

 Document Requirements for

 Body Art Plan Submittal

To help expedite the plan review process, please ensure the following information is included with your plans/applications.

* Documentation of training for each person that will be performing body art services
1. Records of completion of courses or seminars in body art, or;
2. Written statements of attestation by individuals offering body art apprenticeships that the person has received sufficient training of adequate duration to competently perform body art services
* Records of completed courses for each person that will be performing body art services in:
1. Basic First Aid, and
2. Standard/Universal Precautions for preventing transmission of bloodborne and other infectious diseases
* Infection Prevention and Control Plan. *Please complete all portions of Template A*
* A copy of a log sheet created to track required integrator and biological monitoring tests of sterilizer units (if applicable). This log must include:
1. Date and Time of each test
2. Name of person conducting the test
3. Name of testing facility
4. Results of each test
* A copy of a log sheet created to track the amount of infectious waste generated each month
* Equipment Specifications for all equipment

 At a minimum, the name of the manufacturer and model number (not serial number) of each piece of equipment – Manufacturer’s information (cut sheet)

 preferred.

* Written verification from the zoning authority and building department stating that the building has been zoned and approved for the proposed use
* Exposure Control Plan for Body Artists (an OSHA requirement). *Please complete all portions of Template B*
* Copy of a client record sheet that you create to record each body art service provided. This sheet must include:
1. Name of patron
2. Address of patron
3. Date of service
4. Placement on the patron’s body of the service provided
5. Listing of the manufacturer, colors and lot numbers of all inks, dyes or pigments used

For piercing services this sheet must include:

1. Name of patron
2. Address of Patron
3. Date of service
4. Location on the patron’s body of the piercing
5. Name of the jewelry manufacturer
6. Size, material and composition of the jewelry
* Copy of parental consent form to perform services on a minor (if applicable). This form must include:
1. A written explanation of the procedure that will be performed
2. Specific location on body where the procedure will be performed
3. Written aftercare procedures
4. A signed and dated statement of consent (to be signed only by parent or legal guardian of the minor)
* Floor Plan Diagram and Additional Information. *Please complete all portions of Template C.* This plan must include:
1. Total area to be used by the business (square footage, room dimensions of all areas)
2. Location of all entrances and exits
3. Disclosure of type of water supply (municipal or private well)
4. Disclosure of type of sewer system (municipal or on-site septic)
5. A lighting plan indicating how at least 40 foot-candles of intensity will be provided at the tattoo level
6. The location of a restroom for employee/customer use
7. Location of all equipment within the facility (general layout)
8. Location of all handsinks
9. Surface finishes of: floors, walls, ceilings, tables, counters, cabinets and shelving
* A copy of the aftercare instructions that will be provided to each person upon completion of a procedure. These instructions must include:
1. Physical restrictions
2. Wound care
3. Signs and symptoms of infections
4. When to seek medical treatment