

# City of East Moline Health Department's Self-Inspection Checklist for Body Art Operations

## Required Public Postings

These items are required to be posted in plain site where the public can view them and where they should be placed:

- Valid IDPH Registration Certificate (Front)
- City Permit for Facility (Front)
- City Permit for Body Art Technicians (Work station)
- IDPH Piercing and Tattoo Posters (Both Front and Work Areas)
- Posted Listing of Proficient Artists ( Both Front and Work Areas)  
***In Illinois Proficient Artist means – licensed by city, over 18, BBP certified***
- Sign posted “Employees & Clients Receiving Work Only” prior to entering the procedures area
- Sign posted “Warning: Employees Only” prior to entering the Sterilization area

## Operational Information Required for Immediate Review

It is highly recommended that the following information be organized into a binder or single file. All employees must have access to it and know where it is located. This information must be immediately accessible to the inspector upon request. ***If the information cannot be reviewed at the time of inspection the facility will be closed.***

- A copy of the IL Body Art Code
- Facility Information (name of establishment, address, phone numbers, email, hours of operation, registration holders complete contact information, description of all work performed)  
***Note a current copy of the City's Facility Application meets this requirement***
- List of all instruments/items used for body art procedures – include manufacturer serial and lot numbers
- Employee Information (name, exact jobs, date of birth, home address/phone/email, identifying photo, other places employed, training documents/certificates, BBP training certificate)  
***Note a copy of the city's current individual Body Art Technician application meets this requirement***
- Emergency Procedures  
(Include method to obtain proper medical care, handling bodily fluids and emergency situations)
- Invoices / Contract for hauling regulated waste
- Aftercare Sheets
- Written Sterilization Program & Exposure Control Plan (OSHA Requirement)
- Daily Logs and 3<sup>rd</sup> party Spore Test results for past year are being are available for review
- State Client Intake forms for Tattoo and Piercing are available

## Client Records

It is highly recommended that the following information be organized in a central location. This information must be immediately accessible to the inspector upon request. ***If the information cannot be reviewed at the time of inspection the facility will be closed.***

- Client records are kept in one central location and not with the individual artist
- Records show Illinois age requirements are being met
- Parental consent forms are being utilized when required

- State intake forms are being used as required by the state

### **Facility**

- Furniture in the facility is non-porous, in good repair and easily cleanable
- Floors and walls are non-porous, smooth, maintained and easily cleanable
- Procedure and cleaning areas have 50 foot candles of light available (bright)
- Facility has complete separation from home areas, food preparation, hair salon or any contamination causing activity
- Waste receptacles are at each work station  
They must be covered, lined, operated by a foot pedal or motion sensor, warning sign telling clients not to touch
- Sharps / Biohazard containers are located at every work station
- Reception/ Waiting area is separated from the procedure areas
- Means of privacy is available to separate multiple work stations as needed
- Sterilization area is clearly separated from procedure area and identified for employees only
- Exterior doors are self-closing and kept closed
- Screens are installed and maintained in good repair
- A washer & dryer is onsite for reusable cloth items

### **Plumbing**

- Potable water supply and sanitary waste system is present
- Restrooms are operational and stocked  
Including: hot/cold water, clean & maintained, liquid soap, paper towels, covered/lined garbage can, combination faucet
- Employee Hand sinks are operational and are labeled for hand washing only
  - How many/Location:
    - Procedure area – state requires 1 sink per 5 work stations, must be accessible and convenient to all and in the same room
    - Cleaning room has a separate hand sink
  - Liquid soap and non-touch paper-towel dispensers available and working
  - Non-touch faucets installed
  - Stainless steel material
- Equipment cleaning sink is required for facilities that have equipment to clean  
Must have: hot/cold water, be stainless steel
- Mop sink

### **Supplies / Equipment**

- Gloves – medical grade, variety of sizes available, accessible, non-latex, non-powder, in good shape/not expired
- Inks and tools all come from reputable suppliers
- Storage of equipment is dry, clean and covered to prevent contamination
- Instruction manuals for equipment is readily available

### **Sanitation Controls**

- Facility is maintained in a clean, uncluttered manner – no animals onsite, no insect or rodent activity present
- Proper hand washing procedures utilized, sign posted, no tool cleaning in hand sinks
- Hand sanitizers, if used, are 60-95% alcohol based
- Proper Glove use – change and wear as needed, artists properly don and remove gloves
  
- Eating or drinking is not allowed in the procedure area
- Sharps / Biohazard containers are located in a proper area, puncture resistant, labeled, color coded, leak proof and once full are properly disposed
- Only employees and clients getting work done are allowed in the procedure area
- Methods to reduce cross contamination are utilized: PPE, single-use covers for equipment to protect surfaces, sterility chart system
- Ultrasonic cleaner is available, routinely tested, cleaning cycles logged, lid/cover when used
  
- Autoclave is available, clean, and is working as designed, regular spore tests as required
- Tools, jewelry and disposable items are sterilized and stored properly
- Peel packs contain sterilization indicator and expiration date
- Peel packs are not compromised or expired
- Cleaners / Disinfectants are being used according to manufacturer's instruction for all non-single use items
- Disinfectants are EPA Registered as broad spectrum, hospital grade. Specifically states that it is bactericidal, virucidal, fungicidal and tuberculocidal.
- Proper PPE is available for artists - PPE is worn as required
  
- Pigments are ready to use by manufacturer or reconstituted with sterile water and/or glycerin product
- Single use ink containers and products are used then discarded properly
- Artists cannot work in a capacity that could contaminate surfaces, equipment and people if infectious or with unprotected open sores/wounds.
- Weekly waste hauling is done

### **Artists**

- All artists are over 18, licensed and have a current BBP certificate
  
- Artists conform to good hygienic practices, clean attire
- Artists understand when medical clearance is required
- Artists understand they have the right to refuse service at any time – however disclosure of a pre-existing condition does not necessarily prevent someone from having body art done. It is at the artists comfort level and discretion.
  
- Artists understand they cannot perform work on any person impaired by drugs or alcohol or under 18 (unless piercing with parental consent form)

### **Recommended:**

- Sign in restroom and front counter with wording such as: "For your own health and that of others, please do not remove, insert or handle your jewelry in our studio.. We will do it for you."
- Secondary barriers in cleaning room and work areas to minimize risks from airborne pathogens (example: high efficiency particulate air (HEPA) filter)
- Professional Memberships and continuing education for artists
- First Aid and CPR certification
- Work stations should be in separate rooms or have walls at least 5 feet in height separating them