



BODY ART NEWS

Kansas Board of Cosmetology Quarterly Newsletter

October 2016

Best Practice: Proper Tattoo Procedures

At its September 15, 2016 meeting, the Board approved amending the best practice for tattoo procedures to allow for the use of sterilized or distilled water in the rinse cup. The updated best practice can be found on the Board's website at: www.kansas.gov/kboc/BATattooProcedure.htm

Establishment Application

The Board has updated the new establishment application in an effort to simplify the application process and to make the form easier to understand. The new form also includes a compliance inspection checklist. The form is used for new establishments, an establishment changing location, or an establishment completely changing ownership. To add or remove one or more owners, you should still use the Change of Ownership Form. If you are paying by credit card, you will also need to complete the Credit Card Authorization Form.

Renewal Postcards

In July, the Board ceased mailing renewal forms and began sending postcards to licensees reminding them to renew their license. Renewal postcards are sent at least 30 days prior to the expiration date of your license. You may renew your license online or if you want to complete a paper renewal form, you may download the form from our website. Also, please make sure the Board has your current address.

License Numbers

If you have recently received a renewal postcard or license, you may have noticed a three digit prefix in front of your license number. In the July Newsletter, the Board announced that prefix numbers would be used as the result of the Board moving to a new version of its licensing database. Both the prefix and license number are required to renew a license online. A list of prefixes can be found in the online renewal portal and on our website.

Establishment Online Renewals

The Board is pleased to announce that a registration code is no longer needed to renew your establishment license online.

Members of the Kansas Board of Cosmetology

David Yocum - Chair
School Representative - Manhattan

Tina Burgardt
Cosmetologist - Garden City

Glenda Chappell
Public Member - Kansas City

Kimberley Holm
Public Member - Kansas City

Roger Holmes - Vice Chair
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Kathryn Skepnek
Cosmetologist - Lawrence

Janey McCarthy
Cosmetologist - Topeka

Matthew Goss
Tattoo Artist - Manhattan

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Mission Statement

To protect the health and safety of the consuming public by licensing qualified individuals and enforcing high standards of practice.

LICENSING

Preparing for Examination

A review of the pass/fail rates for body art examinations indicates that trainers and apprentices could benefit from a few reminders when preparing for examination.

Approved Course of Study

The Board's Approved Course of Study for apprentices sets forth the minimum number of hours of training required in specific subject areas.

While the Board requires each trainer to submit their course of study for approval, each trainer's curriculum is unique and the Board does not dictate how the course of study is taught within each subject area.

The current approved course of study for tattoo artists and body piercers can be found in K.A.R. 69-15-2.

Best Practices

While the approved course of study serves as an outline, the Board has developed a set of best practices which gives specific direction to apprentices and practitioners. Best practices were developed from the Board's infection control regulations.

Every trainer should ensure that their training curriculum includes the review and application of the Board's best practices. Apprentices that are not trained in accordance with these practices will have a difficult time successfully passing examinations.

Both the written and practical examination test for an apprentice's specific knowledge of best practices.

Best Practices include:

- Proper Sterilizer Protocol
- Appropriate Hygiene and Attire for Body Art Practitioners
- Handwashing Procedures
- Proper Pre-Service Practices for Body Art Practitioners
- Proper Preparation of Procedure Area
- Proper Tattoo Procedures
- Proper Body Piercing Procedures
- Breakdown and Disinfecting Procedures for Tattoo Artists
- Breakdown and Disinfecting Procedures for Body Piercers
- CDC Recommendation for Proper Removal of Gloves

Best Practices can be found on the Board's website at:

www.kansas.gov/kboc/BABestPractices.htm

Candidate Information Bulletin

The Board's testing company, Ergometrics, publishes a Candidate Information Bulletin both for tattoo artists and body piercers. The Bulletins can be found on Ergometrics' website at:

www.cosmetologykansas.com/handbooks.cfm

The Bulletins cover in detail examination requirements, sample written questions and a detailed step-by-step explanation of the tasks that will be performed during the practical examination.

Written Examination

Questions on the written examination test the apprentice's knowledge of the following:

- Kansas Statutes and Regulations
- CDC Universal Precautions
- OSHA Bloodborne Pathogens Standard

Practical Examination

The practical examination covers Kansas law, universal precautions, the bloodborne pathogens standard and the apprentice's ability to follow best practices. Each step in the practical examination is outlined below along with the corresponding best practice.

- 10% Handwashing and gloves
Best Practice: Handwashing and Gloves
- 10% Presentation of Equipment and Supplies
- 16% Practice Standards
Best Practice: Proper Pre-Service Practices for Body Art Practitioners.
- 27% Tattooing Procedure/Body Piercing Procedure
Best Practice: Proper Tattoo Procedures; Proper Body Piercing Procedures
- 16% Breakdown and Disinfecting
Best Practice: Breakdown and Disinfecting Procedures for Tattoo Artists. Breakdown and Disinfecting Procedures for Body Piercers
- 16% Sterilizer Protocol
Best Practice: Proper Sterilizer Protocol
- 5% Final Cleaning
Best Practice: Breakdown and Disinfecting Procedures for Tattoo Artists; Breakdown and Disinfecting Procedures for Body Piercers

Practical Examination Tips

Kits & Set Up

All products and supplies must be in sealed or closed containers clearly labeled in English. Refer to the Candidate Information Bulletin checklist for a complete list of items and their storage requirements. If any items are missing from the kit, the examination will be terminated.

Set Up

Apprentices must demonstrate a clean and sterile set up prior to beginning the examination. Set up is also performed prior to hand washing.

Hand Washing

It is important to note that when taking the practical examination, the apprentice will only physically wash their hands at the beginning of the examination. After that, they must describe washing their hands to the proctor whenever they would do so during the service. All steps must be described.

SELF INSPECTION CHECKLIST

FACILITY LICENSE

- Valid with correct location & owner(s)
- Licensed for all services provided
- Posted in the lobby or waiting area

PRACTITIONER LICENSES

- Valid
- Licensed for all services provided
- Posted in the lobby or waiting area

INSPECTION REPORT

- Posted in the lobby or waiting area

RECORDS

- Individual client record which includes the name and address of the client, the date and duration of each service, the type of identification presented and type of service provided
- Notarized parental consent for any procedures performed on a minor
- Before and after photographs of corrective procedures kept with the individual client record
- Pre-service information (written) provided to each client
- Aftercare instructions (written and verbal) provided to each client

GERMICIDAL & DISINFECTANT

- EPA-registered germicidal solution
- EPA-registered bactericidal, fungicidal and virucidal disinfectant

STERILIZATION

Disposable only establishments are not required to have the following items.

- Ultrasonic unit and detergent OR protein-dissolving detergent or enzyme cleaner
- Autoclave
- Spore test available in the establishment and performed every 3 months
- Sterilization pouches with color strip indicators

WASTE DISPOSAL

- Puncture-resistant, leak-proof Sharps container that can be closed for handling, storage, transportation and disposal. Red and labeled biohazard
- Biohazard waste bags
- Treatment waste disposed of in a covered trash can separate from reception and restroom trash

INSTRUMENT STORAGE

- Sterile instruments stored in a clean container

PRODUCTS & SUPPLIES

- Product stored in clean containers that can be closed between treatments
- Product dispensed in a way that does not contaminate the unused portion
- Vinyl, nitrile or latex disposable gloves

CHEMICALS

- Labeled, closed containers kept in enclosed storage area
- Poisonous/caustic products distinctly labeled and stored in area not open to public (may not be stored in the restroom unless in a locked cabinet)

LINENS & PAPER PRODUCTS

- Clean linens, tissues, or single-use paper products stored in a clean, enclosed storage area
- Used linens stored in closed container until laundered
- Paper products placed in covered trash can

HAND WASHING SINK

- Separate from restroom
- Hot and cold water

ESTABLISHMENT

- All surfaces, including counters, tables, equipment, client chairs or recliners that are in treatment or sterilization areas are made of smooth, nonabsorbent and nonporous materials
- Adequate lighting in the work area
- Establishment is well ventilated
- Establishment is clean and in good repair

RESTROOM

- Clean
- Working sink and toilet
- Liquid soap dispenser
- Disposable paper towels or air dryer only
- Chemicals, including cleaning supplies, are not stored in the restroom or they are kept in a locked cabinet

TATTOO – REQUIRED EQUIPMENT

- Tattoo machine made of nonporous material
- Stainless steel/carbon needles and needle bars or disposables
- Stainless steel, brass or medical-grade plastic tubes or disposables
- Sterile needles, bars and tubes stored in sterile pouches
- Single-use razors or straight razor
- Ink, dyes and pigments are purchased from a manufacturer

BODY PIERCING – REQUIRED EQUIPMENT

- Needles are single-use
- Sterile needles stored in sterile pouches
- Sterile instruments stored in sterile pouches
- Original piercing jewelry will be provided by establishment
- Sterile jewelry stored in sterile pouches

PROHIBITIONS

- Using a branding iron or scalpel to produce an indelible mark on the body
- Use of an instrument other than a needle for tattooing and body piercing
- Using a piercing gun to pierce any area except the earlobe
- Styptic pencils/alum solids
- Smoking
- Animals except service animals and fish in aquariums

Mobile Inspections

In July, the Board announced that it would soon be conducting mobile inspections. Mobile inspections are performed with tablets instead of paper inspection forms. The inspection results are emailed to the owner and must be printed and posted in the establishment.

In August, the Board launched a pilot program in Region 2 where all inspections are now being conducted on the mobile platform. The Board is continuing to refine the mobile inspection program and plans to conduct mobile inspections in all regions by the end of the year.

Staff News

In August, the Board welcomed a new inspector to the agency. Janet Durheim will inspect establishments located in Region 3.

Janet Durheim - Inspector Region 3



My legal background is extensive as I worked for the Kansas Department of Health & Environment for the past 11 years and previously served as a legal assistant in a law firm for five years. I am very excited for the opportunity to utilize my legal skills and knowledge of regulations and statutes to ensure the safety and health of consumers. I look forward to serving you.

Inspector Opening

The Board currently has an opening for an inspector in Region 4. The Region 4 inspector conducts inspections in Johnson and Wyandotte Counties. To view the position description and to apply, please visit: <https://www.da.ks.gov/ps/pub/jobpostings.asp>

Sr. Administrative Assistant - Legal

The Board currently has an opening in the Board office for a Senior Administrative Assistant in the Enforcement Division. To view the position description and to apply, please visit: <https://www.da.ks.gov/ps/pub/jobpostings.asp>

2016 Board Meeting Schedule

October 10 - Teleconference
November 14 - Board Office
December 12 - Teleconference

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Staff Contacts

Direct Line Telephone Numbers and Email Addresses can be found on our website at www.kansas.gov/kboc

| | |
|---|---|
| Chiquita C. Coggs | Executive Director |
| ADMINISTRATION | |
| Ms. Gloeckner Director of Administration | Personnel Services, Budget, IT, Website |
| Mary Ann Robison | Accounts Receivable/ Payable |
| Mary Lou Cheray | File Management |
| LICENSING | |
| LeAnna Hickman Director of Licensing | Facility Paper Renewals, Schools, Instructors, Continuing Education, Open Records Requests |
| Michaela Ewing | Initial Practitioner Licensure, Examinations, Temporary Permits, Body Art Licensure, Out-of-State Licensure |
| Vickie Rodriguez | Facility Licensure, All Online Renewals, Practitioner Renewals, Duplicate Licenses |
| Darla Ray | Name/Address Changes Facility/Owner Changes Board Verifications |
| ENFORCEMENT | |
| Aubrie Pryer Compliance Supervisor | Inspection Program Disciplinary Actions |
| Vacant | Felonies, Complaints, Board Meetings |
| Ava Fiene | Inspector - Region 1 |
| Wendy Flowers | Inspector - Region 2 |
| Janet Durheim | Inspector - Region 3 |
| Vacant | Inspector - Region 4 |
| Brian Tice | Inspector - Region 5 |