

## **Tattoo & Body Piercing Plan Review Packet**

Ross County Health District

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### **When do I need a plan review?**

- ❖ Before opening a tattoo or permanent makeup establishment.
- ❖ Before opening a body piercing establishment.
- ❖ Before opening a combination tattoo/permanent makeup/body piercing establishment.
- ❖ Before changing ownership or license holder of a tattoo/permanent makeup/body piercing establishment.

### **What is the first thing I need to do?**

- ❖ Ensure that your proposed construction meets all applicable regulations and requirements for:
  - Building Department
  - Zoning Department
  - Plumbing Department
- ❖ Water and sewer must be public/municipal or approved by the Ohio EPA.
- ❖ Submit your plans well in advance of your construction – the plans are subject to change by Ross County Environmental Health. This will help save you time, money, and the headache of changing your facility once construction has begun.

### **What is the basic procedure?**

**1)** Submit a layout of your proposed plans. Plans should include all items outlined in the “Basic construction requirements” section of this document. In addition to these items, you should

include:

- ❖ Total area of the establishment
- ❖ Entrances and exits
- ❖ Number, location, and types of all plumbing fixtures
- ❖ General lighting plan
- ❖ Location of all equipment

**2)** Ross County Environmental Health will either approve or disapprove the plans within **thirty days**.

**3)** Changes or alterations must be submitted in writing to Ross County Environmental Health.

**4)** Once plans are approved, you should begin work on your facility.

**5)** Submit all required certifications and paperwork (as outlined in this document).

**6)** Pay for a tattoo and/or body piercing license at Ross County Environmental Health once construction is complete. The current fee is \$250.00 per year for a combined tattoo and body piercing establishment and \$150.00 per year for just a tattoo or body piercing establishment.

**7)** Schedule a pre-licensing inspection with our office before opening the facility.

**8)** License will be issued during the inspection pending compliance with all Ohio Administrative Code regulations governing tattoo and body piercing establishments.

### **What training must I have?**

You must provide Environmental Health with proof of current training in the following areas:

1. Training in tattoo and/or body piercing – records of courses, classes, or seminars
2. First aid
3. Bloodborne pathogens
4. Aftercare

### **What are the rules on ages of customers?**

You should confirm the age of your customers with a valid identification.

Customers age 18 or older are not required to provide parental permission.

If customers are under the age of 18, both of the following requirements must be met:

1. A legal parent, guardian, or custodian must sign a document provided by the establishment explaining how the procedure will be performed, on which part of the body the procedure will be performed, and appropriate aftercare instructions.
2. A legal parent, guardian, or custodian must appear in person at the business at the time the procedure is performed.

### **What are the basic construction requirements?**

The entire establishment must have a minimum total area of **100 square feet**.

#### **Individual tattoo or body piercing rooms:**

1. Minimum of **36 square feet**, with dimensions at least 6 feet by 6 feet.
2. Separate from each other and separate from the waiting room.
3. Capable of providing complete privacy, with a panel or door, upon request.
4. Must have a handwashing sink located in close proximity to each room – equipped with hot and cold running water, liquid or granulated soap, and single-use paper towels.
5. Maintained clean, sanitary, and in good repair at all times.
6. Floors, walls, and ceilings must be impervious, smooth, and easily cleanable throughout the establishment.
7. Tables and work areas must be impervious, smooth, and easily cleanable.

#### **Lighting:**

1. Rooms where tattooing and/or body piercing are taking place: **minimum 40 footcandles**.
2. Entire establishment: **minimum 20 foot-candles** at 30 inches above the floor

#### **Restrooms:**

1. Must be available and accessible to employees and customers during business

hours.

2. Must be located inside the establishment.
3. Equipped with a toilet, toilet paper in a holder, lavatory with hot and cold running water, liquid or granulated soap, and single-use paper towels.

A mop sink must be installed in the establishment.

**Waste disposal containers with lids:**

1. Non-hazardous trash container.
2. Biohazard/Infectious solid waste container.
3. Sharps container.

**What other information must I provide the Health District?**

Completion of the three attached forms: "Operator/Employee Information," "Operator Statement of Attestation," and the application to conduct the establishment.

Written statement of attestation by those offering tattooing and/or body piercing that they have had adequate training to competently perform services.

Records of all equipment to be used in the establishment including manufacturer, make, and model.

A standard sanitary operating procedure (SSOP) outlining daily sanitizing activities.

Written aftercare instructions.

**What kind of record keeping do I have to maintain?**

❖ Weekly biological monitoring tests (maintained for two years) of heat sterilization devices (ex...autoclave) including a log of the tests performed, the person performing the tests, and what to do if a test fails.

❖ Record of all dyes and/or pigments used including the color, manufacturer, and lot number.

Record of services to customers (maintained for two years):

1. Name

2. Address

3. Date of service

4. Colors used in tattoo

5. Jewelry used including size, material composition, manufacturer, and placement.

- ❖ Records of any infection or injury to employees or customers.
- ❖ Maintenance records on the autoclave steam sterilizer (maintained for 2 years).
- ❖ Records of date, time, person, and results of each autoclave use.

**What are the minimum procedures for tattooing?**

- ❖ Ask the customer about health conditions that may affect the healing process.
- ❖ Thoroughly wash, rinse, and dry hands using warm running water, antibacterial soap, and single-use disposable paper towels.
- ❖ Put on single-use sanitary disposable gloves.
- ❖ Wash the customer's "target" skin (where the tattoo will be applied) with an antibacterial soap.
- ❖ Apply 70% isopropyl alcohol to the customer's target skin with a clean & sterile disposable gauze or cotton pad.
- ❖ If used, petroleum jelly from a collapsible tube should be applied with a clean & sterile disposable gauze or cotton pad.
- ❖ Use single-use approved dye.
- ❖ Use clean & sterile gauze to absorb excess dye.
- ❖ Wash completed tattoo with an antibacterial solution and clean & sterile gauze.
- ❖ Apply antibiotic ointment from a collapsible tube with clean & sterile gauze. If a customer is sensitive to antibiotic ointment, you may use antibacterial soap.

- ❖ Apply a non-adherent sterile dressing and secure it with non-allergenic tape.
- ❖ Provide the customer with oral and written care instructions.

**What are the minimum supplies for a tattoo establishment?**

- ❖ Liquid or granular antibacterial soap
- ❖ Single-use disposable paper towels
- ❖ Single-use sanitary disposable gloves
- ❖ Disposable razors
- ❖ 70% isopropyl alcohol
- ❖ Clean & sterile disposable gauze or cotton
- ❖ Sterile petroleum jelly in a collapsible metal or plastic tube
- ❖ Single-use approved dye in individual containers
- ❖ Antibiotic ointment in a collapsible metal or plastic tube
- ❖ Non-adherent sterile dressings
- ❖ Non-allergenic tape
- ❖ Non-hazardous trash container
- ❖ Biohazard/Infectious solid waste container
- ❖ Sharps container

**What are the minimum procedures for body piercing?**

- ❖ Ask the customer about health conditions that may affect the healing process.
- ❖ Thoroughly wash, rinse, and dry hands using warm running water, antibacterial soap, and
- ❖ single-use disposable paper towels.
- ❖ Put on single-use sanitary disposable gloves.
- ❖ Clean the customer's "target" skin (where the piercing will be applied) with povidone iodine.
- ❖ If a customer is sensitive to povidone iodine, you may use antibacterial soap with gauze.
- ❖ Rinse the "target" skin with benzalkonium chloride. You may not use 70% isopropyl alcohol

after cleaning the area.

- ❖ For oral piercings, you must provide the customer with antibacterial mouthwash in a single-use disposable cup.
- ❖ Use single-use sterile needles for each piercing.
- ❖ Use only approved jewelry (see approved jewelry definition in next section)
- ❖ Provide the customer with oral and written care instructions.

**What are the minimum supplies for a body piercing establishment?**

- ❖ Liquid or granular antibacterial soap
- ❖ Single-use disposable paper towels
- ❖ Single-use sanitary disposable gloves
- ❖ Povidone-iodine
- ❖ Benzalkonium chloride solution
- ❖ Clean & sterile disposable gauze or cotton
- ❖ Single-use disposable cups
- ❖ Antibacterial mouthwash
- ❖ Single-use sterile needles
- ❖ Non-hazardous trash container
- ❖ Biohazard/Infectious solid waste container
- ❖ Sharps container
- ❖ Sterile jewelry meeting the following requirements: Made of 316 low carbon or low carbon vacuum molded surgical implant grade stainless steel, solid 14 karat or 18 karat white or yellow gold, niobium, titanium, platinum, or high-density, low-porosity plastic such as acrylic.

**What are the minimum disinfection and sterilization requirements?**

**For used, non-disposable instruments:**

1. Place in ultrasonic machine OR immerse for 20 minutes in a disinfectant solution registered with the USEPA as a hospital disinfectant.
2. Place in a covered container or wrapper for steam sterilization.
3. Sterilize using a steam sterilizer (autoclave) for at least 15 minutes, under a pressure of at least 15 psi, at a temperature of at least 250 °F.

**Monitoring:**

1. Use autoclave sterilization bags with color process indicators.
2. Ensure time, pressure, and temperature gauges are functioning properly.
3. Should the autoclave not achieve the minimum standards outline above at any point in time, it may not be used until it is serviced and returned to proper working order.

**For a piercing gun:**

1. Must be cleaned and disinfected between each use.
2. Reusable needles must be removed, cleaned, and sterilized between each use.
3. When using single-use, disposable, sterile studs, the gun must be placed in an ultrasonic device OR scrubbed with an antibacterial detergent and brush between uses.
4. If all parts of the gun touching the customer's skin are disposable, remove all such parts and dispose of them between uses.
5. Wipe gun with an approved disinfectant.
6. Store the gun in a covered container when not in use.
  - All supplies must be kept in a clean closed case or cabinet when not in use.
  - All supplies must be kept in their original sterile packaging.

**Keep in mind...**

❖ This document is designed to be a summary of the most common issues for planning a tattoo and/or body piercing establishment, or when changing ownership/license holder of

an existing facility. The complete rules may be found in the Ohio Administrative Code 3701-9

- ❖ All employees' nails must be kept clean and short at all times.
- ❖ You may not attempt to remove tattoo marks at any time.
- ❖ You may not use styptic pencils, solid styptics, or alum blocks to check for blood flow.
- ❖ You must inform us immediately of any injury or infection of employees or customers.
- ❖ **The licensing period for tattoo/body piercing establishments is January 1<sup>st</sup>-December 31<sup>st</sup>**