



TEMPORARY BODY ART FACILITY REQUIREMENTS CHECKLIST

- ALL PRACTITIONERS MUST HAVE A VALID PRACTITIONER REGISTRATION** A registration is considered valid if it was issued from any jurisdiction within California; valid within one year of the issue date; and or valid within the noted expiration date.
- PRACTITIONER REGISTRATIONS MUST BE VISUALLY DISPLAYED** Registration must be present at the time of the event. If you do not want to be interrupted during your inspection, visually display your registration on you or at your booth. If your registration does not have a current ID photo be prepared to provide a photo ID upon request.
- NO FOOD OR DRINK** No food, drink, or tobacco products are allowed in the booth. Clients and practitioners shall not eat or drink within the booth. If the client or you needs to eat, drink or smoke, the client and you must leave the booth. **Remember, the booth is the procedure area.**
- CLEAN ENVIRONMENT** The only way to maintain a clean and sanitary environment in the procedure area is to be neat and organized. You should have only items necessary to apply your craft. Personal effects shall be stowed out of the way and away from the work stations in the booth. Under the table would be appropriate. Keep all trash generated in the lined waste can. Help notify the sponsor to maintain regular trash pick-up from your booth. **Remember, the booth is the procedure area.**
- FORMS AND PAPERWORK** You are required to have all necessary forms and documents to perform body art. These forms include but are not limited to: Client Consent; Medical History; Aftercare Instructions; Client Procedure Log or separate Procedure Log to **document the use of disposable instruments**; disposable instrument invoice; jewelry mill certifications; etc.
- WASH YOUR HANDS** **It is your responsibility!** Wash and dry your hands with the **soap and water** just prior to and after **every procedure**. It is unrealistic that you will leave the demonstration booth to wash your hands in the rest room facilities just before starting a new procedure. Each booth is provided with hand washing equipment or a commercial hand washing station within 10 feet of the booth for hand washing. Wash your hands properly. Notify the sponsor to maintain regular water changes and ensure that hand wash equipment and hand washing stations are maintained for your use.
- PERSONAL PROTECTIVE EQUIPEMENT** For every procedure, put on **a new disposable bib or lap pad, and clean disposable examination gloves**. If the gloves are compromised either by touching objects outside of the client and direct work station or develop a hole or rip, throw away that set, wash your hands and put on a new pair. If the gloves are removed before completion of the procedure, throw away that set, wash your hands, and put on a new pair.
- TATTOO MACHINE** "**Bag**" the tattoo machine as well as the power cord with a disposable plastic sheath. Discard the plastic sheath after the completion of each procedure. Inspect and clean the machine after each use.
- SINGLE USE** Needles, ink caps, gloves, aprons, paper towels, dental bibs, cord covers, machine bags, plastic wrap, stencils, marking pens, and other coverings for chairs or workstations must be single use. Document the use of disposable instruments such as needle tubes in peel packs on the client procedure log, along with the date and name of the practitioner. Maintain instrument purchase records by the practitioner/tattoo company of use. **JEWELRY** shall be pre-sterilized in individual peel packs.
- RE-USEABLE INSTRUMENTS** Re-usable instruments must be presterilized in peel packs. The peel pack must have the date of sterilization and the initials of person who completed the sterilization load. **SOILED INSTRUMENTS** After the procedure, place soiled instruments in a hard plastic container with a water "tight" fitting lid. Clearly label the container with the contents (i.e. soiled or dirty instruments) and use for the direct transfer of the instruments to the Decontamination Sterilization Station.
- DISINFECTION AND DECONTAMINATION** Clean and disinfect all surfaces or objects in the work station that have been in contact with the client or materials utilized during the procedure with an industry standard disinfectant. Items include, but are not limited to: arm rests, chairs, tables, trays, tattoo machines etc.
- SHARPS WASTE** A properly labeled container for sharps waste must be provided by the event organizer. Dispose of all used needles, razors, grommets, in the sharps container at the end of the procedure. Locate the sharps container within arm's reach of the practitioners. Return the sharps container to the event organizer for disposal at the conclusion of the event.

If you have questions regarding further requirements for body art events, please contact the Body Art Program at (626) 430-5570 or visit our website at <http://www.publichealth.lacounty.gov/eh>.