, including, chairs, armrests, tables, countertops, and trays must be disinfected before and after use. All exposed surfaces of worktables and chairs shall be sanitized with an EPA registered disinfectant approved by the Health Authority after each use and between clients.

NOTE: ALL SURFACES SHALL BE CLEANED PRIOR TO SANITIZING/DISINFECTING

“Disinfectant” means a solution registered as a disinfectant by the U.S. Environmental Protection Agency (EPA) and intended to destroy or inactivate specific viruses, bacteria, or fungi on clean, inanimate surfaces. Labeling should specifically state that the product is bactericidal, virucidal, fungicidal, and tuberculocidal.

Part I: Identify Items that are to be Disinfected, Disinfectant to be Used, and the Frequency

Surface to be cleaned	Type of EPA-registered disinfectant used	Procedures/Frequency
Workstation surfaces/countertops		
Workstation chairs/stools		
Trays		
Surfaces (including armrests/headrests) of procedure chairs or tables		
Floors, walls, etc.		
Portable light fixtures		
Tattoo machine and clip cord		
Permanent cosmetic machine		
Trash cans		
Other:		

Part II: Procedures for Protecting Clean Instruments and Sterile Instruments from Contamination During Storage.

STORAGE OF CLEAN EQUIPMENT
Describe the location where the cleaned/pre-sterilized and packaged instruments are stored:

If a sterilized package has been breached or allowed to get wet, the instruments must be discarded.

Section II: DISPOSAL OF WASTE

Part I: Sharps Disposal

The disposal of waste items including, but not limited to needles, **RAZORS**, and other supplies capable of causing lacerations or puncture wounds, generated through the provision of anybody art procedure shall be disposed in accordance with Body Art Rules 511-3-8.

Each workstation area and clean room area shall have a container for the disposal of sharps waste. Sharps waste containers must be placed within arm's reach and below level at their point of use.

Used needles shall not be purposely bent or broken, or otherwise manipulated by hand to prevent needle sticks or injury and exposure to blood or body fluids.

Sharps pick up contract/pick up box is located _____ .

Biomedical waste shall be clearly identified with the universal biohazard symbol or clearly marked with the word "Biohazard."

SAFE HANDLING AND DISPOSAL FOR SHARPS
Describe the disposal of sharps used during a body art procedure for the following instruments: Needles and needle bars, razors, and other sharps:
List the name and contact information of medical waste hauler used for disposal of sharps containers.
Info is attached <input type="checkbox"/>

Part II: Biomedical Waste Disposal

Requirements for studios that handle biomedical waste: If your studio handles biomedical waste, biomedical waste except for sharps, shall be placed in a sealed bag and in containers which are impervious to moisture and be resistant to ripping, tearing, or bursting. The containers shall be securely closed to prevent leakage or expulsion of solid or liquid wastes during storage, handling, or transport; protect biomedical waste from animals, rain, and wind; prevent breeding places or a food source for insects and rodents; and minimizes exposure to the public.

Part III: Non- Biomedical Disposal

At least one trash can is required in each workstation. The waste container shall be durable, easily cleanable and leak proof with a self-closing lid. Garbage and refuse shall be disposed of at such frequency to prevent the development of odor and the attraction of insects, rodents, or vermin.

NON-BIOMEDICAL WASTE DISPOSAL

Describe the type of container you are using for non-biomedical waste disposal.

List the frequency the material in the trash cans will be discarded and how often the container is cleaned.

SECTION III: AFTERCARE PROCEDURES/INSTRUCTIONS

AFTERCARE PROCEDURES/INSTRUCTIONS

Attach the written recommendation and care information provided to the client after a body art procedure.

Info is attached

SECTION IV: BODY ARTIST AND EMPLOYEE HEALTH

Body artists and employees have the responsibility to make sure that they do not transfer any disease or infection to clients by practicing the best universal precautions. Universal precautions include:

- Washing hands
- Removing jewelry
- Maintaining, clean, short, trimmed nails, etc.

Part I: The body artist must be free of any open wound(s) that cannot be covered, any infection, or other visible or communicable diseases that can be transmitted because of carrying out the body art procedures.

A body artist shall not conduct any form of body art activity upon any area of a client that suggests the presence of any rash, lesion, or other visible signs of infection.

EMPLOYEE HEALTH HYGIENE

Describe the policies for hand accessories, boil/cut treatment, policy due to illness, injury, or loss of life to any person, etc.

Part II: HBV Policy

Hepatitis B virus (HBV) vaccine series shall be made available at no cost to artist and other employees by the permit holder of the Body Art Studio. If artist or other employees choose not to receive the hepatitis B vaccination, artist shall sign vaccination declination form. Describe your HBV policy below.

STUDIO'S VACCINATION HBV/DECLINE VACCINATION POLICY

☐ Attach forms and maintain files on-site.

SECTION V: BODY ARTIST AND EMPLOYEE DRUG USE AND ALCOHOL USE

Body artists shall not be under the influence of alcohol or drugs that cause drowsiness or other impairment while performing body art procedures.

Body Art Studios and body artists shall refuse services to any person who appears to be under the influence of alcohol or drugs.

Attach a copy of the signed body artist and employee drug use and alcohol form.

SECTION VI: RECORD KEEPING

RECORD KEEPING

Describe how long artist files (current and unemployed) will be maintained at studio:

DYES AND PIGMENT

Describe the storage and location of dyes, pigments, and SDS sheets for inks.

SECTION VII: CLIENT SCREENING

ATTACH A COPY OF CLIENT FORM

CLIENT SCREENING

How long will client records be on file and where will they be stored.

PIERCING (MINORS UNDER 18 YEARS OLD)

Describe the studio's policy for piercing minors under 18.

What documentation will be asked for parent/legal guardian consent?

SECTION VIII: EXPOSURE CONTROL PLAN

TRAINING

How often and who completes bloodborne pathogen training?

Where is the bloodborne pathogen kit located?

See OSHA Bloodborne Pathogen Standard (29 CFR 1910.1030)

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

SECTION IX: EMERGENCY PLAN FOR ACCIDENTS THAT ADDRESS FIRST AID PROCEDURES

EMERGENCY PLAN FOR ACCIDENTS

Describe the policies on who to notify and what to do if any artist, client, or person becomes ill or injured while at the body art studio.

(For example, any CPR/First Aid Training certificates, personal protective equipment, incident report templates, list of emergency contacts, or close healthcare facilities on site).

Where is the first aid kit located?

SECTION X: WATER INTERRUPTION IMMINENT HEALTH HAZARD

If an imminent health hazard exists because of an emergency such as a fire, flood, interruption of electrical or water service for two or more hours, sewage malfunction, misuse of poisonous or toxic materials, onset of an apparent bloodborne illness outbreak, serious injury, gross unsanitary occurrence or condition, or other circumstances that may endanger public health, then **operations must be immediately discontinued, and the Health Authority must be notified.**

IMMINENT HEALTH HAZARD POLICIES

Describe the procedures and equipment needed to continue operation with body art services for under two hours. Include procedures for temporary handwashing and any other imminent health hazard procedures.

Section XI: Portable Hand Sinks (if applicable)

GUIDELINES FOR MAINTAINING PORTABLE HAND SINKS

Describe the procedures for obtaining fresh water, disposal of wastewater and what to do in case of spillage of wastewater.

SECTION XII: JEWELRY STANDARDS (if applicable)

GUIDELINES FOR COMPLIANT PIERCING JEWELRY

Describe where the Mill Certificates or copies of the jewelry manufacturer's documentation can be located at the studio.

Verification must be available upon request for inspection.

PLEASE REFER TO DPH RULE 511-3-8-.04(45)(A)-(K) OF THE BODY ART REGULATION FOR DEFINITION OF JEWELRY USED IN PIERCING.

DISCLAIMER:

The information provided is for general informational purposes only. This document does not cover all procedures, requirements, or operating procedures for body art studios. It is the responsibility of the permit holder of the body art studio and all employees to review the code, implement, and follow all rules and regulations.