Body Art Facility Inspection Checklist

N.J.A.C 8:27-1 ET SEQ.

ADMINISTRATION /APPROVAL TO OPERATE

Subchapter 2

____ Previous inspection report from Health Department (2.4a, 11.2)
____ Current Twp License provided, if required by local ordinance (2.4a)
____ Current Lic/permit/insp displayed conspicuously (2.4a, 2.7)
____ Current copy of monthly negative biological indicator test for autoclave (2.4a)
____ Facility is not conducting prohibited practices (2.6)

Sanitary Facilities & Waste management

Subchapter 3

____ Public restroom available to clients during business hours (3.3a)
____ Liquid soap in metal or plastic containers, paper towels provided in restrooms (3.3c)
____ Proper disposal of garbage & waste: plastic bags and outside containers (3.4)
____ Proper disposal of medical waste, items saturated with blood, sharps (3.4b)
____ NJDEP medical waste generator number, renewed annually (3.4b)

FACILITY LAYOUT & ENVIRONMENT

Subchapter 3

Facility Layout

____ Waiting area physically separated from workstation & equipment cleaning room (3.1a)
____ Equipment cleaning room physically separate from workstations, if reprocessing reusable instruments (3.1b)
____ Display cases & retail sales cases physically separate from workstations (3.1c)
____ Liquid soap & paper towels at handwash sinks (3.1e)
____ Floor & walls smooth, nonabsorbent, non porous (3.2a)
____ Walls & ceilings lightly colored (3.2a)
____ No carpet in work & equipment cleaning rooms (3.2a)
____ Adequate lighting provided (3.2c)
____ Approved water supply, well water tested (3.2d)
____ Proper sewage disposal (3.2e)

Equipment Cleaning Room, if applicable (3.1b)

____ Work flow & traffic patterns designed to flow from soiled to clean areas
____ Signs to designate soiled & clean work spaces
____ Operable handwash facilities
____ Manual cleaning of instruments conducted in sufficiently sized sink
____ Emergency eyewash station & exhaust hood, if needle building

Procedure Rooms

____ Free from human habitation, food, or other activity which may cause contamination (3.1c)
____ Workstations min 80 sq ft. (3.1d)
____ Easily cleanable partitions between workstations
____ 6 ft. partition for genital piercing (3.1d)
____ Adequate storage cabinets to accommodate supplies (3.1d)
____ Handwash sink with wrist/foot/sensor controls for every two workstations (3.1e)
____ Furniture in workstations non porous & cleanable (3.1f)
____ Furniture in workstations sanitized after each use
____ Work areas properly ventilated to prevent odors (3.2b)
____ Separate room for Permanent Cosmetics (3.1d)

STERILIZATION & DISINFECTION

Subchapter 5

____ Reusable instruments washed (5.1a)
____ By hand ______ mechanically (ultrasonic)
____ Sterilization of instruments packaged in individual peel packs (5.2a)
____ Packs contain chemical indicator or internal temperature indicator (5.2a)
Proper application of Gentian violet marker for oral piercing

Skin Preparation

Jewelry:

- Jewelry is high quality 14 K solid gold, surgical stainless steel, niobium, titanium, platinum or inert plastic
- All jewelry sterilized or disinfected prior to insertion
- Disinfection shall include the following: (6.2b)
  - Thorough cleaning in ultrasonic cleaner
  - Soaking in 70-90% isopropyl alcohol for 15 minutes
  - Air dry prior to packaging
- Jewelry not immediately used after disinfection is stored in zip lock plastic bag
- Jewelry or ear studs designed for ears not used in other body parts

Skin Preparation:

- Area to be pierced marked with single use, medical grade, non toxic marker after area is thoroughly disinfected (6.3b)
- Gentian violet marker for oral piercing (6.3b)
- Proper application of antiseptic utilized on pierced area (6.4a)
  - general or lip external area-use of chlorhexidine, 70-90% isopropyl alcohol, iodophors, or iodine
  - Oral piercings; vigorous application of antiseptic mouthwash
  - Genital, skin thoroughly cleaned with iodophors or iodine compounds, chlorhexidine or triclosan

Body Piercing Procedures

Storage, Use & Decontamination of Surfaces-

Subchapter 5

- Single use items used (cotton swabs, tissues, ink cups, Gauze, razors, needles, blades, stencils, gloves, Ointment, Etc.) (5.7)
- Proper cleaning of blood spills (5.8a)
- Foil or plastic covers used to protect surfaces and changed between clients (light handle, lamps, etc.) (5.8b)
- Low level disinfectant used on general surfaces procedure surfaces after each use, horizontal surfaces, restrooms & general work surfaces; daily (5.8c)

Body Piercing Procedures

Subchapter 6 continued

Sterilize, single use piercing needles used (6.5a)
- Piercing needles appropriately disposed of after performing each piercing procedure (6.5a)

Note: Reuse of piercing needles is strictly prohibited

- Sterile instruments opened in presence of client and handled aseptically (6.5d)
- Min gauge needles: (6.5e)
  - Soft tissue, earlobe, eyebrow, face & septum: 18 gauge
  - Genital- 14- 8 gauge
  - Nipple, navel, tongue-min 14 gauge

After Care:

- After care instructions administered to client following procedure, verbal & written (6.6a)
- Copy of after care instructions signed by client & kept on file (6.6a)

Tattooing-Subchapter 7

Training: (7.1a)

- Operator has proof of having experience in the operation of a tattooing facility as a full time occupation or as a designated operator for min 12mo.
- Practitioner performs as apprentice for min 2000 hours (7.1b)
- Apprentice is under direct supervision of practitioner for min 1000 hrs (7.1b)
- Practitioners provide evidence of completion of Blood borne Pathogen course

Skin Preparation:

- Area to be tattooed washed with soap & water before & after shaving (7.2a)
- Single use, disposable, washing pad used (7.2c)
- Single use, disposable razor used for shaving (7.2b)
- Area washed with 70-90% solution Isopropyl Alcohol, allowed to dry prior to starting (7.2d)

Equipment & Supplies:

- Sterile needle used for each client (7.3a)
- Solder used for attachment of needles, lead free, if applicable (7.3a)
- Art stencils are single use & disposable (7.3b)
- Ointments single use, Gauze single use (7.3c)
- Paper towels & gauze used to apply soap & other products (7.3d)
- Styptic pencils or alum solids (deod) not used (7.3f)
- Sterilized needles, tubes, tips available for entire day (7.3g)
- Dyes and materials are non toxic, non irritating to tissue, stable to light & inert to tissue metabolism (7.4a)
- Pigments do not contain talc (7.4a)
- Single use, individual dye containers for each patron (7.4b)
- Excess dye on skin removed with single use, lint free paper product (7.4c)

After Care: (7.5)
PERMANENT COSMETICS
Subchapter 8

Training: (8.1)

_____Practitioner completed 40 hr program approved by the Society of Perm Cosmetic Professionals or International Micropigmentation Association

_____Prior to being certified, submits one photo of performed procedures:
   _____Eye brow simulation
   _____Lip Liner
   _____Full lip color
   _____Eye liner/ eyelash enhancer

_____Practitioner certified by the Academy of Micropigmentation

_____Areola restoration training completed, 8 hr program by SPCP or IMA

_____2 years experience prior to performing camouflage repairs

_____Apprentice completed 40 hr program, under direct supervision of practitioner for five of each of the following:
   _____Eye brow simulation
   _____Lip Liner
   _____Full lip color
   _____Eye liner/ eyelash enhancer

Personal Protection: (8.2)

_____Practitioner wearing clean, single use, water impervious gown during procedures

_____Medical grade gloves worn at all times during procedures

_____Fluid resistant mask worn & changed if it becomes splattered or moist with blood or body fluids

_____Use protective eye wear to cover all exposed skin & mucous membranes of and around the eyes

Use of Antiseptics: (8.3)

_____Wash & dry hands prior to applying antiseptics

_____When performing eyeliner or eyelash enhancement, use cotton swab, eye makeup remover, water or vaseline to wash skin thoroughly

_____When performing eyebrow procedures, use Q Tip to clean area with soap & water or a 70% Isopropyl alcohol disposable wipe, allow skin to dry

_____Other body part procedures, clean external area with Chlorhexidine, 70-90% Isopropyl alcohol containing Products

_____Allow antiseptic to dry before procedure is performed

Procedures: (8.4)

_____Over the counter cosmetics intended for public use not left open in procedure room

_____Disposable applicators used following a procedure

_____Procedures not performed on client while pregnant

Topical Anesthetics: (8.5)

_____Only OTC topical anesthetics used for procedures by non medical practitioners

_____Proper labeling of OTC topical anesthetic by FDA registered drug manufacturer

_____Liquid topical anesthetic NOT used in proximity of eye or eyelids

_____Anesthetic eye drops NOT used for eyeliner procedures

_____Topical anesthetics for external use only, not for injection or use in the eye

_____Local anesthetics NOT added to pigments

_____Occlusive dressings or external heat sources NOT applied to topicals used in proximity to the eye

_____Prescription topical anesthetics NOT used by practitioners unless by or under direct & immediate supervision of licensed physician

After Care: (8.6)

_____After care instructions administered to client following procedure, verbal & written

_____Copy of after care instructions signed by client & kept on file

Pigments: (8.7)

_____Dyes are non toxic, non irritating to tissue, stable to light and inert to tissue metabolism

_____Pigments do not contain talc

_____Single use, individual dye containers for each patron

_____Excess dye on skin removed with single use, lint free paper product

_____Lot #, record of dye used maintained for each client

_____Colorants free of acrylic monomers or polymers

EAR PIERCING (Subchapter 9)

_____Business offers piercing of the trailing edge of the ear with a pre-sterilized single stud & clasp ear piercing system (Individuals who pierce the ear lobe only are exempt from NJAC 8:27)

_____Annual License or permit obtained from health authority

_____License displayed in conspicuous place

Client Records: (9.3)

_____maintained for min 3 yrs

_____client application submitted

_____Consent for minor, parent ID

_____informed consent form

_____Medical advisory form

Personal hygiene: (9.5)

_____Practitioner is clean, clean outer garments

_____Hands washed frequently

_____waterless hand agent used where handsinks are
Disposable medical grade gloves worn on both hands
Written policies established for latex allergies

**EAR PIERCING, Subchapter 9, continued**

Piercing instrument standards: (9.6)

- Instruments not used for piercing any part of the body other than the ear lobes and trailing edge of the ear
- Ear piercing clasps & studs not used for any part of the body other than ear lobes and trailing edge of the ear
- Procedures established to ensure that individuals working are adequately trained to properly use, clean, disinfect, & store the instrument
- Employees do not perform piercing until training has been completed
- Min of three ear lobe & 3 cartilage procedures under direct supervision of operator
- Employee training properly documented
- Entire clasp retainer & all parts of instrument in direct contact with client’s skin is cleaned with alcohol or detergent recommended by the manufacturer before & after each piercing
- New or disinfected piercing instruments are stored separately from used or soiled tools or other instruments

**ENFORCEMENT Subchapter 11**

**Criteria for Closure: (11.3)**

1. Failure or lack of properly functioning equipment.
2. Unsanitary or unsafe conditions which may adversely impact the health of the public.
3. The health authority has reasonable cause to suspect that a communicable disease is, or may be, transmitted by an operator/practitioner.
4. The practitioner(s) has demonstrated gross incompetence in performing body piercing, ear piercing, tattooing, or micro pigmentation.
5. The owner obtained or attempted to obtain a permit by means of fraud, misrepresentation or concealment.
6. The owner or practitioner(s) has been convicted in this or any other state of a crime directly related to the practice of tattooing, micro pigmentation, body piercing or ear piercing.
7. The owner or practitioner(s) has permitted a genital piercing upon a person under 18 years of age.
8. The operator has failed to prevent implants, branding and cutting to be performed in a body art establishment.

**The following shall be cause for, at a minimum, a seven day suspension:**

1. Failure to report to the health authority within 24 hours any infection or injury requiring a medical referral.
2. Performing a body art procedure on any person under the age of 18 years of age, without the presence, written consent, and proper identification of a parent or legal guardian.
3. Failure to notify the health authority within 24 hours of a positive biological indicator test result of the autoclave.
4. Using an ear-piercing instrument for any part of the body other than the ear lobes and trailing edge of the ear.

**SELECTED DEFINITIONS:**

**Operator**
Includes the owner or the owner’s designee having ownership, control or custody of any place of business or employment and who manages the day to day operations of the body art establishment.

**Practitioner**
Any person that performs the act of tattooing, permanent cosmetics and/or ear and body piercing.

**Apprentice**
Any person that performs the act of tattooing, permanent cosmetics and/or body piercing under the direct supervision of a practitioner in order to learn body art procedures.

**Permit**
Written approval by the health authority to operate a body art establishment. Approval is given in accordance with the body art regulation and is separate from any other licensing requirement that may exist within communities or political subdivisions comprising the jurisdiction.

**Single Use**
Products, instruments or items that are intended for one time use and are disposed of after each use, including but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, needles, scalpel blades, stencils, ink cups, ointments and protective gloves.