

# 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