

Body Art Establishment Self Inspection Checklist

Facility: _____

Required documents on file and ready to be reviewed	Yes	No	Notes
Sharps disposal agreement			
Written exposure plan			
Licensed posted			
Sterilizer log (date, start and stop time, temperature, instrument, person recording information)			
Employee files (blood borne pathogens certificate, hepatitis B vaccination or declination, employee name, address, and phone number)			
Spore test results			
Client Records			
Client Records for the previous three years on site			
Client consent form: client name, address, phone. Date of procedure, type and location of procedure, manufacture and lot # of ink, statement that body art is permanent.			
Client after care instructions: facility contact information, when client should see a physician, expected duration of healing, details on how to care for body art site, restrictions of any physical activity.			
Infection and exposure control - to be discussed with inspector or demonstrated/observed			
Handwashing procedure			
Cleaning of procedure area			
Chemical storage and safety			
Infectious waste management			
Instrument cleaning and sterilization (gloves are worn, manual or ultrasonic cleaner is used)			
Packaging (labeled with time and date, stored in a dry clean area, indicator tape inside each package)			
Body Art procedures			
Gloves and glove changing			
Covering equipment			
Single use portions			
Cleaning of procedure area			
Skin preparation			
Stencil use			
Disposal of sharps - including razors and needle bars			
Disposal of contaminated waste			
Jewelry meets standards			
Facility requirements			
Surfaces easily cleanable			
Hot and cold water available under pressure			
Hand sinks with soap and paper towels			
Separate area designated for cleaning, packaging, and storing			
Instrument cleaning sinks available			
Chemicals labeled and stored			
Separate area for waiting			
Animals are not permitted			
50 foot candles at procedure area			
Toilet is clean and in good repair			