



# Starting a Tattoo or Piercing Business

This guide was prepared to assist persons who are planning to open a Body Art business in Defiance County.

You may need to get in touch with the agencies below to ensure that all appropriate steps are taken and that the necessary permits are received. Contacting the agencies in advance will help you to stay on track and on time. All necessary permits must be obtained before the Health Department can issue an Approval to Operate.

Office	Service	Phone #	Website
Ohio Department of Commerce – Division of Industrial Compliance	Plan Review, Building Code Compliance (plumbing/electrical), Certificate of Occupancy, <b>ADA and Restrooms</b>	614-644-2223	www.com.ohio.gov
Defiance City Fire Inspection	Fire Safety (in Defiance City limits only)	419-782-2771	www.cityofdefiance.com
Ohio EPA- Northwest District Office	On-site Sewage Treatment Systems, Storm Water and Public Water Systems	419-352-8461	www.epa.state.ohio.us
Defiance County Auditor	Vendor License, Sales Tax	419-782-1926	www.defiance-county.com

## Where to begin?

Any person offering tattoo or body piercing services will need to obtain Permission to Operate from the Board of Health. The road to receiving Permission to Operate begins with a Facility

## PLAN REVIEW - Submit the following to the Health District

The Operator must submit to the health district:

1. Signed Application for Plan Review (Form A)
2. The Application Fee (\$260.00)
3. Submit a detailed floor plan drawn to scale that includes:
  - a. Total area to be used for the business,
  - b. Entrances and exits,
  - c. Plumbing fixtures – sinks toilets, etc.,
  - d. A lighting plan,
  - e. Location of equipment, and
  - f. Floor coverings
4. An equipment list with make and model numbers
5. Written verification from the zoning authority or building department having jurisdiction that the building has been zoned and approved for business use.
6. Artist training information (Form B) or certificates.
7. A written six point Infection Control Plan
8. Sample client service record
9. Sample aftercare instructions
10. Sample forms for clients under age 18 (if applicable)

## SIX POINT INFECTION CONTROL PLAN

A detailed Infection Control Plan must be prepared for review by the district. At minimum the plan must state how the operator will:

- Decontaminate and disinfect environmental surfaces;
- Clean, package, sterilize, and store reusable equipment and instruments;
- Protect clean instruments and sterile instruments from contamination during storage;
- Ensure that standard precautions and aseptic techniques are utilized during all body art procedures;
- Safely handle and dispose of sharps;
- Communicate Aftercare instructions to the client.

This requirement can be found under OAC 3701-9

## CLIENT SERVICE RECORDS

A record of each body art procedure shall be maintained for at least two years. The record shall include the following:

- The establishment's name and address;
- The client's name;
- The client's address;
- The date of the service;
- Color and manufacturer of inks, dyes, or pigments used that day;
- Jewelry used, including size, material composition, and manufacturer; and
- Location on the body where the tattoo or piercing is placed.
- Questions to client regarding any health conditions that will interfere with healing.

### Medical conditions that interfere with Healing

Prior to performing the procedure, the body artist shall ask the client if they have health conditions that could affect the healing process.

If they have such a health condition, they must present documentation from a licensed physician, indicating that they will accept you client for follow-up care.

### Aftercare Instructions

Each client shall be provided with verbal and written aftercare instructions. Aftercare instructions will be reviewed by the Board of Health.

### Consent form for minors (if applicable)

If an establishment accepts clients under the age of 18, additional information must be collected on the client service record or on a separate form.

A body art procedure on an individual who is under eighteen years of age is prohibited, unless consent has been given by the minor's parent, guardian, or custodian in accordance with the following:

- (1) The parent, guardian, or custodian must sign a consent form provided by the establishment that lists:
  - a. The manner in which the procedure will be performed,
  - b. The specific part of the body upon which the procedure will be performed, and
  - c. The proper care of the affected body part following the procedure;
- (2) The parent, guardian, or custodian must present a photo I.D.
- (3) The parent, guardian, or custodian must be present during the procedure.

Body art procedures shall be performed on the nipple, areola or genital area of any individual under eighteen years of age.

## ADEQUATE LIGHTING

The tattoo or body piercing business shall be equipped with artificial light sources equivalent to at least 20 foot-candles at a distance of thirty inches above the floor throughout the establishment. A minimum of 40 foot-candles of light shall be provided on the area of the body where the tattooing or body piercing is being performed. Spotlighting may be used to achieve the required degree of illumination.

## SINKS

**Hand washing sink:** All facilities are required to have adequate hand washing sinks that conveniently located. Each hand washing sink must be provided with hot water (110°F minimum), cold water, hand soap and paper towels or electric hand dryer. Handwashing sinks must be within 15 feet walking distance from each booth and must be separate from toilet facilities. Each sink described in this section can only be used for its designated purpose (i.e. hand washing, mop sink).

**Clean-up sink:** These sinks are used to remove body fluid and clean reusable equipment prior to sterilization.

**Utility sink:** Also called a mop sink or service sink, all facilities are required to have a sink designated for cleaning of mops and for disposal of mop water. The utility sink must include a faucet and drain. This sink should have hooks or other means to allow mops to air dry.

## FLOORING

All floors directly under equipment used for tattooing or body piercing activities shall be an impervious, smooth, washable surface. All walls shall be maintained in a sanitary manner.

## BOOTHS

Booths shall have a minimum dimension of six feet by six feet.

## TABLES

All tables and other equipment shall be constructed of easily cleanable material, with a smooth, washable finish.

**Disinfection Chemicals:** Disinfection chemicals used on equipment and surfaces must be registered with the USEPA.

## ESTABLISHMENTS EMPLOYING SINGLE USE NEEDLES

Tattoo and permanent makeup facilities using only disposable needles must show procedures are in place to ensure that needles are not reused.

## STERILIZATION

### **Sterilization Equipment:**

All steam sterilizers in new body art establishments or replacement steam sterilizers in existing body art establishments, shall be designed to sterilize hollow instruments and shall be equipped with a mechanical drying cycle.

### **Sterilization Documentation**

The operator must document in writing that the sterilization indicators, integrators and weekly spore tests were performed as required under rule. The operator shall maintain records of:

1. Date, time, the sterilizer load was run or the biological test was performed;
2. The name of the person who ran the sterilization load or performed the test;
3. Results of the sterilization integrator or digital printout; and
4. The weekly spore test reports;
5. Maintenance performed on sterilizer.

**Chemical storage:** Chemicals must be stored in a safe manner.

### **SOILED EQUIPMENT ROOM**

It is not required, but recommended that soiled equipment be cleaned and sterilized in a separate room or area. This will help prevent cross contamination of clean items and exposure to aerosolized chemicals that may occur during ultrasonic cleaning.

### **TRAINING REQUIREMENTS**

The operator shall maintain procedures ensuring that all persons performing body art services shall have received training in:

- First aid;
- Standard precautions for preventing transmission of bloodborne and infectious diseases;
- Sterilization and aseptic technique;
- Applying body art.

Evidence of this training will need to be presented to the Health Department prior to receiving Permission to Operate.

The Defiance County Health Department offers training in standard precautions. The training fee is \$50.00 per person payable in advance.