



Oregon Health Licensing Agency

Tattoo/ Permanent Color Self Inspection Sheet

Conducting a monthly self-inspection will assist you in maintaining compliance. In addition, self-inspections assist in reducing or eliminating the number of potential violations cited during OHLA inspections, protecting you and your customers.

Facility License

- Ensure that there is a facility license.
- Ensure the facility license is properly posted.
- Ensure the business name on the facility license is correct.
- Ensure the address on the facility license matches the physical location of the business.
- Ensure the expiration date on the facility license is current.
- Ensure the facility license has not been altered in any manner.

Notes: _____

Practitioners

- Ensure all tattoo practitioners are properly licensed.
- Ensure all tattoo practitioner licenses are properly posted.
- Ensure the names on the tattoo practitioner licenses are correct.
- Ensure the expiration dates on the tattoo practitioner's licenses are current.
- Ensure all tattoo practitioners are listed with OHLA as working at the facility.
- Ensure all tattoo practitioners licenses have not been altered in any manner.

Notes: _____

Work Stations

- Ensure high and low level disinfectants are being used properly.
- Ensure all implements and tools are properly disinfected and stored.
- Ensure disposable items coming in contact with bodily fluids are placed in a sealed bag prior to being discarded.
- Ensure sharps are disposed of in a proper sharps container.
- Ensure work station surfaces, equipment are clean, and made of non-absorbent materials.
- If linens are used during service, ensure clean linens are used for each client.
- If linens are used during services, ensure used linens are disposed of or stored in a closed /covered container.
- Ensure all drawers, cabinets and storage areas are clean.
- Ensure all tattoo practitioners wash their hands before and after services.
- Ensure all tattoo practitioners wear single use protective gloves when providing services.

Notes: _____

Common Areas

- Ensure there is a screened treatment area.
- Ensure there is an approved biological sterilization mode (autoclave: Steam or chemical).
- Ensure there are **quarterly** biological test results for the approved sterilization mode.
- Ensure there is hot and cold running water (excluding restrooms).
- Ensure chemicals and products are stored properly.
- Ensure disposable items coming in contact with bodily fluids are placed in a sealed bag prior to being discarded.
- Ensure there is an employee restroom and that it is properly maintained.
- Ensure there are no animals within the facility. This does not apply to therapy animals, trained guide animals for the disabled, fish in an aquarium or to non-poisonous reptiles in terrariums.
- Ensure there are no electrical fire hazards.
- Ensure clients / employees are not smoking within the facility.
- Ensure customer records are properly obtained / retained as required. Records shall include items listed below.
 1. Name and license number of practitioner providing services
 2. Documentation of governmental ID used/obtained
 3. Clients name
 4. Clients date of birth
 5. Client address
 6. Date and duration of service
 7. Type of service
 8. special instructions
 9. Medical history / client condition
- Ensure proper after care instructions are being distributed to customers.
- Ensure facility is kept clean and orderly, all equipment is maintained in good repair.
- Ensure floors / walls are cleanable and made of smooth, non-absorbent and non-porous material.

Notes: _____

Questions?

Contact OHLA's Regulatory Operations Division

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