



Body Art Plan Review

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Body Art service staff is available for questions on work days 8AM-5PM.



LICENSING

In accordance with section 3730.02 of the Ohio Revised Code, no person shall operate a business offering body art services without first obtaining approval of the board of health in the jurisdiction in which the business will operate. Body art services include the practice of physical body adornment, including tattooing, permanent cosmetics, microblading and/or body piercing. Any person/facility planning to open or alter a body art facility will need to submit plans and request approval from the local board of health. For additional information on the Body Art Program, visit <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/body-art-program>.

FACILITY CONSTRUCTION and ALTERATION

No person shall construct, install, provide, equip, or extensively alter a body art establishment until all plans and specifications for the facility layout, equipment and operation have been submitted to and accepted, in writing, by the board of health of the city or general health district in which the business is located.

All work must be performed by a licensed contractor.

APPROVAL PROCESS

Step 1: Information Submission:

- All information requested in this packet must be submitted for plans to be approved via hand delivered or email at the addresses specified on the cover page.
- If information is missing or insufficient, plans may be denied or more information will be requested for review.
- Plans will be reviewed by a Sanitarian and applicant will be notified when plans have been approved.

Step 2: Pre-Licensing Inspection

- Once plans have been approved, a pre-licensing inspection will be scheduled.
- This will be an all-encompassing inspection. Ensure the facility is arranged and prepared to be fully functional otherwise licensing will be denied.
- Ensure hot water is properly functioning, all equipment is in place and all paperwork is in order.

Step 3: Final Approval and Application

- If the facility is approved for licensing after the inspection, an application will be provided.
- Fill out all information accurately.
- Applications may be submitted to the specified address via post-office or may be delivered in person with proper payment of \$220.00 cash, check **or credit card (2.35% transaction fee)**.



SECTION A: GENERAL INFORMATION

Contact Information:

Applicant Name: _____

Applicant Phone: (____) _____ Applicant Email: _____

Business Information:

Type of Business (circle all that apply):

Tattoo Piercing Microblading Permanent Makeup

Business Name: _____

Business Street: _____

City: _____ State: _____ Zip: _____

Business Phone: (____) _____ Business Email: _____

Operator's Name: _____

Owner's Name: _____

Person's names that have ownership of 5% or more in the business:

Submission Type (Circle One):

New Body Art Facility Location/Ownership Change Remodel/Construction

Water Supply: City Other: _____

Sewage Disposal: Sanitary Sewer Semi Public (Approved by OEPA)

Artist Information:

List all artists who will be performing body art services in the establishment.

Artist: _____ Services: _____

Artist: _____ Services: _____

Artist: _____ Services: _____

Artist: _____ Services: _____

Artist: _____ Services: _____

Artist: _____ Services: _____

Artist: _____ Services: _____

Artist: _____ Services: _____



SECTION C: EQUIPMENT LIST

Use the following chart to indicate all interior finishes. All Surfaces must be smooth and easily cleanable. Contact NCBOH with questions on whether specific surfaces are approved for use in a body art facility.

*Note: All surfaces and finishes must be non-absorbent and easily cleanable.

Room Name	Floors	Walls	Ceilings	Coving
Example: Procedure Area	Quarry Tile	Painted Drywall	Vinyl Acoustical Tile	Plastic Coving



SECTION E: EDUCATION/TRAINING

Ohio Administrative Code requires all body artists to have proof of appropriate training. Required training that must be submitted for approval includes:

- Current First-Aid Certification
- Current Bloodborne Pathogens Certification
- Training in Body Art
 1. Written statement of attestation, including full name and phone number of individual artist apprenticed under.
-OR-
 2. Approved body art training certificates.

SECTION F: INFECTION PREVENTION and CONTROL PLAN

A written infection prevention and control plan must be attached that includes, but is not limited to the following :

- (a) Decontaminating and disinfecting environmental surfaces;
- (b) Decontaminating, packaging, sterilizing, and storing reusable equipment and instruments;
- (c) Protecting clean instruments and sterile instruments from contamination during storage;
- (d) Ensuring that standard precautions and aseptic techniques are utilized during all body art procedures;
- (e) Safe handling and disposal of needles;
- (f) Aftercare guidelines.



Infection Prevention and Control Plan Guidance

Facility Name	
Address	
Phone Number	
Owner's Name	
Effective Date	

This plan is intended to comply with Ohio Administrative Code 3701-9.

The owner, employees, and artists of the above body art facility have developed this Infection Prevention and Control Plan (IPCP) to prevent accidents, to eliminate or minimize occupational exposure to blood or other body fluids, and to break the cycle of cross-contamination between practitioners and clients.

This plan is effective as of the following date:

All body art practitioners and employees have access to the plan and can review it at any time during their work shifts.

The facility owner is responsible for administering the IPCP and providing training to all artists that operate in the facility. Training will be provided annually and whenever changes are made to this document or any practices contained therein. Trainings will be documented in the log within this plan.



Section I: Decontamination and Disinfecting Environmental Surfaces

Describe the procedures for decontamination and disinfecting environmental surfaces such as workstations and non-disposable equipment that does not get sterilized. Identify items that are to be disinfected and the disinfectants that are to be used.

Environmental Surface	Type of EPA registered disinfectant used	How often will this environmental surface be cleaned and disinfected?
Workstation Surfaces/Counter Tops		
Workstation Chairs/Stools		
Trays		
Armrests		
Headrests		
Procedure Area		
Tables		
Tattoo/Permanent Cosmetic Machine and Clip Chords		
Reusable instruments such as calipers, needle bars, stainless steel tubes, etc.		
Portable light fixtures or other		
Other, Specify:		
Other, Specify:		
Other, Specify:		
Other, Specify:		
Other, Specify:		
Other, Specify:		



Describe the Cleaning procedure and frequency for each of these areas:

Customer waiting area:

Procedure areas:

Restroom:

Decontamination room:



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Is the decontamination room labeled “Restricted” or “Employees Only”?

YES

NO

Animals shall not be permitted in the body art establishment. This requirement does not apply to patrol dogs accompanying security or police officers, guide dogs, or other support animals accompanying disabled persons.



Section II: Decontaminating, packaging, sterilizing, and storing reusable equipment and instruments

Any instruments or equipment used for body art procedures shall either be single-use and disposable, or be thoroughly cleaned and sterilized or disinfected after each use

Will the facility be using a steam sterilizer? Yes No

Non-disposable instruments or equipment will be cleaned and sterilized per OAC 3701-9-8(A) which requires the following:

- (1) Soaked in an enzymatic pre-cleaner to remove all gross debris;
- (2) Rinsed and patted dry;
- (3) Disassembled or placed in the open position, if hinged;
- (4) Visually inspected to verify that they are clean and to identify any damage, including but not limited to, bends, cracks or pits, that would impair the sterilization process;
- (5) Thoroughly cleaned in tepid water and an appropriate detergent capable of breaking down blood, ink, dyes, pigments and other contaminants;
- (6) Fully submerged in a disinfectant to ensure contact with all surfaces for the amount of time specified in the manufacturer's instructions;
- (7) Rinsed and patted dry;
- (8) Placed in an ultrasonic cleaning unit filled with an appropriate solution specified in the manufacturer's instructions;
- (9) Rinsed and air dried;
- (10) Individually packed in sterilization pouches. Each pouch or its indicator shall be labeled with the date of processing;
- (11) Sterilized in a steam sterilizer.

Describe additional instructions for cleaning and sterilizing reusable instruments or equipment:
Describe the Personal Protective Equipment (PPE) used during cleaning and sterilizing processes.
Describe the container and type of enzymatic pre-cleaner that will be used to remove all gross debris.



Describe the type of container and type of disinfectant used to fully submerge the equipment or instrument (#6).
Provide make and model of ultrasonic cleaning unit used and the type of solution used in it.
Provide make and model of steam sterilizer unit and autoclave used by the facility.
Indicate the location of your decontamination area/clean room and sterilization equipment in the facility.

Is the steam sterilizer designed to sterilize hollow instruments? Yes No

Is the steam sterilizer equipped with a mechanical drying cycle? Yes No

Ultrasonic cleaning units and steam sterilizers shall be used, cleaned, and maintained according to the manufacturer's directions.

Is the decontamination room more than 5 feet from procedure areas or separated by a solid, cleanable barrier? Yes No

The function of sterilizers will be monitored in the following ways:

- 1) Clean instruments to be sterilized shall first be sealed in peel packs that contain a **process indicator** which changes color upon proper steam sterilization. The outside of the pack shall be labeled with the date of processing.
- 2) A **sterilization integrator** shall be placed in each load in accordance with the manufacturers recommendations
- 3) A **biological indicator** test will be taken and submitted to a lab for analysis on a weekly basis



What company/lab will be used for weekly biological indicator tests?

Does company/lab provide spore packs for tests? Yes No
If not describe packs that will be used for tests:

Describe how you will monitor your steam sterilizer so as to ensure that it sterilizes reusable equipment properly.

Describe the information entered in the sterilization log. (Note: all logs shall be maintained for at least two years).



Describe the remedial action steps to be taken when any of the following takes place: the sterilization equipment malfunctions; or moisture remains in the pouch; the process indicator and/or the sterilization integrator, or the digital printout indicates that sterilization has not been achieved.

Are sterile instrument packs opened in front of the customer prior to the procedure?

- Yes
- No

Portions of peel packs containing lot #s, sterilization dates, process indicators, etc. shall be attached to each patrons file.

The expiration date for sterilized equipment or instruments shall be one year from the date of sterilization.

When any wetness or moisture remains on or within the sterilization pouch, or if the sterilizer has malfunctioned, the instruments or equipment shall be considered contaminated.

When the process indicator in the pouches and/or the sterilization integrator demonstrates that sterilization has not been achieved, the sterilizer shall not be used until it is examined and repaired or replaced.

Describe the facility's contingency plan if the sterilization integrator or a biological indicator test indicates the sterilizer is not working properly:



Section III: Protecting Clean Instruments and Sterile Instruments from Contamination During Storage

All equipment and instruments shall remain in the sealed sterilization pouch, be handled with newly gloved hands, and stored in a clean, dry, closed cabinet, drawer, or other container reserved for such instruments.

After sterilization, describe the location where the packaged instruments are stored.
What is the expiration date for sterilized equipment or instruments (unless the package integrity is compromised)?
Describe the procedure to be followed if a sterilized package has been compromised.
If disposable, single use, pre-sterilized instruments are used, a record of purchase must be maintained for a minimum of 90 days after use. Where are these records maintained?

Is each pack evaluated at the time of storage and before use? Yes No



Section IV: Ensuring that Standard Precautions and Aseptic Techniques are Utilized During all Body Art Procedures

Persons performing body art procedures shall observe standard precautions for preventing transmission of bloodborne and other infectious diseases in accordance with OAC 3701-9 which requires the following:

1. Sterile instruments and aseptic techniques shall be used at all times during a procedure.
2. Hand washing shall be performed before and after each procedure. Fingernails shall be kept short and clean.
3. Clean, previously unused gloves shall be worn throughout the entire procedure, including setup and tear down. If the gloves are pierced, or torn, or if they become otherwise contaminated or compromised, hand washing shall be performed and a new pair shall be put on immediately. If the body artist leaves the area during the procedure, gloves shall be removed before leaving, hand washing shall be performed and a new pair of gloves shall be put on when returning. Under no circumstances shall a single pair of gloves be used on more than one patron.
4. Only sterilized, single use, disposable needles shall be used on a patron. All used needles and associated needle bars shall be properly disposed of immediately after the procedure.
5. If shaving is necessary, single use disposable razors shall be used. Used razors shall be properly disposed of in an appropriate sharps container.
6. All marking instruments shall be single use or be manufactured to sterilize by design.
7. All products used to address the flow of blood or to absorb blood shall be single use and disposed of properly. No individual performing a body art procedure shall use styptic pencils, alum blocks, or other solid styptics to address the flow of blood.
8. After any body art service and prior to the next, all procedure areas shall be cleaned and disinfected with an approved disinfectant.
9. All soaps, inks, dyes, pigments, ointments, and other products shall be dispensed and applied using an aseptic technique and in a manner to prevent contamination of the original container and its contents. Applicators shall be single use and disposed of properly.
10. Any equipment intended for use that is not single use shall be disinfected and sterilized between patrons. Equipment that cannot be sterilized shall be disinfected between each use.
11. All body artists shall follow appropriate hand washing techniques and wear gloves when involved in cleaning, disinfecting, and sterilization procedures.

Describe the marking instrument(s) used for body art procedures at your facility (#6).



Describe the use of barriers (films, wraps, absorbent pads, paper towels, aprons, bibs, wax paper, aluminum foil, plastic wrap, etc.) used in your facility prior to beginning body art. Indicate what equipment (tattoo machine, trays, tables, chairs, clip cords, power supplies, squeeze bottles, lamps, etc.) is covered and with what type of barrier is used in each instance.

The

practitioner shall wear disposable gloves on both hands when touching, decontaminating, or handling a surface, object, instrument, or jewelry that is soiled or that is potentially soiled with human blood.

Describe the location of gloves available within your facility:

Under no circumstances shall a single pair of gloves be used on more than one individual.



Describe the set up and tear down procedure for each of the stations and for each type of procedure performed at this facility.

Set-Up Procedure	
Tattooing	Body Piercing



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Tear Down Procedure	
Tattooing	Body Piercing



Piercing Requirement

Prior to a procedure, the area of the patron's body to be pierced shall be thoroughly cleaned with soap and water, then prepared with an antiseptic solution that is applied with a clean, absorbent disposable material. The following procedures and solutions will be used to meet this requirement:

In the case of oral piercings, the patron shall be provided with alcohol-free, antiseptic mouthwash in a single use cup. **The antiseptic mouthwash used will be:**

In the case of a lip, labret, or cheek piercing, procedures described above for both skin and oral piercings shall be followed.

Jewelry placed in newly pierced skin shall be sterilized prior to piercing as specified in OAC 3701-9-08 or shall be purchased pre-sterilized. Sterile jewelry packs shall be evaluated before use. If the integrity of a pack is compromised, including but not limited to, being wet, torn or punctured, the pack shall be discarded or reprocessed before use.

Only jewelry made of ASTM F 136 compliant titanium or ASTM F138 compliant steel, solid 14 karat or 18 karat white or yellow gold, niobium, or platinum, shall be placed in newly pierced skin.

All jewelry placed in newly pierced skin will meet the above requirements.

Mill certificates for jewelry will be maintained at the establishment in the following location:



Tattooing Requirement

Prior to a procedure, the area of the patron's body to be tattooed, shall be thoroughly cleaned with soap and water, then prepared with an antiseptic solution that is applied with a clean single use gauze square, cotton ball or square, cotton swab, or other clean, absorbent, disposable material. The following procedures and solutions will be used to meet this requirement:

Only commercially manufactured inks, dyes, or pigments that are intended for tattooing shall be used for procedures in this facility. Single use containers of inks, dyes or pigments shall be used for each patron and the body artist shall discard the container and remaining dye or ink upon completion of the procedure.

The body artist performing the procedure shall remove excess dye, pigment or ink from the skin with single-use gauze squares, cotton balls or squares, cotton swabs, or other clean, absorbent, disposable material.

The body artist shall wash the completed tattoo with a single use gauze square, cotton ball or square or cotton swab, saturated with an appropriate antiseptic solution. **The antiseptic solution used will be:**



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Body artists shall apply a sterile, non-occlusive (not air or water tight), single use dressing secured with non-allergenic tape to the site. Non-medical use paper products including, but not limited to, napkins and tape for dressing shall not be used. **Describe how this requirement will be met:**



Section V: Safe Handling and Disposal of Needles

The sharps waste container shall be labeled with the words “sharps waste” or with the international biohazard symbol and the word “BIOHAZARD”.

Each procedure area and decontamination/sterilization area shall have a container for the disposal of sharps waste. Sharps waste containers must be easily accessible to the practitioner.

Disposal of waste items including, but not limited to needles, razors, and other supplies capable of causing lacerations or puncture wounds shall be disposed of in accordance with OAC 3745- 27.

Indicate the locations of sharps waste disposal containers located throughout the facility

Provide the name of sharps waste collection services or explain how sharps waste are ultimately disposed of from the facility



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Section VI: Aftercare guidelines

Attach or describe the aftercare guidelines provided to the patrons.



SECTION VII

HANDWASHING

All sinks must be equipped with hot and cold running water, liquid or granular soap, and single- use towels or mechanical hand dryer.

Describe the type and location of each handwashing sink in your facility:

Describe when handwashing is required in your facility:

Are wall and floor surfaces at the workstation, cleaning rooms, instrument storage, and procedure areas smooth and cleanable? Yes No

If "NO" please describe:



SECTION XIII

FIRST AID

POST EXPOSURE PROCEDURE AND FORMS

The location of the first aid kit is:

The location of the nearest healthcare facility is:

Name:

Phone:

Address:

Two (2) attachments have been provided as part of this plan in case of an exposure incident.

See attachments - The attachments must go with the practitioner/client to the healthcare facility.



POST-EXPOSURE PROCEDURE

(You should arrive at the healthcare facility within 30 minutes of exposure)

I. APPLY FIRST AID

A. Wash the area immediately with soap and water, control any bleeding, and apply bandage.

B. For exposure to eyes, mouth, and/or nose flush area with water.

II. GET THE POST-EXPOSURE PROCEDURE PACKET

The Exposure Packet is kept at the following location:

A. Immediately go to primary healthcare facility or physician:

A. Name: _____

B. Healthcare Facility Address: _____

C. Healthcare Facility Phone number: _____

B. If primary healthcare facility or doctor is unavailable, go to:

A. Name: _____

B. Healthcare Facility Address: _____

C. Healthcare Facility Phone number: _____

C. Take source individual with you to the healthcare facility if possible for testing.
A completed Source Individual's Consent or Refusal form should accompany you to the healthcare facility

D. Complete the Needle Stick and Sharp Object Report at the healthcare facility

III. NOTIFY FACILITY OWNER IMMEDIATELY

IV. PROCEDURE FOR SOURCE TESTING

A. Obtain source individual consent

Have source individual complete and sign the consent or refusal form.



Source Individual's Consent or Refusal for HIV, HBV, and HCV Infectivity

Source Individual is the person whose blood or body fluids provided the source of this exposure.

Exposed Individual's Information

Name (Please Print): _____

Address: _____

Phone Number: _____

Exposure Date: _____

Mo / Day / Yr

Source Individual's Statement of Understanding:

I understand that employers are required by law to attempt to obtain consent for HIV, HBV, and HCV infectivity testing each time an employee is exposed to the blood or bodily fluids of any individual. I understand that a body art practitioner has been accidentally exposed to my blood and that testing for HIV, HBV, and HCV infectivity is requested. I am not required to give my consent, but if I do, my blood will be tested for these viruses at no expense to me.

I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the exposed body art practitioner for his or her medical benefit only, and to others only as required by law.

Consent or Refusal & Signature

I hereby consent to:

HIV Testing _____ HBV Testing _____ HCV Testing _____

I hereby *refuse* consent to:

HIV Testing _____ HBV Testing _____ HCV Testing _____

Source Individual Identification

Source Individual's Printed Name: _____

Source Individual's Signature: _____ Date: _____

Relationship if signed by other than the Source Individual: _____



SECTION IX

MINORS POLICY

Will patrons under the age of 18 be tattooed/pierced in this body art establishment?

YES

NO

A parent, guardian, or custodian of the individual under 18 years of age must sign the parental consent form included in this document.

Copies must be obtained of a state-issued driver's license or state ID of both individuals. If the individual under the age of eighteen does not have a driver's license or state ID, a valid birth certificate should be provided. Matching last names must be shown on the driver's license and/or birth certificate and the individual should be of reasonable age to be a parent, guardian, or custodian of the individual who is under eighteen years of age.

If the last names or addresses of the individuals do not match on the provided IDs, proper court documents should be provided which demonstrate that the individual is a parent, guardian, or custodian of the individual who is under eighteen years of age.

As required by OAC 3701-9-04(P)(3), no body art procedure shall be performed on the nipple, areola, or genital area of any individual under the age of 18.



SECTION XI

FORMS

Attach the following forms that will be used in the facility

- A. Patron Consent or Authorization forms
- B. Parental consent form if patrons under the age of 18 will be pierced/tattooed
- C. Procedure record forms
- D. Aftercare information provided to patrons
- E. Log used for steam sterilizer loads
- F. Log used to demonstrate employee training on IPCP
- G. Log used for body artist training
 - Copies of training certificates must be maintained in the establishment to document artist training.
 - If this is the initial submittal of the IPCP to Hamilton County Public Health please provide copies of each artists ID, Bloodborne pathogen training certificate, first aid training certificate, and any resume/apprenticeship information.

*Attach any additional information to this submission.