



COSMETOLOGY NEWS

Kansas Board of Cosmetology Quarterly Newsletter

January 2016

New Year - New Look

Newsletters

This year, the newsletter has a new look. The Board will also publish a quarterly newsletter for each of the professions it regulates. Body Art and Tanning newsletters will be available on the Board's website.

If you have suggestions for articles, questions or information you would like to submit for publication, please contact the Board at kboc@kboc.ks.gov.

2016 Legislative Session

Agenda

The 2016 Legislative Session began on January 11, 2015.

This year, the Board voted to seek the following legislative changes:

- Change of the name of the Board to the "Kansas Board of Beauty and Body Professions;"
- Greater reciprocity options for cosmetologists, estheticians and electrologists;
- Reciprocity requirements for nail technologists; and
- Removal of the 15 day requirement for filing an apprentice license application.

Late Fees

Staff have received several requests from licensees to waive late fees for a license that was not timely renewed.

At its January 11, 2015 meeting, the Board voted that late fees will not be waived.

2016 Board Meeting Schedule

- January 11 - Board Office*
- February 8 - Teleconference*
- March 14 - Board Office*
- April 11 - Teleconference*
- May 9 - Board Office*
- June 13 - Teleconference*
- July 11 - Board Office*
- August 8 - Teleconference*
- September 12 - Board Office*
- October 10 - Teleconference*
- November 14 - Board Office*
- December 12 - Teleconference*

Members of the Kansas Board of Cosmetology

David Yocum - Chair
School Representative - Manhattan

Tina Burgardt
Cosmetologist - Garden City

Glenda Chappell
Public Member - Topeka

Kimberley Holm
Public Member - Kansas City

Roger Holmes - Vice Chair
Tanning Representative - Stillwell

Kathryn Skepnek
Cosmetologist - Lawrence

Janey McCarthy
Cosmetologist - Topeka

Matthew Goss
Tattoo Artist - Manhattan

Mission Statement

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

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Examination Fees

Cosmetology Regulation Changes

Effective September 18, 2015

K.A.R. 69-11-1 was amended to increase the examination fee for the following professions:

- Cosmetologist
- Nail technician
- Esthetician
- Electrologist

The fees charged for examination by Ergometrics are:

Practical Examination	\$75.00
Written Examination	\$75.00
Retest	\$75.00

Vouchers

Vouchers purchased prior to September 18, 2015, will be deducted from the \$75.00 examination fee.

Questions

Contact Ergometrics with any questions at (866) 563-3882 or by selecting "Contact Support" at www.cosmetologykansas.com

Barber Coursework

On September 14, 2015, the Board approved the use of the Transfer of Training Hours Form to apply credits earned at a Kansas or out-of-state school of barbering towards completion of the Kansas cosmetologist curriculum requirements. Contact LeAnna Hickman at (785) 296-2137 for more information.

Instructors-in-Training

On November 9, 2015, the Board approved issuing permits to Instructors-in-Training. The fee for the permit is \$15.00.

See the Instructor-in-Training Permit Application Form on the Board's website under the "School" section of the "Forms and Applications" page for more information on the application process.

Staff Changes

Wendy Flowers was promoted to Facility Inspector for Region 2.

Ms. Gloeckner was promoted to Director of Administration.

LeAnna Hickman was promoted to Director of Licensing.

Michaela Ewing joined the Board's Licensing Department in December. She will handle body art licensure, out-of-state licensure for the cosmetology professions and continuing education for trainers and instructors. Michaela will also serve as the Board's records custodian for Kansas Open Records requests.

Aubrie Pryer joined the Board's Enforcement Department in December. She will handle felony applications, late apprentice applications, remedial actions, fines and complaints. Aubrie will also serve as Secretary to the Board.

New Board Members

Janey McCarthy

Cosmetologist



I have been a licensed cosmetologist for the past 31 years, and am the owner of Blondie's Hair Designs in Topeka for the past 26 years. Recently, the salon has expanded to a new location with eight stylists. I am very excited for the opportunity to serve on the Board of Cosmetology and to give back to a profession that has been very good to me.

Matthew Goss

Tattoo Artist



I apprenticed under Robert at Stray Cat Tattoo and spent 5 years working under Robert before opening Syndicate Tattoo in Manhattan. I love our industry and will do what I can to preserve the history and heritage of tattooing and work as I can with legislators to educate them on our industry. I hope to build relationships with as many of you as I can and listen to your gripes, complaints and praises to our industry.

Salon Inspections

By Laurel Lowrie, Director of Enforcement

Responses received from the Board's 2015 Customer Service Survey indicate that practitioners and salon owners would like to see a greater degree of consistency in the Board's inspection program. The Board has spent the past several months identifying areas for improvement and has conducted several training sessions with inspectors and staff to address your concerns.

This Guide along with a Salon Self-Inspection Checklist provides detailed information regarding what inspectors will be looking for during an inspection and how you can assure that your salon is in compliance.

Types of Inspections

The Board conducts a routine (annual) inspection of all salons. Additional inspections may be conducted if a salon has a violation or a complaint has been received by the Board. The type of inspection is indicated on the inspection report.

Hours of Inspection

The Board's regulations state that inspections may be conducted between 8:00 a.m. and 6:00 p.m. any day of the week as well as any time the practice of cosmetology is taking place. All inspections are unannounced.

Appointments

The Board does not make appointments for inspections with the exception of compliance (new salon) inspections. An appointment defeats the purpose of the Board determining the salon's day-to-day practices and level of compliance with the law.

If, after repeated attempts, the inspector is unable to conduct an inspection, you will receive an Attempt to Inspect Letter from the Board office asking you to provide the Board with the dates and times you are open or when you typically take appointments.

The Inspection

On arrival, the inspector will announce that he or she is there to conduct an inspection and will indicate the type of inspection. You don't have to stop providing services for your client during the inspection.

Interference

Refusing to allow an inspection, or correcting violations during an inspection, is interference with the inspection and may subject the salon to disciplinary action.

Inspection Report

After the inspection, the inspector will review the inspection report with you and will explain any violations and how you can correct them. You will also have the opportunity to ask questions. If you are with a client and unable to review the report with the inspector, the inspector will provide you with contact information so you can discuss the report at a more convenient time.

Achieving Compliance

Compliance begins with knowing what is required of you. As a licensed professional you have a responsibility to know the laws governing your profession. While inspectors, co-workers, instructors and text books are useful resources they are no substitute for knowing the law firsthand.

Laws

Licensure laws and sanitation regulations can be found on the Board's website and in the Law Book published by the Board.

The Board's Law Book contains four sections:

- Chapter 65 - Licensure Laws
- Chapter 74 - Board Laws
- Chapter 28 - Sanitation Regulations
- Chapter 69 - General Regulations

The most important parts to study are the sanitation regulations found in Chapter 28.

Law Books are available free of charge. A Law Book Order Form (Form No. 27) can be found on the Board's website. Your inspector can also provide you with a Law Book.

Infection Control Seminars

Seminars are conducted by inspectors to educate licensees on how to comply with licensure laws and sanitation regulations. Seminars are conducted at your salon at no charge. To schedule an infection control seminar, go to the Forms section of our website at www.kansas.gov/kboc and complete the Infection Control Seminar Request Form (Form No. 28). Submit the form to the Board.

Disciplinary Actions

Inspectors don't make decisions regarding whether or not you will be fined or disciplined for violations. Disciplinary actions are governed by Guidance Documents and Fine Schedules approved by the Board. These documents can be found on the Board's website under "Resources."

Depending upon the type and number of violations, you may receive a remedial action letter, warning letter, fine or other discipline against your license.

Remedial Action Letter

If you have more than three violations, you will receive a letter that asks you to explain how you have corrected each violation.

Warning Letter & Fines

Based upon the type of violation and whether it is a first or subsequent offense, you may receive a warning letter or a fine. If you are fined you will receive a Summary Proceeding Order in the mail that explains the violation and states the amount of the fine.

License Discipline

The Board may also revoke, suspend or condition a license for failure to comply with any of the laws or regulations of the Board. A Summary Proceeding Order is also issued for license discipline.

Types of Licenses

The salon and practitioners working in the salon must be licensed for the services provided. Failure to have the proper licensure is a violation. The following services may be performed for each license type:

Cosmetology

Hair, Facial & Body Treatments, Make-up, Eyebrow & Eyelash Services, Temporary Hair Removal, Manicures & Pedicures;

Nail Technology

Manicures & Pedicures;

Esthetics

Facial & Body Treatments, Make-up, Eyebrow & Eyelash Services, Temporary Hair Removal; and

Electrology

Permanent Hair Removal with Electric Needles.

Salon Licenses

The license must be posted where clients can easily view it upon entering the salon. The license is only valid for the location and owner printed on the license.

Expiration Date

Licenses expire on the last day of the month one year after issuance. If the salon license is expired at the time of inspection, the salon owner will be fined and each practitioner will also be fined.

Renewals must be completed online or postmarked by the expiration date of the license in order for the salon to continue to operate until the new license is received. If a license is renewed after the expiration date, the salon may not operate until the new license is received and posted in the salon.

If the salon license has been expired for more than 60 days, a new facility application must be submitted and a compliance inspection must be conducted before the salon can operate.

Practitioner Licenses

Practitioner license must be posted where clients can easily view the license. Licenses may be posted in a centralized location or at each workstation. The license wallet card may not be posted instead of the license.

If you work at more than one location, you must have your license posted whenever you are working. You may carry the license with you or complete and submit the Application for Duplicate Practitioner's License (Form No. 3).

Expiration Date

Licenses expire on the last day of the month two years after issuance. If your license is expired at the time of inspection, you will be fined.

Renewals must be completed online or postmarked by the expiration date of the license in order for a practitioner to continue to practice until the new license is received. If a license is renewed after the expiration date, the practitioner may not provide services until the new license is received and posted in the salon.

One of the main reasons for practitioners failing to timely renew their license is because they have moved and have not received their renewal form. **Regardless, of whether a renewal form is received, it is each practitioner's duty to timely renew their license.**

Signage & Inspection Report

All of the following must be posted in the salon:

- Health and Sanitation Regulations;
- Consumer Complaint Sign; and
- Latest Inspection Report.

All of the above items must be posted in a location where clients and the inspector can easily view them when entering the salon.

The Board provides salons with the health and sanitation regulations and complaint sign. You may not post your own copy of these signs.

Facility Requirements

Accessibility

All rooms, cabinets and trolleys must be accessible during the inspection. The salon owner, manager or another designated individual must be able to unlock rooms, cabinets and trolleys so that they may be inspected.

Personal Drawers

A drawer marked "personal" or containing personal items is subject to inspection.

Required Separations

If a salon is located in the same room, suite or space as another business or profession (i.e. massage, tanning, body art, medical office, etc.), then a solid partition must separate the businesses. The partition may contain a door, but the door must remain closed during business hours.

Residential Salons

All salons licensed after December 31, 2007 must have a separate, outside entrance. The salon must be separated from living quarters by a solid partition. The partition may contain a door, but the door must remain closed during business hours. The restroom may be located in the living quarters.

Cleaning & Disinfecting

What's Required?

- Instruments and clippers must be disinfected.
- Pedicure basins must be disinfected.
- Surfaces, towels, robes and linens must be cleaned.
- Single-use items must be thrown away.

What are Instruments?

"Instruments" is the term used in the sanitation regulations and on the inspection report to describe all items used on a client that can be disinfected and reused. Instruments are made of hard materials (glass, metal or plastic). Only instruments that have been disinfected can be used on a client.

What are Single-Use Items

Single-use items are those items that must be thrown away after use on a client because they cannot be disinfected. Items that cannot be disinfected are items made of porous material or material that cannot withstand the disinfecting process.

What Has to Be Cleaned vs. Disinfected vs. Thrown Away?

Cleaned

Shampoo Bowls	Sinks
Back-bars	Workstations
Treatment Tables	Manicure Tables
Service Chairs	Towels
Robes	Capes
Linens	Floors

Disinfected

Hair Brushes	Combs
Shears	Straight Razors/Feather Blades
Electric Clippers	Clipper Guards
Perm Rods	Rollers
Clips	Hair Pins
Tweezers	Eyebrow Scissors
Eyebrow Brushes	Color Applicator Brushes
Facial Brushes	Comedone Extractors
Nail Clippers	Make-up Brushes (synthetic)
Metal Pushers	Curettes
Pedicure Rasps	Metal Files
Glass Files	Metal Drill Bits
Nail Brushes	Pedicure Basins

Thrown Away (Single-use)

Gloves	Neck Strips
Foil	End Papers
Wax Strips	Wax Sticks
Eyebrow thread	Wood Applicators
Disposable Razors	Tissues
Cotton Balls/Pads	Sponges
Lancets	Electrolysis Needles
Orange Sticks	Files
Buffers	Chamois Bits
Sanding Bands	Arbor Bands
Pumice Stones	Foot Files with Sandpaper Strip
Pedicure Liners	Foam Toe Separators & Slippers

Definitions

Understanding the difference between cleaning, sanitizing, disinfecting and sterilizing is important because these terms are not interchangeable.

In the cosmetology profession these terms have the following meanings:

Cleaning

The mechanical removal of *many* microorganisms by scrubbing an item with soap and water. Cleaning results in an item being "sanitized."

Disinfection

The chemical elimination of *most* or all microorganisms, except bacterial spores.

Sterilization

The heat destruction of *all* microorganisms, including bacterial spores with an autoclave or dry heat sterilizer. Sterilization in the cosmetology professions is only required for electrolysis instruments.

Electrology

All needles are single-use items and must be placed in a sharps container after use on a client.

All instruments, unless they are single use, must be sterilized. All counters, furniture and equipment must be disinfected.

Special Reminders

Velcro/Brush Rollers

These are banned in some states because it is extremely difficult to remove hair from these rollers. They are permitted in Kansas, but all hair must be removed from the rollers and they must be cleaned and disinfected after each client. Clean rollers must be stored in a labeled, covered container.

Tweezers, Scissors & Eyebrow Brushes

After every service these instruments must be disinfected by immersion. Spray disinfectant may not be used.

Make-up Brushes

While natural bristle brushes cannot be disinfected because they are porous, synthetic make-up brushes can be disinfected. Brushes must be disinfected after every service.

"Disinfectable" Files

Because there is no validation that disinfectants are effective on porous items, files labeled by a manufacturer as "Sanitizable" or "Disinfectable," are single-use items. They must be thrown away after use.

Foot Files

Files with a sheet of sandpaper glued to the file are single-use items that must be thrown away after use.

Gloves

Gloves can't be cleaned and reused because any item that comes in contact with skin either has to be disinfected or thrown away. Gloves are not designed to withstand immersion in disinfectant and are single-use items regardless of whether the manufacturer states they are "reusable."

Types of Disinfectants

Bleach or an Environmental Protection Agency (EPA)-registered disinfectant are the only chemicals that can be used to disinfect in the salon.

Isopropyl Alcohol is not an approved disinfectant.

Bleach

Liquid bleach may be used for all disinfecting purposes in the salon. If you use bleach, you are not required to have EPA-registered disinfectants.

If the salon has pedicure equipment it must use liquid bleach to perform the weekly cleaning procedure.

EPA-Registered Disinfectants

There are two types of EPA-registered disinfectants approved for use in the salon:

- Bactericidal, fungicidal and virucidal for disinfecting instruments and clippers;
- Tuberculocidal, bactericidal, fungicidal and virucidal for disinfecting:
 - Instruments, clippers and surfaces exposed to blood or body fluid; and
 - pedicure equipment after each client and at the end of each day.

Disinfectant Guide

Instruments

- Bleach; or
- Bactericidal, fungicidal and virucidal liquid disinfectant

Clippers

- Bleach; or
- Bactericidal, fungicidal and virucidal spray/foam disinfectant

Blood or Body Fluid Exposure

- Bleach; or
- Tuberculocidal liquid disinfectant for instruments
- Tuberculocidal spray/foam disinfectant for clippers

Pedicure Equipment

- Bleach or tuberculocidal liquid disinfectant after each client and at the end of the day
- Bleach for the weekly cleaning procedure

Manufacturer's Container

You are required to have the original container or a Material Safety Data Sheet (MSDS), also known as a Safety Data Sheet (SDS) for all disinfectants.

Selecting the Correct EPA Disinfectant

It is very important to know how to select the correct EPA-registered disinfectant. Many supply stores and representatives give incorrect information regarding approved disinfectants for use in Kansas.

Reading the Label

The bottle must state the type of disinfectant and/or the label must state what type of pathogens the disinfectant kills. Not all containers will have the words "bactericidal," "fungicidal," "virucidal" or "tuberculocidal" printed on the front of the bottle, but the label on the back of the bottle will list what pathogens the product is effective against. Look for the area of the label that states "effective against" to determine what type of pathogens the disinfectant kills. Common pathogens include:

Bacteria

Pseudomonas aeruginosa - Salmonella enterica - Staphylococcus aureus - Methicillin Resistant Staphylococcus aureus;

Viruses

HIV-1 (AIDS) - Herpes Simplex Virus - Human Papilloma Virus (HPV) - Hepatitis B (HBV), Hepatitis C (HBC);

Fungi

Trichophyton mentagrophytes (Athlete's Foot); and

Tuberculosis

Mycobacterium tuberculosis.

Product Examples

Barbicide has the words "virucidal" and "fungicidal" printed on the front of the bottle, but not the word "bactericidal." However, because the label states that it is effective against the bacteria Pseudomonas aeruginosa and Methicillin Resistant Staphylococcus aureus it is a bactericidal disinfectant and approved for use in the salon to disinfect instruments.

An older formula of Hydrocide has the words "bactericidal" and "virucidal" printed on the front of the bottle, but not the word "fungicidal." Nowhere on the label does it state that it is effective against any fungi. Therefore, this formulation is not an approved disinfectant for use in the salon for any disinfecting purpose because it is not also a fungicidal disinfectant. In July 2015, Hydrox Labs reformulated Hydrocide and the label now states that it is a fungicidal disinfectant. The new formulation may be used in the salon to disinfect instruments.

Spa Complete has the words "bactericidal," "fungicidal" and "virucidal" printed on the front of the bottle, but not the word "tuberculocidal." The label does not state that it is effective against mycobacterium tuberculosis, therefore it is not a tuberculocidal disinfectant. It may be used to disinfect instruments, but not to disinfect pedicure equipment or instruments exposed to blood or body fluid.

The Board does not recommend or endorse any particular brand of EPA-registered disinfectant.

Clean First, Then Disinfect

Cleaning

Cleaning is the first step in disinfecting. Soaking an instrument prior to placing it in disinfectant is not adequate. All instruments must be scrubbed with soap and water and rinsed prior to disinfecting. Failure to clean first will prevent the disinfectant from working and will result in debris in your disinfectant.

Disinfecting

All instruments must be disinfected by complete **immersion** in the disinfectant. Only clippers may be disinfected with a spray or foam disinfectant.

Ship-Shape and Brush Delite are cleaners and not disinfectants.

Preparing Disinfectant

Disinfectant Solution

A disinfectant solution must be prepared and available for use whenever the salon is open. If a salon does not use a common disinfectant container then each practitioner must have their disinfectant solution prepared when they are working.

The solution must be made daily and may not be reused day after day. A new solution must be made more often if it becomes dirty.

Containers

Containers must have a lid and be large enough to allow for full immersion of instruments. The container must also be **labeled**. The label can state "disinfectant" or the type of disinfectant (i.e. "bleach solution").

The traditional glass containers used in salons are not practical disinfecting containers because they only hold a few items and will not accommodate hair brushes. Consider using covered plastic storage boxes to accommodate larger items.

Sinks and shampoo bowls may not be used to disinfectant instruments.

Containers should not be located on workstations without a sink for two reasons:

- Instruments must be cleaned with soap and water, rinsed and dried before placing them in disinfectant; and
- Instruments must be rinsed with water after removing them from the disinfectant.

Measuring Devices

Disinfectant must be prepared by measuring. Every salon must have measuring devices for their disinfectant containers and pedicure basins.

You may find it helpful to label your containers with the amount of disinfectant and water to place in the container. You can also draw lines on the container that show how much disinfectant and water to pour into the container.

Ratios

Bleach solution is prepared by mixing 9 parts water to 1 part 5.25% **liquid** bleach. In order to aid practitioners in measuring bleach, the Kansas Department of Health and Environment has approved using 1 ½ cups bleach per gallon of water even though this results in slightly less than a 9 to 1 ratio.

When preparing a bleach solution, always use **cold** water because hot water decomposes sodium hypochlorite and will make it ineffective.

EPA-registered disinfectants are mixed according to the manufacturer's directions.

Contact Time

The time needed for the disinfectant to work is called "contact time." Instruments should not be left in the solution for longer than the contact time because it will damage them.

- Bleach solution - 10 minutes.
- Most liquid EPA disinfectants - 10 minutes
- Spray and foam EPA disinfectant contact times are usually shorter and vary by manufacturer. Read the label.

Removing & Drying Instruments

Disinfectants are pesticides and you should always wear gloves or use tongs when removing instruments from the solution. Instruments must be rinsed with water after removal from the disinfectant solution and then dried.

Electrology

All instruments used in electrology must be single-use instruments or sterilized.

Cleaning

Instrument cleaning steps are as follows:

- Clean with soap and warm water;
- Rinse and air dry; and
- Place in an ultrasonic unit with water and either a protein-dissolving detergent or enzyme cleaner.

Sterilizing

Instruments must be placed in sterilization bags with indicators that change color to indicate sterilization has been achieved. Sterilization tubing or vials may be used as long as each instrument has a sticker with a color strip indicator that verifies sterilization has been achieved.

It is not sufficient to place a color strip indicator in the sterilization batch. Each instrument must be in a bag, tube or vial with a color strip indicator.

Instruments must be sterilized as follows:

- Dry Heat - 60 minutes at 340° or 120 minutes at 320°
- Autoclave - 15 to 20 minutes at 250° at 15 to 20 psi

Spore Tests

A spore test must be performed monthly and a log of the date and results for each monthly spore test for the past three years must be available in the clinic for inspection.

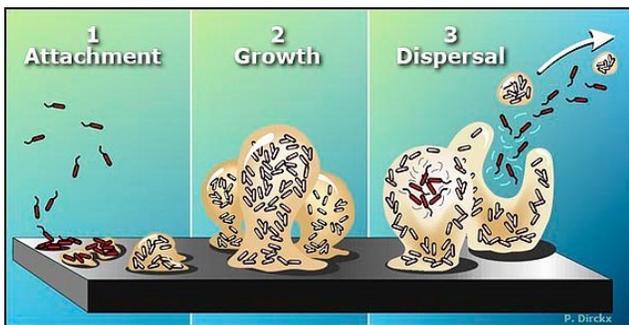
Pedicure Basins

Dirty pedicure basins represent one of the greatest health risks to clients and practitioners. It is critical that they are properly cleaned and disinfected after each client.

Many practitioners are unaware that the jet covers, impellers and drain control knobs are removable parts that must be taken off the basin each night, cleaned and disinfected.

Biofilm

When equipment and removable parts are not thoroughly cleaned first, biofilm begins to form. Biofilm is the attachment, colonization and growth of microorganisms. Once biofilm forms, the disinfectant will only disinfect the surface of the film. When the equipment is used, pieces of the biofilm will break free and contaminate the water and have the potential to transmit infectious disease.



Proper Disinfecting

Spraying the basin with Clorox Clean-Up, other household cleaners, or disinfectant sprays like Citrus II after each client are not approved methods for cleaning and disinfecting.

All basins must first be cleaned with detergent and then filled with water and either liquid bleach or a tuberculocidal disinfectant.

The solution must be allowed to stand in non-circulating spas for 10 minutes or to circulate for 10 minutes in whirlpool and pipeless spas.

This procedure must be done after each client.

Reminder: Only bleach may be used for the weekly cleaning procedure.

Bleach Solution Mixing Guide (5.25% Bleach)	
Bleach	Water
1 ½ Cups	1 Gallon
3 Cups	2 Gallons
4 ½ Cups	3 Gallons
6 Cups	4 Gallons
7.5 Cups	5 Gallons

Linens

Linens may be used and are single-use items that must be placed in a covered trash can immediately after each client.

Cleaning & Disinfecting Procedures

After Each Client

Clean the Basin

- Drain the basin and remove any debris.
- Clean the basin with a brush and detergent.
- Rinse the basin.

Circulate Disinfectant

- Fill the basin with water.
- Add bleach or tuberculocidal disinfectant. Circulate the solution for 10 minutes.
- Drain and rinse the basin.
- Wipe the basin dry.

At the End of Each Day

Clean the Basin & Removable Parts

- Drain the basin.
- Remove all removable parts.
- Remove any residue from the basin and parts.
- Clean the basin and parts with a brush and detergent.

Disinfect Removable Parts

- Immerse the parts in a bleach solution or tuberculocidal disinfectant for 10 minutes.
- Replace all parts.

Circulate Detergent

- Fill the basin with water.
- Add detergent.
- Circulate the detergent for 10 minutes.
- Drain and rinse the basin.
- Wipe the basin dry.

Once a Week

Clean the Basin & Removable Parts

- Drain the basin.
- Remove all removable parts.
- Remove any residue from the basin and parts.
- Clean the basin and parts with a brush and detergent.

Disinfect Removable Parts

- Immerse the parts in a bleach solution or tuberculocidal disinfectant for 10 minutes.
- Replace all parts.

Circulate Detergent

- Fill the basin with water.
- Add detergent.
- Circulate the detergent for 10 minutes.
- Drain and rinse the basin.

Disinfect

- Fill the basin with water.
- Add bleach.**
- Circulate the solution for 5 to 10 minutes.
- Turn off the equipment and allow the solution to remain in the basin for at least 6 hours.
- Drain and rinse the basin.
- Wipe the basin dry.

Labeling & Storage Requirements

What's Required?

It can be confusing to remember all of the labeling and storage requirements in the salon. As a general rule, everything in the salon must be **labeled and covered** with the following exceptions:

- Trash cans don't have to be labeled;
- Trash cans not located in work areas don't have to be covered; and
- Single-use items don't have to be covered or labeled.

Clean Instruments

Instruments must be stored in an enclosed cabinet or covered drawer or container. The cabinet, container or drawer must be labeled "clean" or "disinfected" and must be clean and free of hair, nail clippings or other debris.

Clean instruments may only be stored with other clean instruments and must be separated from any other items.

Clean instruments may be separated from other items (mirrors, product, clippers, single-use items, money, receipt books, etc.) by using bins or dividers.

Instruments may not be stored in organizers on workstations or carried in instrument belts or aprons.

Dirty Instruments

Once used on a client, dirty instruments must be placed in a covered and labeled container until they are cleaned and disinfected. The container must be labeled "dirty," "used" or "soiled."

The container may contain soap and water, but may not contain disinfectant.

Clean Clippers

Clippers must be cleaned of all hair and disinfected with a bleach solution or an EPA spray/foam disinfectant before use on a client.

Clean clippers must be stored in a labeled, enclosed cabinet or covered drawer or container. Clippers may not be stored inverted in appliance holders or plastic cups. Clippers may not be stored with instruments or other items unless they are separated by using bins or dividers.

There are no storage requirements for dirty clippers.

New Single-Use Items

There are no storage or labeling requirements for single-use items. However, they may not be stored with clean instruments or clean clippers. They can be stored in the same drawer if they are kept in a separate bin or divider.

The sanitary regulations are a minimum requirement and you can exceed the requirement by storing these items in labeled, covered containers.

Used Single-Use Items

Once used on a client, single-use items must be placed in a covered trash can immediately.

Used Single-Use Items - Blood or Body Fluid Exposure

If there is an exposure to blood or body fluid, all items must be double bagged and placed in a covered trash can immediately.

Towels, Robes and Linens

Clean

Store in a clean, labeled, enclosed cabinet or covered container. Towels may not be placed in open baskets.

Dirty

Place in a closed and labeled container. Containers may have ventilation openings.

Product

"Product" is anything that is used on a client during a service.

All product must be stored in clean, closed and labeled containers.

Product must be removed from the container in a way that does not contaminate the unused portion. Applicators may not be re-dipped into product.

Wax Pots

Wax pots must be clean and covered. A new stick must be used each time wax is removed from the pot. Using the opposite end of the stick is prohibited because the licensee has touched it. You can break your sticks in half to maximize their use.

Wax can be directly applied to a new wax strip with the same stick. Wax can also be placed in a disposable container and the same stick may be used. After completion of the service the container and applicator must be placed in a covered trash can.

Remaining wax, including paraffin wax, shall not be reused and must be thrown in the trash. Applicators can't be left standing in wax pots.

You can prevent wax from sticking to the pot by coating it with a thin film of baby oil. After each client, you will be able to easily wipe up any wax drippings.

Poisonous Substances

All bottles and containers containing poisonous or caustic substances must be distinctly labeled and stored in an area not open to the public.

Chemicals, including cleaning supplies, may not be stored in the restroom unless they are kept in a locked cabinet.

Trash Cans

All trash cans located in areas where clients receive services must be covered, but they don't have to be labeled. Trash and trash bags may not be allowed to accumulate in the salon.

General Requirements

Shampoo Bowls & Sinks

Each shampoo bowl and sink must have hot and cold running water. The drain must be clean and free of hair. Shampoo bowls must have a working spray. Portable sinks are only permitted in mobile salons.

Manicure & Treatment Tables

Tables must be cleaned after each client. Each table must be covered with a clean linen, towel or paper for each client. Electrology treatment tables must be disinfected.

Towels, Robes and Linens

They may only be used once and must be washed in hot water (at least 140 degrees Fahrenheit for at least 15 minutes).

Capes

A clean neck strip or towel must be used under capes regardless of whether a new cape is used for each client.

Handwashing

Practitioners must wash their hands or use hand sanitizer before each client service.

Gloves

Gloves must be worn if there is a likelihood of exposure to blood or body fluid during a service. Gloves are single-use items and must be discarded in a covered trash can after each client service.

Blood Spill “Kit”

The Board does not require that you have a preassembled blood spill “kit” or first aid kit, but you must have all of the following readily available in the salon in the event of a blood spill:

- Tuberculocidal disinfectant or bleach;
- Disposable gloves;
- Antiseptic;
- Bandages; and
- Bags (for disposal of contaminated items). The Board does not require salons to have bags or stickers labeled “biohazard.”

You may find it helpful to keep a copy of the blood spill procedure with your blood spill supplies.

Salon

The floors, walls, ceiling, furniture and fixtures must be clean and in good condition. Hair and nail clippings should be disposed of after each client service.

Lighting & Ventilation

The salon must be well lighted and well ventilated by natural or mechanical methods that keep the salon free of fumes, vapor and dust and allow for air to move freely.

Restroom

There must be a working sink and toilet, a soap dispenser and an air dryer or disposable paper towels. Disinfectant and chemicals, including cleaning supplies, may not be stored in the restroom unless they are in a locked cabinet.

Prohibitions

The following are prohibited in areas where clients receive services:

- Animals, except assistance dogs;
- Smoking;
- Possessing or consuming alcohol;
- Eating or preparing food;
- Razor type devices that remove calluses or skin blemishes; and
- Neck and nail dusters.

Non-Alcoholic Beverages

Clients and practitioners are permitted to have non-alcoholic beverages in any area of the salon. Beverage cups are not required to have a lid.

Serving Alcohol

The sanitation regulations prohibit the possession or consumption of alcohol in any area of the salon where clients receive services.

The Department of Revenue, Division of Alcoholic Beverage Control allows alcohol to be served in non-client service areas under the following circumstances:

- Alcohol may be sold and served to clients in other areas of the salon if you have a liquor license. A license is required regardless of whether there is a charge for the alcohol or it is complimentary.
- A liquor license is not required for an open house as long as your guests are personally invited and your business is not open to the public. Your guests cannot pay for services during the open house. You must provide the alcohol at no charge.

For information on how to obtain a liquor license, please contact the Department of Revenue, Liquor Licensing and Enforcement Division at (785) 296-7015 or by email at abc.email@kdor.ks.gov.

Assistance Dogs

Only assistance dogs are permitted in salons. Because these dogs are not required to wear vests, have certification paperwork or ID tags, it may be difficult for practitioners to determine if a dog is a pet or an assistance dog.

The American with Disabilities Act provides the following guidance:

“In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.”

Salon Self Inspection Checklist

Facility License

- Valid with correct location & owner(s)
- Posted in easy view of the public
- Licensed for all services provided

Practitioner Licenses

- Valid
- Posted in easy view of the public
- Licensed for all services provided

Inspection Report, Consumer Complaint Sign & Health & Sanitation Regulations

- Posted in easy view of the public

Required Disinfectants

- Bactericidal, fungicidal and virucidal EPA disinfectant or bleach
- Tuberculocidal, bactericidal, fungicidal and virucidal EPA disinfectant or bleach
- Bleach if the salon has pedicure basins
- Original manufacturer-labeled container or MSDS for disinfectant/bleach

Disinfectant Solution

- Containers large enough for full immersion
- Containers covered and labeled
- Prepared by measuring water and disinfectant
- Made daily
- Free of hair, nail clippings and debris

Clean Instruments

- Stored in labeled, clean, covered drawer, container or cabinet
- Only stored with other clean instruments or separated from other items with bins/dividers

Used Instruments

- Stored in labeled, covered container
- Cleaned with soap and water before disinfecting
- Disinfected by immersion in disinfectant

Clean Clippers

- Stored in a labeled, clean, covered drawer or container
- Only stored with other clean clippers or separated from other items with bins/dividers

Used Clippers

- Hair removed and disinfected after each use

Pedicure Equipment

- After Each Client - Basin cleaned with detergent and disinfected for 10 minutes
- Nightly Procedure Completed
- Weekly Procedure Completed

Electrolysis

- Single-use needles disposed of in sharps container
- Ultrasonic Cleaner
- Protein dissolving detergent or enzyme cleaner
- Dry heat sterilizer or autoclave
- Sterilization pouches with color strip indicators or stickers with color strip indicators
- Manufacturer's procedure manual for dry heat sterilizer or autoclave
- Monthly spore test and log of spore tests for past 3 years
- Furniture, counters and equipment made of smooth surfaces and disinfected

Single-use Items

- Applicators not re-dipped in product or wax
- Applicators not left standing in product or wax
- Thrown in covered trash can immediately after use

Product

- Labeled and stored in a closed container
- Dispensed in a way that does not contaminate the unused portion
- Poisonous/caustic products distinctly marked and stored in area not open to public

Neck Covering

- Neck strip or clean towel used on each client

Towels, Robes and Linens

- Dirty placed in closed, labeled container
- Cleaned in hot water (Min. 140°F)
- Clean stored in closed and labeled cabinet or container

Shampoo Bowls/Sink

- Hot and cold water
- Working shampoo spray (bowls only)
- Clean and free of hair, debris and product

Work Areas

- Back bar, workstations, treatment & manicure tables and service chairs are clean
- Treatment and manicure tables covered with clean paper, towel or linen for each client

Handwashing & Gloves

- Hands washed with soap and water or with hand sanitizer before each client service
- Gloves are worn if there may be exposure to blood or body fluid.

Blood Spill

- Tuberculocidal, bactericidal, fungicidal and virucidal EPA disinfectant or bleach
- Gloves
- Antiseptic solution
- Sterile bandages
- Disposable bags

Establishment

- Clean and free of dust, hair and nail clippings
- Well lighted and ventilated
- Trash cans in work areas are covered
- Salon is free of excessive accumulated trash

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

Prohibited Items Where Clients Receive Services

- Food preparation
- Eating
- Alcohol
- Smoking
- Animals
- Neck/nail dusters
- Razor devices that remove calluses/skin blemishes

Contact Us

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Website
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Kansas Board of Cosmetology Staff Contacts

Visit our website for a complete list of staff email and phone numbers.

Chiquita C. Coggs	Executive Director
<u>ADMINISTRATION</u>	
Ms. Gloeckner Director of Administration	Personnel Services, Budget, IT, Website
Mary Ann Robison	Accounts Receivable/Payable
Mary Lou Cheray	File Management
<u>LICENSING</u>	
LeAnna Hickman Director of Licensing	Initial Practitioner Licensure Examinations, Temporary Permits
Michaela Ewing	Body Art Licensure, Facility Paper Renewals, Continuing Education, Out-of-State Licensure, Schools, Open Records Request
Vickie Rodriguez	Facility Licensure, All Online Renewals, Practitioner Renewals, Apprentice Applications, Duplicate Licenses
Darla Ray	Name/Address Changes Facility/Owner Changes Board Verifications
<u>ENFORCEMENT</u>	
Laurel Lowrie Director of Enforcement	Inspection Program Disciplinary Actions
Aubrie Pryer	Felony Applications, Remedial Actions, Complaints, Board Meetings
Ava Fiene	Inspector - Region 1
Wendy Flowers	Inspector - Region 2
Diane Pottberg	Inspector - Region 3
Jessica Laughlin	Inspector - Region 4
Brian Tice	Inspector - Region 5

Licensee Milestones

Veda Nadine Knudson
69 Years

Charles Bieker
56 Years

Thomas H. Brown
55 Years

Marilyn Coley
54 Years

Mary Ann Garcia
54 Years

Congratulations

The Board congratulates
you on over 50 years of
professional licensure.

Senior Status License

If you meet both of the following
requirements, you are eligible for a
Senior Status License:

- at least 70 years old; and
- licensed at least 40 years in Kansas.

A Senior Status License has a one-time
fee of \$30 and individuals holding a
Senior Status License may not practice
cosmetology.

The Application for Senior Status can be
found on our website.