



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 nonpoisonous 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

Phone: 503-373-2024

E-mail: ohla.info@state.or.us

700 Summer Street NE, Suite 320

Salem Oregon 97301-1287

www.oregon.gov/OHLA