

## **Non- Disposable Body Art Studio Standard Operating Procedures**

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

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

<b>Surface to be cleaned</b>	<b>Type of EPA-registered disinfectant used</b>	<b>Procedures/Frequency</b>
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 sterilized instruments from contamination during storage.**

**STORAGE OF CLEAN EQUIPMENT**

Describe the location where the cleaned/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: STERILIZATION OF INSTRUMENTS AND EQUIPMENT AND  
EMERGENCY STERILIZATION PROCEDURES**

Part I: Any instruments or equipment used for body art procedures shall either be disposable or be thoroughly cleaned and sterilized after each use.

Equipment	Disposable or Autoclavable	For reusable equipment, describe cleaning, disinfecting, and sterilizing process
Needle tubes	Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/>	
Calipers	Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/>	
Hemostats	Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/>	
Forceps	Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/>	
Jewelry for Initial Piercing	Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/>	
Other Please specify:	Disposable <input checked="" type="checkbox"/> Autoclavable <input checked="" type="checkbox"/>	

Is any part of the tattoo machine or permanent make up/microblading pen autoclavable? If yes, specify what part: \_\_\_\_\_ (according to manufacturer instructions).

Manual shall be available onsite ☐

**If you are using reusable tattoo grips, you will need to remove and sterilize the grips in an autoclave.**

## Part II: Sterilization Procedures

Employees and body artists shall use personal protective equipment, protecting their eyes, nose, mouth, and hands while cleaning instruments and follow manufacturer's safety precautions for any chemicals used.

- All tools shall be pre cleaned/ scrubbed with an enzymatic pre cleanser before being placed in an ultrasonic cleaner.
- Prior to being placed in the autoclave, all equipment shall be bagged, labeled as to its contents, initialed, dated and sealed.
- After sterilization, the packaged instruments shall be stored in a clean dry cabinet.
- If a sterilized package has been breached or allowed to get wet, the instruments must be re-packaged and sterilized again before use.

### PERSONAL PROTECTION EQUIPMENT (PPE)

Describe the PPE used during cleaning and sterilization process:

### ENZYMATIC PRE-CLEANER

Describe the container and type of protein dissolving enzyme cleaner that will be used to soak non-disposable instruments prior to placing in ultrasonic cleaner:

### ULTRASONIC CLEANING

Make and model of ultrasonic cleaning units:

### AUTOClave (MUST BE CLASS B OR CLASS S)

Make and Model of autoclave:

Specify the autoclave class: Class B, Class S or other?

Name of company or lab used for spore test:

\*Maintain records at studio\*

Indicate the frequency at which the spore test will be conducted:

## STERILIZATION RECORDS

Describe how sterilizations will be recorded and logs will be maintained.

Documentation (log) of sterilization procedures shall be maintained near the sterilizing equipment and shall include, but is not limited to:

1. Type of load
2. Quantity of load
3. Temperature
4. Pressure
5. and length of sterilizing time
6. initials of employee sterilizing

Spore tests shall be used at a minimum frequency of every 40 hours of operation of the autoclave, but not less than monthly unless the manufacturer specifies more frequent monitoring.

A provision shall be included in the contract with the commercial testing laboratory requiring the body art studio to notify the Health Authority of any failure of the autoclave to eradicate all living organisms, including spores.

### Part III: Emergency Sterilization Procedures

Upon notification of a positive microbiological monitoring report, the autoclave shall be immediately checked for proper use and function and the permit owner shall cease use of the autoclave immediately upon receipt of the positive report.

The studio shall have the option to obtain a properly functioning sterilizer with a negative biological report to remain open or if the studio has more than one autoclave in operation, they may be given approval to remain open.

## EMERGENCY STERILIZATION PROCEDURES

Describe your facility's emergency plan should the autoclave or spore test indicate the autoclave is not functioning properly:

## **Section III: 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."

<b>SAFE HANDLING AND DISPOSAL FOR SHARPS</b>
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 IV: AFTERCARE PROCEDURES/INSTRUCTIONS**

### **AFTERCARE PROCEDURES**

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

Info is attached

## **SECTION V: 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.

<b>STUDIO'S VACCINATION HBV/DECLINE VACCINATION POLICY</b>
Attach forms and maintain files on-site.

## **SECTION VI: 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.

**Create and attach a copy of signed body artist and employee drug use and alcohol form.**

## **SECTION VII: RECORD KEEPING**

<b>RECORD KEEPING</b>
Describe how long artist files (current and unemployed) will be maintained at studio:

<b>DYES AND PIGMENT</b>
Describe the storage and location of dyes, pigments, and SDS sheets for inks.



## **SECTION VIII: CLIENT SCREENING**

**ATTACH A COPY OF CLIENT FORM**

### **CLIENT SCREENING**

Describe how long client records will be on file and where they will 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 IX: 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 X: 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 XI: 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 if interruptions occur for more than two hours 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 procedures and any other imminent health hazards procedures.

## **Section XII: 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 XIII: 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.