

BODY ART PRACTITIONERS SELF-INSPECTION CHECKLIST

Conducting regular self-inspections of your facility and regulatory standards can help you stay in compliance with Oregon laws and rules that oversee the profession and facilities. Self-inspections should reduce or even eliminate violations when the Health Licensing Office (HLO) conducts inspections. Ultimately, staying in compliance means you'll be enhancing the service you provide to your clients by promoting health and safety.

Inspected By:

Date of Inspection:

LICENSING:

Facility – Ensure that:

- There is a facility license and the “Active Through Date” (expiration date) on the facility license is current.
- The **original** facility license is posted in public view (posting of a copy is prohibited).
- The business name on the facility license is correct and the address matches the facility's physical location.
- The facility license has not been altered in any manner.
- The most recent inspection certificate is posted in public view.

Notes: _____

Practitioners – Ensure that:

- All practitioners are properly licensed in their respective fields of practice.
- The name on the practitioner licenses are correct.
- The expiration date on practitioner licenses are correct.
- The expiration date on practitioner licenses are current.
- All **original** practitioner licenses are posted in public view (posting of a copy is prohibited).
- The practitioner licenses have not been altered in any manner.
- All practitioners are listed with HLO as working at the facility.

Notes: _____

SAFETY / SANITATION / INFECTION CONTROL:

Facility Standards – Ensure that:

- A screened or separated area is provided away from public access and viewing, isolated from a reception or waiting area, when services are conducted upon breasts, nipples, genitals or buttocks.
- All floors, walls and procedure surfaces including counters, tables, and chairs are easily cleanable, non-absorbent and non-porous where services are provided.
- There is unrestricted access or availability to a sink with hot and cold running water, as part of surrounding premises or adjacent to the facility but separate from a restroom.
- Washing accommodations are maintained in a clean and sanitary condition.
- The facility has a sterilization area separated from public areas, service areas and restrooms.
- All surfaces in areas where decontamination and sterilization is performed are non-porous.
- If electrology, body piercing or tattoo services are provided in a cosmetology facility, that those services are separated from cosmetology services by use of a solid barrier to prevent contact with irritants.
- Lavatories located within the facility are kept clean and in good working order at all times.

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General Standards – Ensure that:

- Use and maintain appropriate equipment and instruments for providing services in a field of practice.
- Use equipment and instruments in a manner described in the manufacturer's instructions which is consistent with the manufacturer's intended use of the device by the FDA (examples: no expired ink or expired needles).
- Use equipment and instruments that are not prohibited for use in a field of practice by the HLO or the FDA.
- Ensure all disinfecting solutions or agents be kept at adequate strengths, free of foreign material and are available for immediate use at all times the facility is open for business.
- Ensure a high-level disinfectant is used in accordance with manufacturer's instructions to disinfect surfaces where services are performed.
- Ensure chemicals are stored in labeled, closed containers.
- Ensure that single-use disposable paper products, single-use needles, sterilized jewelry and protective gloves are used for each client. Use of towels and linens are prohibited.
- Ensure pets or other animals are not permitted in the business facility. *This prohibition does not apply to service animals recognized by the American with Disabilities Act or to fish in aquariums or nonpoisonous reptiles in terrariums.*
- Ensure all waste material related to a service in a field of practice be deposited in a covered container following service for each client.
- Ensure waste disposed of in receptacles located in non-service areas is limited to materials, which are not practice related or used in the performance of any client services.
- Ensure all waste items that come in direct contact with the client's skin are disposed of utilizing a “double bagging” technique and disposed of in a covered waste receptacle immediately after use.

General Standards (Continued) – Ensure that:

- Ensure disposable sharp objects that come in contact with blood and/or body fluids are disposed of in a sharps container.
- Adhere to all Centers for Disease Control and Prevention, Standard Precautions.
- Ensure that all instruments that come in direct contact with client's skin are handled using gloves.
- Ensure that all jewelry used for initial piercings is sterilized before use on a client in accordance with OAR sterilization requirements and are individually bagged.
- Ensure all licensees wear eye goggles, shields or a mask if spattering is possible while providing services.
- Ensure all substances are dispensed from containers in a manner to prevent contamination of the unused portion.
- Ensure single use tubes or containers and applicators are properly discarded following the service.
- Ensure all sterilized instruments and jewelry are stored in individual sealed sterile packages and in a dry, disinfected, closed cabinet or other tightly covered container reserved for the storage of such instruments until just prior to performance of the procedure.

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Jewelry for Initial Piercings - Ensure that:

- All jewelry for initial piercings meet jewelry grade standards for initial piercings.
- "Mill Test Certificates" or HLO approved documentation is kept at the facility and available for inspection at all times.

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Sterilization Standards – Ensure that:

- All instruments and initial piercing jewelry have been cleaned and sterilized by using an autoclave sterilizer before use on a client or re-use on another client.
- All instruments are individually packaged in sterilization pouches which include a chemical indicator strip or pellet and the date the sterilization was performed. *The expiration date for sterilized instruments is one year from the date of sterilization unless the integrity of the package is compromised.*

Sterilization Standards (Continued) – Ensure that:

- Steam sterilization integrators have been used and logged for each autoclaved load or cycle and each steam sterilization integrator indicates the date the sterilization cycle took place and is kept at the facility for a minimum of sixty days.
- Sterilized instruments and initial piercing jewelry are stored in a dry, disinfected, closed cabinet or other tightly covered container reserved for the storage of such instruments.
- Biological monitoring system "spore tests" are done at least once a month.
- The autoclave and ultrasonic unit is clean and is maintained in accordance with manufacturer's instructions and a copy of the manufacturer's recommended procedures are kept on file at the facility.
- Biological spore test results are immediately available at all times for inspection by the HLO and kept at facility premises for a minimum of two years.
- Steam sterilization integrators and integrator log books are immediately available at all times for inspection by the HLO and kept at facility premises.

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Standards for Client Services – Ensure that:

- All practitioners are following proper hand washing procedures.
- All practitioners are following proper gloving standards.
- Once gloves have been removed, they must be disposed of immediately in a covered waste container.
- A client's skin is thoroughly cleaned with an antiseptic solution.

Notes: _____

Practice Standards and Prohibited Services - Ensure that:

- All Practice Standards are followed for each field of practice.
- No Prohibited Services are performed in the facility.
- Trainees are adhering to training plan.
- Supervisors are responsible for their trainees.

Notes: _____

CLIENT RECORDS:

Information – Ensure that:

- Client records are filled out completely and are maintained at facility premises for a minimum of three years.
- Client records are made immediately available to the Office upon request by HLO.
- After care instructions including care following service, possible side effects and complications and restrictions are given to each client.
- HLO prescribed informed consent forms are used and documented in the client record.
- A copy of the government issued photographic identification is included in the client record.

- Client records must be typed or printed in a legible format or kept through the use of electronic records. Client records, which are not readable by the HLO, will be treated as incomplete.
- For BODY PIERCING ONLY**- The consenting parent or legal guardian must be 18 years of age and present government issued photographic identification at time of written consent. A copy of the consenting parent or legal guardian's government issued photographic identification must be included in the client record.

Notes: _____
