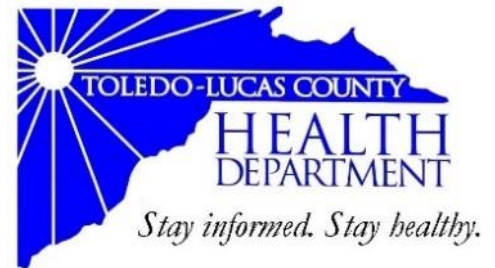


BODY ART ESTABLISHMENT INTRODUCTION GUIDE



Toledo-Lucas County Health
Department

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INTRODUCTION

This guide has been developed by the Toledo-Lucas County Health Department (TLCHD) to help you get started in constructing and designing your new Body Art Establishment. Provided are other agencies that you may need to get in touch with to ensure that all of the proper steps are taken and that you have received all of your required permits.

City of Oregon (419) 689-7071	City of Maumee Building & Zoning Inspection (Including Whitehouse, and Holland) (419) 897-7075
Lucas County Building Regulation (419) 213-2990	City of Toledo Building Inspection (419) 245-1220

*All required permits must be obtained before TLCHD can issue a body art license.

Where to Start:

All new and significantly altered body art establishments in Lucas County must submit plans to TLCHD before approval can be issued. A sanitarian from the Body Art Program will review the submitted plans in order to ensure that the facility, design, and equipment meet the requirements to receive approval.

PLANNING AHEAD

What is required?

Every body art establishment is different and the requirements differ based on the type of body art procedures that you offer. You must make sure that you have the proper equipment for each type of art that you offer, as well as all of the equipment needed to sterilize the equipment that is used. Many studios that perform only tattoos and permanent makeup will use only single use pre-sterilized equipment and not need a sterile room in the facility. Piercing studios use several pieces of equipment that will be reused and therefore will need to have a steam sterilizer and sterile room in the facility. Tattoo studios that want to use steel tubes will also need to have a sterile room with a sanitizer.

WHAT YOU NEED

Ohio Administrative Code: Body Art establishments are regulated under Chapter 3701-9 Tattoo and Body Piercing Service in the Ohio Administrative Code. Reading and understanding these rules will help you meet all of the requirements for your facility. You can find a copy of Chapter 3701-9 on the Ohio Department of Health website at: <http://www.odh.ohio.gov/odhprograms/eh/BodyArt/BodyArt.aspx>

Commercial Location: Your body art facility will need to be zoned commercially. If unsure, please check page 1 for additional contact information. Once you contact the appropriate department to find out if your desired location is zoned properly for your body art facility, you will need to obtain a written verification from them. You will need to measure your facility. Body Art establishments are required to be at least 100 square feet in total with each procedure area within being at least 36 square feet.

Handwashing Sinks: All facilities are required to have adequate employee handwashing sinks that are conveniently located to each procedure area, and equipped with hot and cold running water, soap and disposable towels or mechanical hand dryers. Handwashing sinks cannot be located in a separate room. In other words, doors cannot be between the handsink and the procedure area.

Sterilization Area: If needed, a sterilization room is an area used to sterilize items used to perform your art. This area will need to have a sink with hot and cold running water used for cleaning the equipment prior to sterilization. The area will also require an ultrasonic cleaning unit and a steam sterilizer. The ultrasonic and steam sterilizer will need to be operated following the manufacturer's instructions. Steam sterilizers are required to have a dry cycle and be able to sterilize hollow instruments.

Smooth and Cleanable Surfaces: All floors, walls and ceilings in the procedure areas and sterilization areas must be smooth and easily cleanable.

Adequate lighting: Lighting must be enough in the facility to allow for safe work conditions and to facilitate cleaning. A guide to general lighting intensity requirements are listed below.

- 40 foot-candles: procedure areas, spot lighting is acceptable to meet this requirement
- 30 foot-candles: throughout the facility

The Plan Review Application, which you will complete and return to TLCHD with your plans, will provide a checklist to help you make sure you have the necessary equipment and layout for the operation.

RUNNING YOUR BUSINESS

Here are some important questions about how you will safely operate your business that you should start to think about. These questions may also be asked during future inspections:

Employee Training:

- How will you train your staff?
- What operating procedures will be covered during staff orientation?
- What is your employee health policy? What do you do about a sick employee? How will you share this policy with employees?

Infection Prevention and Control Plan:

- How will you decontaminate and disinfect surfaces?
- How will you decontaminate package, sterilize, and store reusable equipment and instruments?
- Where will you store clean and sterilized equipment to keep it protected?
- How will you ensure standard precautions and aseptic techniques are being used during procedures?
- How will needles be handled and disposed of?
- What are your aftercare guidelines for your customers?

Facilities:

- Is your water supply and waste disposal approved for use?
- Do you have enough hot water capacity for the busiest time of day?
- Do you have enough storage space for supplies?
- Are floors, walls and ceilings constructed with cleanable materials?

Equipment:

- How will you log sterilizer batches and maintenance performed?
- Where will you maintain two years of customer release forms?

Do you have written procedures?

- Thoroughly completing customer release forms and identification of underage customers
- Procedure area setup
- The prepping of the skin to receive the body art
- Bandaging the customer
- Giving verbal and written aftercare
- Post procedure and disinfecting of the procedure area, safe handling and disposal of sharps
- Filing and maintaining release forms for two years

All new body art businesses must complete the plan review process. Here we will walk you through all of the correct steps to obtain an approval from the Toledo-Lucas County Health Department.

TRAINING

The education of you and your staff is an important part of planning for a successful body art business. The Ohio Administrative Code requires that all body artists have proof of appropriate training in the art that they perform. This proof can be any records of completion of courses and seminars, written statements of attestation by individuals offering body art apprenticeships, or any other documentation acceptable by the Board of Health.

Body Artists must also be able to demonstrate knowledge of the principles of sterilization, and each artist performing procedures must also have records of completion of training in **first aid and standard precautions for preventing transmission of bloodborne and other infectious diseases.**

STEPS TO OPENING YOUR BUSINESS

The Toledo-Lucas County Health Department reviews facility plans to make sure that the design and equipment in a facility are proper for the approval being requested.

STEP 1: PLAN REVIEW

Who must submit plans?

- New facilities: New construction and facilities that have never been approved as a body art operation in the past.
- Remodeled or altered facilities: Major changes or alterations of existing facilities.

*If you are not sure whether plan review is required, please contact TLCHD.

What is the fee?

2018 Plan Review/License Fee Schedule

Tattoo Service Only- \$679.00
Body Piercing Service Only- \$ 679.00
Combined Tattoo/Piercing- \$779.10
Limited Time Event- \$150.00
Application Fee- \$50.00

Before the plan will be reviewed by a sanitarian of the Toledo-Lucas County Health Department, all fees including the application fee and license fee must be received in our office. This **non-refundable and nontransferable fee** will cover all plan review activities, initial inspections of the facility and allow the business to operate until the next invoicing cycle of the Body Art Program.

What is the process?

After we have received all of the plans and specifications for the facility layout, equipment and operations, along with your application and payment, TLCHD will begin the review process. TLCHD has up to 30 days to begin the review, but we will do our best to follow your schedule for opening.

If there are any questions about your review, or changes that need to be discussed, we will contact you (generally by phone or email).

When everything required is received, reviewed, and approved, we will notify you. A formal approval letter will follow, and will be mailed to the Plan Review Contact on the application.

STEP 2: APPROVAL

Opening Inspection: After your plan review has been approved by this department and all work has been approved by the building department and completed, you will need to contact TLCHD for an opening inspection.

During the opening inspection, the sanitarian will ask for some information about the approval holder (owner) and the facility. It is helpful to have business information available and owner contact information.

Approval: If there are no outstanding issues, an inspection sheet will be given indicating permission to operate. At this point the operation is approved to operate. The printed approval will be sent to you in the mail.

Renewal is once a year and payment for approval must be received by December 31st every year. Late fees of 25% are added after December 31st.

HOW DO I KNOW WHEN I'M READY FOR MY FINAL INSPECTION?

Have you completed all items on this checklist? If YES, you are ready!

- I have read the "Starting a Body Art Business" guide to help design my facility.
- I have read the Ohio Administrative Code Chapter 3701-9 Tattoo and Body Piercing Services and received clarification for all of my questions.
- I have received written verification my location is commercially zoned.
- I submitted plans and specifications for the facility layout, equipment and operation, application and fee to the Toledo-Lucas County Health Department.
- I received plan approval from the Toledo-Lucas County Health Department.
- All construction or remodel work is complete and approved by the appropriate building department.
- I have contacted the Toledo-Lucas County Health Department for an opening inspection.
- Before the scheduled opening inspection:
 - Entire facility is clean and ready to use.
 - Hot water is available at all sinks.
 - All equipment and instruments needed for each type of procedure is on hand.
 - The sterilizer has had a good spore test that is available for review.
 - Release forms and aftercare instructions are ready for use.
 - All staff are properly trained with proof of completion, and familiar with the facilities operating procedures.