Public Health Services Branch  
Environmental Health Division  
Body Art Facility  
Self-Inspection Checklist  

860 N. Bush St. Ukiah, CA 95482 Phone: (707) 463-4466 Fax: (707) 463-4038

DOCUMENTATION

- A valid Permit is posted in a viewable location.
- A copy of the last inspection is available upon request.
- An approved Infection Prevention Control Plan available for review.
- A current list of all practitioners operating out of the facility is available for review.
- Employee training records are available for review.
- The past three years records of the biological testing of sterilization equipment for are available on-site.
- Biological tests of equipment sterilization are verified by a third-party independent laboratory.
- Sharps waste shall be disposed of as medical waste and documents are maintained for three years.
- All client documents for the past three years are on-site and stored securely.

PRACTITIONERS

- Each practitioner must have a current, valid and posted registration at their workstation.

FACILITY

- The premises are clean and in good conditions at all times.
- The facility's lighting and ventilation is adequate.
- All operating surfaces are kept clean and sanitary.
- Hand sinks are accessible and have hot and cold running water.
- Soap and disposable paper towels in permanently mounted dispensers are located at all hand sinks.
- Restroom(s) are available to clients.
- Cleanable, covered trash receptacles lined with plastic bags are at each workstation for disposal of trash and contaminated single use items.
- Cooking and storing food must be in a distinctly separate and designated break area or room.

EQUIPMENT

- An autoclave or sterilizer, registered and listed with the U.S. Food and Drug Administration must be in use at the Body Art Facility at all times.
- The facility uses 100% (all) pre-packaged, pre-sterilized instruments and equipment.
- All sterilization equipment is tested on a monthly basis and verified by a third party lab.
- Autoclave or sterilizer must be clean and in good working order, and operated in a clean area.
- Autoclave or sterilizer is loaded, operated and cleaned per manufacturer’s directions.
- Ultrasonic cleaner is operated according to manufacturer’s directions.
- All equipment used in body art procedures must remain stored in sterile packages until just prior to performing a procedure.
- Instruments that pierce skin and that will be reused, must be cleaned, packaged and sterilized in a designated sterilization area separate from other cleaning.
- Instruments are manually cleaned and disinfected by scrubbing with a brush and detergent disinfectant when an ultrasonic cleaner is not available.
- After cleaning, all reusable instruments used in a body art procedure, that require sterilization, are individually packaged in paper peel-packs or heat sealed plastic prior to sterilization.
- Single use or reusable sterilized equipment are marked with the date of sterilization, and contain a temperature strip or sterilizer indicator.

**SHARPS WASTE DISPOSAL**

- Provide Sharps container labeled “Sharps Waste”.
- Sharps container stored or mounted to make it secure and out of reach of customers.
- Sharps containers must be properly disposed of as medical waste when the container reaches 3/4 capacity.

**GENERAL**

- All areas of the facility must be available for inspection during business hours.
- Only the Practitioner, authorized individuals and the client are allowed in procedure areas.
- No Tattoo procedures are performed on client’s younger than 18 years of age.
- No body piercing procedure on clients younger than 18 years of age unless the piercing is done in the presence of a parent or legal guardian.

**GENERAL**

- Notify Environmental Health immediately and in writing of any change to operation site.
- Only the Practitioner, authorized individuals and the client are allowed in procedure areas.
- No tattoo procedures are performed on clients younger than 18 years of age.
- No body piercing procedure on clients younger than 18 years of age unless the piercing is done in the presence of a parent or legal guardian.

If you have any questions, please contact Environmental Health: 707-463-4466