

Body Art Studio Standard Operating Procedures Template

DISCLAIMER:

The information provided is for general informational purposes only. This document does not cover all procedural requirements or operating procedures for body art studios. It is the responsibility of the permit holder of the body art studio and all employees to review the code, implement, and follow all rules and regulations.



ENVIRONMENTAL HEALTH OFFICES

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Lawrenceville, GA 30046
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ROCKDALE

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Facility Name:	
Facility Address:	
Owner / Contact Name:	
Phone:	
Email:	
Type of Body Art Performed in Studio (check all that apply)	<input type="checkbox"/> Tattooing <input type="checkbox"/> Piercing <input type="checkbox"/> Cosmetic Tattooing
Date of Completion:	

The Body Art Studio's Standard Operating Procedures (SOP) goals are to prevent accidents, eliminate or minimize occupational exposure to blood and/or other bodily fluids to prevent cross-contamination between artist(s) and client(s). If any significant changes are made, the plan shall be updated, and a copy must be provided to health officials.

The SOP shall address the following:

- I. Sanitizing Areas and Equipment
- II. Sterilization of Instruments and Equipment and Emergency Sterilization Procedures
- III. Disposal of Waste
- IV. Aftercare Instructions
- V. Body Artist and Employee Health
- VI. Body Artist and Employee Drug and Alcohol Use
- VII. Record Keeping
- VIII. Client Screening
- IX. Exposure Control Plan
- X. Emergency Plan for Accidents
- XI. Portable Hand Sinks
- XII. Jewelry Standards

A copy shall be provided to the Health Authority and maintained in the body art studio. All body art employees shall have access to the plan and can review it at any time.

SECTION I: SANITIZING AREAS AND EQUIPMENT BETWEEN USE

This section shall describe the studio's procedures for decontaminating and disinfecting environmental surfaces.

Your workstations should have smooth and easily cleanable surfaces that can withstand cleaning and decontamination. Solid surfaces and objects that have come in contact with the client or the materials used during the procedure, including chairs, armrests, tables, countertops, and trays, etc., must be disinfected before and after use. All exposed surfaces of worktables and chairs shall be disinfected with an EPA-registered disinfectant approved by the Health Authority after each use and between clients.

NOTE: ALL SURFACES SHALL BE CLEANED PRIOR TO DISINFECTING

"Disinfectant" means a solution registered as a disinfectant by the U.S. Environmental Protection Agency (EPA) and intended to destroy or inactivate specific viruses, bacteria, or fungi on clean, inanimate surfaces. Labeling should specifically state that the product is bactericidal, virucidal, fungicidal, and tuberculocidal.

Part I: Identify Items that are to be disinfected, type of disinfectant, and the frequency/procedure.

Surface to be cleaned	Type of EPA-registered disinfectant used	Procedures/Frequency
Workstation surfaces/countertops		
Workstation chairs/stools		
Trays		
Surfaces (including armrests/headrests) of procedure chairs or tables		
Floors, walls, etc.		
Portable light fixtures		
Tattoo machine and clip cord		
Permanent cosmetic machine		
Trash cans		
Other:		

SECTION II: STERILIZATION OF INSTRUMENTS AND EQUIPMENT AND EMERGENCY STERILIZATION PROCEDURES

Part I: Any instruments or equipment used for body art procedures shall either be disposable or be thoroughly cleaned and sterilized after each use.

Equipment	Disposable, Autoclavable or N/A	For reusable equipment, describe cleaning, disinfecting, and sterilizing process
Needle tubes	<input type="checkbox"/> Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/> N/A	
Calipers	<input type="checkbox"/> Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/> N/A	
Hemostats	<input type="checkbox"/> Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/> N/A	
Forceps	<input type="checkbox"/> Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/> N/A	
Other Please specify:	<input type="checkbox"/> Disposable <input type="checkbox"/> Autoclavable <input type="checkbox"/> N/A	

According to the manufacturer's instructions, is any part of the tattoo machine or permanent makeup/microblading pen autoclavable?

If yes, specify what part: _____

If you are using reusable tattoo grips or if any part of the tattoo machine is autoclavable, you will need to remove and sterilize in an autoclave.

Body Art machine/pen manual shall be available on-site. ☐

Part II: Sterilization Procedures

Employees and body artists shall use personal protective equipment, protecting their eyes, nose, mouth, and hands while cleaning instruments and follow the manufacturer's safety precautions for any chemicals used.

All tools shall be pre-cleaned/scrubbed with an enzymatic pre-cleanser before being placed in an ultrasonic cleaner.

Prior to autoclaving, all equipment shall be bagged, labeled as to its contents, initialed, dated, and sealed. After sterilization, the packaged instruments shall be stored in a clean, dry cabinet.

If a sterilized package has been breached or allowed to get wet, the instruments must be re-packaged and sterilized again before use.

STORAGE OF CLEAN EQUIPMENT

Describe the location where the cleaned,sterilized, and packaged instruments are stored:

Describe procedures for sterile instruments if packaging integrity has been compromised or contaminated:

PERSONAL PROTECTION EQUIPMENT (PPE)

Describe the PPE used during the cleaning and sterilization process:

ENZYMATIC PRE-CLEANER

Describe the type of protein dissolving enzyme cleaner that will be used to soak non-disposable instruments in a puncture-resistant container prior to placing in ultrasonic cleaner:

ULTRASONIC CLEANING

Make and model of ultrasonic cleaning units:

Manufacturer's instructions must be on-site.

Part II: Sterilization Procedures (continued)

AUTOCLAVE (MUST BE CLASS B OR CLASS S)

Make and Model of autoclave:

Specify the autoclave class: ☐ Class B or ☐ Class S? **Manual must be maintained on-site.**

Name of company or lab used for spore test:

Maintain spore test results at studio.

Indicate the frequency at which the spore test will be conducted:

A provision shall be included in the contract with the commercial testing laboratory requiring the body art studio to notify the Health Authority of any failure of the autoclave to eradicate all living organisms, including spores.

STERILIZATION RECORDS

Describe your process in documenting sterilizations. List what will be recorded and maintained (May attach a copy of load log):

Part III: Emergency Sterilization Procedures

Upon notification of a positive microbiological monitoring report, the autoclave shall be immediately checked for proper use and function, and the permit owner shall cease use of the autoclave immediately upon receipt of the positive report.

The studio shall have the option to obtain a properly functioning sterilizer with a negative biological report to remain open, or if the studio has more than one autoclave in operation, they may be given approval to remain open.

EMERGENCY STERILIZATION PROCEDURES

Describe your facility's emergency procedures should the autoclave or spore test indicate the autoclave is not functioning properly:

SECTION III: DISPOSAL OF WASTE

Part I: Sharps Disposal

The disposal of waste items, including but not limited to needles, razors, and other supplies capable of causing lacerations or puncture wounds, generated through the provision of any body art procedure shall be disposed of in accordance with Body Art Rules 511-3-8.

Each workstation area and clean room area shall have a container for the disposal of sharps waste. Sharps waste containers must be placed within arm's reach and below the level at their point of use.

Used needles shall not be purposely bent or broken, or otherwise manipulated by hand to prevent needle sticks or injury and exposure to blood or body fluids.

SAFE HANDLING AND DISPOSAL FOR SHARPS

Describe the disposal of sharps used during a body art procedure for needles and needle bars, razors, and other sharps:

List the name and contact information/shipment information of medical waste hauler used for disposal of sharps containers:

Info is attached ☐

Part II: Biomedical Waste Disposal

If your studio handles biomedical waste, except for sharps, it shall be placed in a sealed bag and in containers which are impervious to moisture and be resistant to ripping, tearing, or bursting.

BIOMEDICAL WASTE DISPOSAL

Describe the procedures for proper disposal of biomedical waste:

Part III: Non-Biomedical Waste Disposal

At least one trash can is required in each workstation. Garbage and refuse shall be disposed of at such frequency to prevent the development of odor and the attraction of insects, rodents, or vermin.

NON-BIOMEDICAL WASTE DISPOSAL

Describe the containers your studio uses for non-biomedical waste disposal. List the frequency the material in the trash cans will be discarded and how often the container is cleaned:

SECTION IV: AFTERCARE PROCEDURES

AFTERCARE PROCEDURES

Describe (or attach) the written recommendation and care information provided to the client after a body art procedure:

Describe how aftercare instructions will be provided to the client:

SECTION V: BODY ARTIST AND EMPLOYEE HEALTH

Body artists and employees have the responsibility to make sure that they do not transfer any disease or infection to clients by practicing the best universal precautions. Universal precautions include:

- Washing hands
- Removing jewelry
- Maintaining clean, short, trimmed nails, etc.

Part I: Employee Health/Hygiene

The body artist must be free of any open wound(s) that cannot be covered, any infection, or other visible or communicable diseases that can be transmitted because of carrying out the body art procedures.

A body artist shall not conduct any form of body art activity upon any area of a client that suggests the presence of any rash, lesion, or other visible signs of infection.

EMPLOYEE HEALTH/HYGIENE

Describe policy for wearing hand accessories, restraining hair, and boil/cut treatment:

Part II: HBV Policy

Hepatitis B virus (HBV) vaccine series shall be made available at no cost to artists and other employees by the permit holder of the Body Art Studio. If artist or other employees choose not to receive the hepatitis B vaccination, the artist shall sign vaccination declination form (<https://dph.georgia.gov/environmental-health/body-art>)

HBV VACCINATION POLICY

Describe your HBV vaccination policy:

SECTION VI: BODY ARTIST AND EMPLOYEE DRUG USE AND ALCOHOL USE

Body artists shall not be under the influence of alcohol or drugs that cause drowsiness or other impairment while performing body art procedures.

Body Art Studios and body artists shall refuse services to any person who appears to be under the influence of alcohol or drugs.

Attach a copy of body artist and employee drug use and alcohol form.

SECTION VII: RECORD KEEPING

RECORD KEEPING

Describe how long artist files (current or no longer employed) will be maintained at studio:

DYES AND PIGMENTS

Describe the storage of dyes and pigments:

Describe where the Safety Data Sheets (SDS) will be located:

SECTION VIII: CLIENT SCREENING

CLIENT SCREENING

Attach a copy of client form.

Describe how long client records will be on file and where they will be stored:

PIERCING (MINORS UNDER 18 YEARS OLD)

Describe the studio's policy for piercing minors under 18:

What documentation will be asked for parent/legal guardian consent?

SECTION IX: EXPOSURE CONTROL PLAN

TRAINING

How often are employees/artists required to complete bloodborne pathogen training?

Describe precautions taken to minimize exposure:

What does the bloodborne pathogen kit consist of, and where is it located?

See OSHA Bloodborne Pathogen Standard (29 CFR 1910.1030)
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

SECTION X: EMERGENCY PLAN FOR ACCIDENTS THAT ADDRESS FIRST AID PROCEDURES

EMERGENCY PLAN FOR ACCIDENTS

Describe the policies on who to notify and what to do if any artist, client, or person becomes ill or injured while at the body art studio:

Maintain CPR/First Aid Training certificates; Personal protective equipment; incident report templates, list of emergency contacts, or close healthcare facilities on-site.

If applicable, where is the first aid kit located?

SECTION XI: WATER INTERRUPTION IMMINENT HEALTH HAZARD

If an imminent health hazard exists because of an emergency such as a fire, flood, interruption of electrical or water service for two or more hours, sewage malfunction, misuse of poisonous or toxic materials, onset of an apparent bloodborne illness outbreak, serious injury, gross unsanitary occurrence or condition, or other circumstances that may endanger public health, then operations must be immediately discontinued, and the Health Authority must be notified.

IMMINENT HEALTH HAZARD POLICIES

Describe the procedures and equipment needed to continue operation with body art services for under two hours. *Include procedures for autoclavable equipment and temporary handwashing procedures.*

SECTION XII: PORTABLE HAND SINKS (if applicable)

GUIDELINES FOR MAINTAINING PORTABLE HAND SINKS

Describe the procedures for obtaining fresh water, disposal of wastewater, and what to do in case of spillage of wastewater.

SECTION XIII: JEWELRY STANDARDS (if applicable)

GUIDELINES FOR COMPLIANT PIERCING JEWELRY

Describe where the Mill Certificates or copies of the jewelry manufacturer's documentation can be located at the studio.

PLEASE REFER TO DPH RULE 511-3-8-.04(45)(A)-(K) OF THE BODY ART REGULATION FOR DEFINITION OF JEWELRY USED IN PIERCING.

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