

Body Art Facility Inspection Checklist

N.J.A.C 8:27-1 ET SEQ.

ADMINISTRATION /APPROVAL TO

OPERATE

Subchapter 2

- ____ Previous inspection report from Health Department (2.4a, 11.2)
- ____ Current Twp License provided, if required by local ordinance (2.4a)
- ____ Current Lic/permit/insp displayed conspicuously
- ____ Proof of prof malpractice insurance for each practitioner (2.4a,2.7)
- ____ Current copy of monthly negative biological indicator test for autoclave (2.4a)
- ____ Facility is not conducting prohibited practices (2.6)

FACILITY LAYOUT & ENVIRONMENT

Subchapter 3

Facility Layout

- ____ Waiting area physically separated from workstation & equipment cleaning room (3.1a)
- ____ Equipment cleaning room physically separate from workstations, if reprocessing reusable instruments (3.1b)
- ____ Display cases & retail sales cases physically separate from workstations (3.1c)
- ____ Liquid soap & paper towels at handwash sinks (3.1e)
- ____ Floor & walls smooth, nonabsorbent, non porous (3.2a)
- ____ Walls & ceilings lightly colored (3.2a)
- ____ No carpet in work & equipment cleaning rooms (3.2a)
- ____ Adequate lighting provided (3.2c)
- ____ Approved water supply, well water tested (3.2d)
- ____ Proper sewage disposal (3.2e)

Equipment Cleaning Room, if applicable (3.1b)

- ____ work flow & traffic patterns designed to flow from soiled to clean areas
- ____ signs to designate soiled & clean work spaces
- ____ operable handwash facilities
- ____ manual cleaning of instruments conducted in sufficiently sized sink
- ____ emergency eyewash station & exhaust hood, if needle building

Procedure Rooms

- ____ Free from human habitation, food, or other activity which may cause contamination (3.1c)
- ____ workstations min 80 sq ft. (3.1d)
- ____ Easily cleanable partitions between workstations
- ____ 6 ft. partition for genital piercing (3.1d)
- ____ Adequate storage cabinets to accommodate supplies (3.1d)
- ____ Handwash sink with wrist/foot/sensor controls for every two workstations (3.1e)
- ____ Furniture in workstations non porous & cleanable (3.1f)
- ____ Furniture in workstations sanitized after each use
- ____ Work areas properly ventilated to prevent

odors (3.2b)

____ Separate room for Permanent Cosmetics (3.1d)

Sanitary Facilities & Waste management

Subchapter 3

- ____ Public restroom available to clients during business hours (3.3a)
- ____ Liquid soap in metal or plastic containers, paper towels provided in restrooms (3.3c)
- ____ Proper disposal of garbage & waste: plastic bags and outside containers (3.4)
- ____ Proper disposal of medical waste, items saturated with blood, sharps (3.4b)
- ____ NJDEP medical waste generator number, renewed annually (3.4b)

HEALTH, SAFETY, OCCUPATIONAL

HEALTH

Subchapter 4

- ____ Client records available upon request, 3 yrs (4.1a)
- ____ client application (4.1b)
- ____ medical history
- ____ informed consent form
- ____ consent form for minors, parent ID (4.1c)
- ____ No smoking, eating, drinking in work, equipment cleaning rooms & bathrooms (4.2c)
- ____ Written agreement with licensed physician for consultative services, Piercing & Perm Cosm (4.3a)
- ____ Phone #'s of EMT, FD, Police posted by main phone (4.4a)
- ____ Phone # of HD & Health Officer in conspicuous place (4.4d)
- ____ First aid kit available at all times (4.4c)
- ____ Practitioner has good personal hygiene, clean outer garments (4.6a)
- ____ Frequent handwashing conducted (4.6a)
- ____ Disposable, single use medical grade gloves worn at all times during procedures (4.6c)
- ____ Written policies for latex allergies (4.6g)
- ____ Practitioner does not work while ill, respiratory & skin conditions (4.7)
- ____ OSHA rules followed, Written Hep B Vaccine & universal precaution policies established for employees,
- ____ Written Exposure control plan (4.7a, 5, 6)

STERILIZATION & DISINFECTION

Subchapter 5

- ____ Reusable instruments washed (5.1a)
- ____ By hand ____ mechanically (ultrasonic)
- ____ Sterilization of instruments packaged in individual peel packs (5.2a)
- ____ Packs contain chemical indicator or internal temperature indicator (5.2a)

- _____Packs dated with expiration date, not to exceed 90 days, or as specified by manufacturer (5.2a)
- _____Hinged instruments processed in open position (5.3f)
- _____Copy of manuf instructions for autoclave (5.3a)

Sterilization & Disinfection

Subchapter 5, continued

- _____Monthly Neg Biol indicator test, Bacillus sterothermophilus spores 5.4a)
- _____Test results retained for 3 years (5.4d)
- _____chemical integrators in each load (5.4f)
- _____If High level disinfection utilized, (e.g. Glutaraldehyde) proper procedures followed (5.5)

Storage, Use & Decontamination of Surfaces-

Subchapter 5

- _____Single use items used (cotton swabs, tissues, ink cups, Gauze, razors, needles, blades, stencils, gloves, Ointment, Etc.) (5.7)
- _____Proper cleaning of blood spills (5.8a)
- _____Foil or plastic covers used to protect surfaces and changed between clients (light handle, lamps, etc.) (5.8b)
- _____Low level disinfectant used on general surfaces procedure surfaces after each use, horizontal surfaces, restrooms & general work surfaces; daily (5.8c)

BODY PIERCING

Subchapter 6

Training (6.1)

- _____Operator has proof of having experience in the operation of piercing facility for min 12 months
- _____Practitioners performs as apprentice for min 1000 hours
- _____Apprentice is under direct supervision of practitioner for min 1000 hrs
- _____Practitioners provide evidence of completion of Blood borne Pathogen course

Jewelry:

- _____Jewelry is high quality 14 K solid gold, surgical stainless steel, niobium, titanium, platinum or inert plastic (6.2a)
- _____All jewelry sterilized or disinfected prior to insertion(6.2b)
- _____Disinfection shall include the following: (6.2b)
 - _____Thorough cleaning in ultrasonic cleaner
 - _____Soaking in 70-90% isopropyl alcohol for 15 minutes
 - _____Air dry prior to packaging
- _____Jewelry not immediately used after disinfection is stored in zip lock plastic bag (6.2c)
- _____Jewelry or ear studs designed for ears not used in other body parts (6.2g)

Skin Preparation:

- _____Area to be pierced marked with single use, medical grade, non toxic marker after area is thoroughly disinfected (6.3b)
- _____Gentian violet marker for oral piercing (6.3b)
- _____Proper application of antiseptic utilized on pierced area (6.4a)
 - _____general or lip external area-use of chlorhexidine, 70-90% isopropyl alcohol, iodophors, or iodine
 - _____Oral piercings; vigorous application of

antiseptic mouthwash

- _____Genital, skin thoroughly cleaned with iodophors or iodine compounds, chlorhexidine or triclosan

Body Piercing Procedures

Subchapter 6, continued

- _____Sterile, single use piercing needles used (6.5a)
- _____Piercing needles appropriately disposed of after performing each piercing procedure (6.5a)
- _____NOTE: **Reuse of piercing needles is strictly prohibited**
- _____Sterile instruments opened in presence of client and handled aseptically (6.5d)
- _____Min gauge needles: (6.5e)
 - _____soft tissue, earlobe, eyebrow, face & septum: 18 gauge
 - _____Genital- 14- 8 gauge
 - _____Nipple, navel, tongue-min 14 gauge

After Care:

- _____After care instructions administered to client following procedure, verbal & written (6.6a)
- _____Copy of after care instructions signed by client & kept on file (6.6a)

TATTOOING-Subchapter 7

Training: (7.1a)

- _____Operator has proof of having experience in the operation of a tattooing facility as a full time occupation or as a designated operator for min 12mo.
- _____Practitioner performs as apprentice for min 2000 hours (7.1b)
- _____Apprentice is under direct supervision of practitioner min 2000 hours (7.1b)
- _____Practitioners provide evidence of completion of Blood borne Pathogen course (7.1b)

Skin Preparation:

- _____Area to be tattooed washed with soap & water before & after shaving (7.2a)
- _____Single use, disposable, washing pad used (7.2c)
- _____Single use, disposable razor used for shaving (7.2b)
- _____Area washed with 70-90% solution Isopropyl Alcohol, allowed to dry prior to starting (7.2d)

Equipment & Supplies:

- _____Sterile needle used for each client (7.3a)
 - _____Solder used for attachment of needles, lead free, if applicable
- _____Art stencils are single use & disposable (7.3b)
- _____Ointments single use, Gauze single use (7.3c)
- _____Paper towels & gauze used to apply soap & other products (7.3d)
- _____Styptic pencils or alum solids (deod) not used (7.3f)
- _____Sterilized needles, tubes, tips available for entire day (7.3g)
- _____Dyes and materials are non toxic, non irritating to tissue, stable to light & inert to tissue metabolism (7.4a)
- _____Pigments do not contain talc (7.4a)
- _____Single use, individual dye containers for each patron (7.4b)
- _____Excess dye on skin removed with single use, lint free paper product (7.4c)

After Care: (7.5)

____ After care instructions administered to client following procedure, verbal & written

____ Copy of instructions signed by client & kept on file

PERMANENT COSMETICS

Subchapter 8

Training: (8.1)

____ Practitioner completed 40 hr program approved by the Society of Perm Cosmetic Professionals or International Micropigmentation Association

____ Prior to being certified, submits one photo of performed procedures:

____ Eye brow simulation

____ Lip Liner

____ Full lip color

____ Eye liner/ eyelash enhancer

____ Practitioner certified by the Academy of Micropigmentation

____ Areola restoration training completed, 8 hr program by SPCP or IMA

____ 2 years experience prior to performing camouflage repairs

____ Apprentice completed 40 hr program, under direct supervision of practitioner for five of each of the following:

____ Eye brow simulation

____ Lip Liner

____ Full lip color

____ Eye liner/ eyelash enhancer

Personal Protection: (8.2)

____ Practitioner wearing clean, single use, water impervious gown during procedures

____ Medical grade gloves worn at all times during procedures

____ Fluid resistant mask worn & changed if it becomes splattered or moist with blood or body fluids

____ Use protective eye wear to cover all exposed skin & mucous membranes of and around the eyes

Use of Antiseptics: (8.3)

____ Wash & dry hands prior to applying antiseptics

____ When performing eyeliner or eyelash enhancement, use cotton swab, eye makeup remover, water or vaseline to wash skin thoroughly

____ When performing eyebrow procedures, use Q Tip to clean area with soap & water or a 70% Isopropyl alcohol disposable wipe, allow skin to dry

____ Other body part procedures, clean external area with Chlorhexidine, 70-90% Isopropyl alcohol containing Products

____ Allow antiseptic to dry before procedure is performed

Procedures :(8.4)

____ Over the counter cosmetics intended for public use not

left open in procedure room

____ Disposable applicators used following a procedure

____ Procedures not performed on client while pregnant

Topical Anesthetics: (8.5)

____ Only OTC topical anesthetics used for procedures by non medical practitioners

____ Proper labeling of OTC topical anesthetic by FDA registered drug manufacturer

____ liquid topical anesthetic NOT used in proximity of eye or eyelids

____ Anesthetic eye drops NOT used for eyeliner procedures

____ Topical anesthetics for external use only, not for injection or use in the eye

____ Local anesthetics NOT added to pigments

____ Occlusive dressings or external heat sources NOT applied to topicals used in proximity to the eye

____ Prescription topical anesthetics NOT used by practitioners unless by or under direct & immediate supervision of licensed physician

After Care: (8.6)

____ After care instructions administered to client following procedure, verbal & written

____ Copy of after care instructions signed by client & kept on file

Pigments: (8.7)

____ Dyes are non toxic, non irritating to tissue, stable to light and inert to tissue metabolism

____ Pigments do not contain talc

____ Single use, individual dye containers for each patron

____ Excess dye on skin removed with single use, lint free paper product

____ Lot #, record of dye used maintained for each client

____ Colorants free of acrylic monomers or polymers

EAR PIERCING (Subchapter 9)

____ Business offers piercing of the trailing edge of the ear with a pre-sterilized single stud & clasp ear piercing system (**Individuals who pierce the ear lobe only are exempt from NJAC 8:27**)

____ Annual License or permit obtained from health authority

____ License displayed in conspicuous place

Client Records: (9.3)

____ maintained for min 3 yrs

____ client application submitted

____ Consent for minor, parent ID

____ informed consent form

____ Medical advisory form

Personal hygiene: (9.5)

____ Practitioner is clean, clean outer garments

____ Hands washed frequently

____ waterless hand agent used where handsinks are

not readily available

____ Disposable medical grade gloves worn on both hands

____ Written policies established for latex allergies

EAR PIERCING, Subchapter 9, continued

Piercing instrument standards: (9.6)

____ instruments not used for piercing any part of the body other than the ear lobes and trailing edge of the ear

____ ear piercing clasps & studs not used for any part of the body other than ear lobes and trailing edge of the ear

____ Procedures established to ensure that individuals working are adequately trained to properly use, clean, disinfect, & store the instrument

____ Employees do not perform piercing until training has been completed

____ Min of three ear lobe & 3 cartilage procedures under direct supervision of operator

____ Employee training properly documented

____ Entire clasp retainer & all parts of instrument in direct contact with client's skin is cleaned with alcohol or detergent recommended by the manufacturer before & after each piercing

____ New or disinfected piercing instruments are stored separately from used or soiled tools or other instruments

ENFORCEMENT

Subchapter 11

Criteria for Closure: (11.3)

1. Failure or lack of properly functioning equipment.
2. Unsanitary or unsafe conditions which may adversely impact the health of the public.
3. The health authority has reasonable cause to suspect that a communicable disease is, or may be, transmitted by an operator/practitioner.
4. The practitioner(s) has demonstrated gross incompetence in performing body piercing, ear piercing, tattooing, or micro pigmentation
5. The owner obtained or attempted to obtain a permit by means of fraud, misrepresentation or concealment.
6. The owner or practitioner(s) has been convicted in this or any other state of a crime directly related to the practice of tattooing, micro pigmentation, body piercing or ear piercing.
7. The owner or practitioner(s) has permitted a genital piercing upon a person under 18 years of age
8. The operator has failed to prevent implants, branding and cutting to be performed in a body art establishment.

The following shall be cause for, at a minimum, a seven day suspension:

1. Failure to report to the health authority within 24 hours any infection or injury requiring a medical referral
2. Performing a body art procedure on any person under the age of 18 years of age, without the presence, written consent, and proper identification of a parent or legal guardian.

3. Failure to notify the health authority within 24 hours of a positive biological indicator test result of the autoclave.

4. Using an ear-piercing instrument for any part of the body other than the ear lobes and trailing edge of the ear

SELECTED DEFINITIONS:

Operator

Includes the owner or the owner's designee having ownership, control or custody of any place of business or employment and who manages the day to day operations of the body art establishment.

Practitioner

Any person that performs the act of tattooing, permanent cosmetics and/or ear and body piercing.

Apprentice

Any person that performs the act of tattooing, permanent cosmetics and/or body piercing under the direct supervision of a practitioner in order to learn body art procedures.

Permit

Written approval by the health authority to operate a body art establishment. Approval is given in accordance with the body art regulation and is separate from any other licensing requirement that may exist within communities or political subdivisions comprising the jurisdiction.

Single Use

Products, instruments or items that are intended for one time use and are disposed of after each use, including but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, needles, scalpel blades, stencils, ink cups, ointments and protective gloves.