



NEW FACILITY APPLICATION CHECKLIST

This plan checklist is provided to guide a facility owner/operator in opening a body art facility that will meet public health and safety requirements established in California's Health & Safety Code Section 119300 *et seq.*, and San Mateo County Ordinance. This checklist is organized into two sections.

Section A: All documents are required as attachments when submitting a Body Art Facility Application.

Section B: Checklist of items are required for an initial opening inspection of the facility before a facility health permit is issued.

SECTION A

- 1. Complete, sign, and date the New Body Art Facility Application and New Body Art Facility Memorandum.
- 2. Submit a fee payment. For current fees visit smchealth.org/ehfees.
- 3. Submit a scaled schematic drawing of the facility floor plan with the following specifications:
 - A) Specify the location of the procedure area, workstations, hand wash sinks, and toilet facilities.
 - B) If applicable, show the decontamination/sterilization room layout (clean room, sink location, sonicator, autoclave, etc.).
 - C) The schematic must identify smooth, cleanable surface materials used on the floors, cabinets, counters, etc. (e.g. concrete, laminate, tile).
 - D) Permanent cosmetic requirements within a nail or hair salon: The Plan must show the location of the separation from hair and nail services.
 - E) Mixed use residential zoning schematic must show complete separation e.g. "no direct access," to the dwelling unit. The space must include a separate toilet facility.
- 4. **Provide a copy of the facility's Infection Prevention and Control Plan (safe body art work practices and procedures). For assistance completing this document, review the Infection Prevention and Control Plan attached to this document.*
- 5. Provide a copy of the facility's manufacturer's cut-sheet for all sterilization equipment. Only equipment manufactured for the sterilization of medical instruments will be approved (for establishments that utilize reusable instruments).

SECTION B

The facility must meet the following structural requirements and have the following documents by the opening inspection:

- Client Consent Form/Medical Questionnaire/Aftercare/Sterilization Reports (per lot #).
- On site copy of Infection Prevention and Control Plan (IPCP).
- All sinks must be permanently plumbed, with running cold and hot water.
- Operational hand-wash sinks with touchless operation in the procedure area and the sterilization/decontamination area.
- Soap and towel dispenser present in procedure and decontamination areas must be wall mounted and touchless.
- Autoclave requirements: Provide a negative spore test (completed within the past 30 days). At the time of the opening inspection demonstrate through the use of a Class V integrator that batch sterilization is achieved.
- A laboratory spore test agreement copy must be available for inspection that verify monthly autoclave operational testing (for establishments that utilize reusable instruments).
- Demonstrate lined trash cans are in the procedure, decontamination/sterilization area. The number of trash cans in the procedure area should be the amount necessary to accommodate all trash generated by practitioners per day.

Sharps Disposal Requirements:

- Properly labeled sharps. Portable sharps containers are present at each work station and in decontamination area.
- An approved disposal agreement, or service copy (e.g. mail back or biohazard pick up) is readily available for inspection.
- Effectively use disinfectant wipes to neutralize Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).
- Recordkeeping: Demonstrate proper method of storage for files (e.g. electronic paper filing) and security of required client and facility records.

**In addition, Environmental Health Services requires that a permitted facility also maintains an Occupational Exposure Control Plan to minimize occupational exposure to practitioners within the facility, per California Safety and Health Code.*