



COUNTY OF SAN LUIS OBISPO
ENVIRONMENTAL HEALTH SERVICES DIVISION
BODY ART FACILITY SELF-INSPECTION CHECKLIST

Body Art Facility Self Inspection Check List

Procedure Area:

- The entire procedure area shall be kept in good repair and constructed of smooth, hard surfaces that are non-porous, free of open holes or cracks, and easily cleaned. Personal items, food, and beverages shall be stored out of procedure area, in designated location. Tobacco products are not permitted for use in facility.
- The set-up surface must be non-porous and easily disinfected with EPA approved disinfectant used per manufacturer's instructions. Routinely check that your disinfectants, gloves, etc. are not expired.
- Ensure trash cans are lined and sharps containers are within arms reach of workstation

Handwashing:

- Ensure handwash stations are stocked with pump soap and paper towels
- Practitioner shall perform hand washing with soap and warm running water. Ensure hand wash sink has hot/cold running water under pressure, liquid soap in a wall mounted dispenser, and single use paper towels dispensed from a wall mounted touchless dispenser.
- Don a clean, previously unused pair of disposable medical grade or examination gloves prior to the procedure

PPE (Personal Protective Equipment):

- After the initial hand washing, don a clean apron, bib, or lap pad over clean, dry clothing along with any other personal protection equipment (PPE) that is appropriate for the task. Some procedures may warrant wearing a face mask, or eye protection. It is strongly recommended that all PPE be disposable, when possible.

Set-Up:

- Prepare your work surface by sanitizing all surfaces with EPA approved disinfectant, line with plastic wrap, dental bib or equivalent.
- Put out all tools, inks, jewelry, disposables you may need. Inspect sterile packs before use. Once set up, remove set-up gloves.
- Tattoo machine must have removable parts to prevent backflow into enclosed parts of the motor.
- Use clip cord covers and machine bags over tattoo machine
- For measuring, use only clean or pre-sterilized measuring calipers. Use disposable pens and tattoo transfer paper, disposable razors
- Cover your procedure area if you leave the area for any reason during a procedure

Piercing or Tattoo:

- Once you have prepared your surface, you may proceed to set up any required materials for the procedure. Any jewelry to be placed in newly pierced skin shall be sterilized prior to piercing or shall be purchased pre sterilized and of a biocompatible material
- Use only single use disposable razors for any shaving of the area and dispose of in the sharps container after use.
- Prep procedure area with antiseptic solution, antimicrobial, or micro biocide, according to the manufacturer's instructions. It is recommended to use sterilized application products, q-tips, cotton swabs etc.
- Mark with single use marking pens, discard after use.
- All needles must be purchased pre sterilized or sterilized in house, following directions of autoclave.
- Cover your procedure area if you leave the area for any reason during a procedure

Tear-Down of Procedure Area (tattoo / piercing):

- Gather all disposables, bundle all disposables including your dental bib set up cover into a single hand. Remove your glove around that bundle and into the other gloved hand. Dispose into trash.
- Dispose sharps into sharps container.
- Once workstation is clear, disinfect with EPA approved disinfectant

Post Procedure:

- Provide your client with aftercare materials/advice

Sanitizing of Re-Usable Equipment:

- The decontamination and sterilization area is restricted to BBP trained personnel only.
- Apply appropriate PPE upon entering the decontamination and sterilization area.
- Use a brush small enough to clean inside any hollow items or tools. Items should be further cleaned in an ultrasonic machine or high heat pressurized water instrument cleaner.
- With all your items properly cleaned and dried they are ready to be packaged for sterilization. Each item must be sealed in peel packs that have an indicator strip. Be sure to include a class V integrator with each load.
 - include the date, list of items, indicator, integrator, and operator's initials or initials of the client.
 - Keep a sterilization log of all procedures, including the name of the practitioner and client along with the date of the procedure in connection to the pre sterilized products used.
 - The integrator shall have a lot number (example: date and cycle number) corresponding with the log. After the cycle has been completed, the integrator shall be stapled with the corresponding log entry.
- Once items are processed and sterilized, they can be used on a new procedure or stored in a covered container/drawer for later use.

- Remove all PPE when exiting the decontamination and sterilization area.

Post Procedure

- Ensure Health Permit is posted in conspicuous location along with Practitioners Registration and BBP Certification
- Keep records of all pre sterilized items purchased, 90 days of records required.
- Keep 3 years records of: BBP, IPCP trainings, pore test records, autoclave/sterilization equipment procedures, and sterilization records, if using Autoclave.