STATE OF OREGON RADIATION PROTECTION SERVICES
TANNING PROGRAM
SELF INSPECTION CHECK LIST

Date of Self-Inspection: __________________________ Inspected by: __________________________

Facility Registration
☐ Each tanning device must have a current license (make sure the Rad-T number [yellow sticker] on the device matches the Rad-T number on the license)
☐ Each tanning device license is posted in public view

Notes: ____________________________________________________________________________

Training of Personnel
☐ All operators have completed formal training from an approved vendor*
☐ All operators have a copy of their training certificate onsite

Notes: ____________________________________________________________________________

Records & Reports
☐ Tanning device manuals are present at the facility (One for each type of bed)
☐ Timer test is completed for each device and recorded on the ‘Tanning Device Timer Test & Emergency Button Record’* (Check for a +/- 10% accuracy)
☐ Emergency stop test is completed for each device and recorded on the ‘Tanning Device Timer Test & Emergency Button Record’. Check to see that each emergency stop button is working
☐ Client cards are current and up-to-date
  ☐ Signed and Dated (this is required once a year)
  ☐ All of the questions answered (this is required once a year)
  ☐ Skin typing has been done according to the current Fitzpatrick Skin Type Scale and each client’s skin type number is recorded on the client card
  ☐ Each client’s date of birth is recorded, along with ID type
  ☐ Physician Recommendation Form completed and on file for any client under 18

Notes: ____________________________________________________________________________

Signs
☐ ‘Notice to the Public’ sign* must be posted in public view
☐ ‘Persons Under 18’ sign* must be posted in public view
☐ ‘Warning’ sign* must be posted within 1 meter (3 feet) of tanning device
☐ The ‘Medication’ list* must be available for consumers (posting ensures this)
☐ NOTE: Make sure signs are around eye level. Do not hide it behind plants, lotions or other items

Notes: ____________________________________________________________________________
Sanitation

☐ Ensure that you are mixing an approved sanitizer between 400-800 parts per million (ppm)
☐ Test your sanitizer initially and then once a week to ensure proper concentration
☐ Test with the proper test strips (the scale must go up to 1,000 ppm)
☐ Employees must be cleaning the tanning equipment between each use with a clean towel each time
☐ *For Beds*: Ensure that both the top and bottom acrylics are being cleaned by an operator between each use
☐ *For Standup Units*: Ensure that all panels are being cleaned by an operator between each use
☐ Fans are working on all of the devices, and are kept clean of dust & debris
☐ The facility is maintained in a clean manner
☐ Paper towels or clean towels are provided to customers

Notes: 

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Equipment

☐ Each tanning device must have a label that warns of UV radiation and that protective eyewear is required (Note: If you cannot read any part of the label replace it)
☐ Ensure that lamp equivalency certifications are available for any aftermarket lamps (Tip: On the form highlight the lamps you installed and the lamp the tanning device requires)
☐ A remote timer is required for each tanning device and is to be operated by staff only
☐ Maintain tanning devices to minimum requirements of manufacturer
  ☐ shocks are in good working order
  ☐ all the lamps are working
  ☐ all of the fans are clear of dust and working
  ☐ acrylics are clean & free of cracks & damage & that no screws are missing

Notes: 

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Advertising

☐ Do not use wording such as “Safe”, “Safe Tanning”, “No Harmful Rays”, “No Adverse Effect”

Notes: 

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Questions? Contact:
RPS, Tanning Bed Program; 800 NE Oregon Street, Suite 640; Portland, OR 97232
Phone: 971-673-0490 | Fax: 971-673-0553 | Web: www.healthoregon.org/rps

* Forms, signs, and lists are available online at www.healthoregon.org/tanning
Note: ALL RECORDS AND FORMS MUST BE AVAILABLE FOR INSPECTOR REVIEW AT THE TIME OF INSPECTION!