**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.**

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| **Facility Name:** |  |
| **Facility Address:** |  |
| **Owner Name/Contact:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Type of Body Art performed in studio (check all that apply)** | Tattooing  Piercing  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:

1. Sanitizing Areas and Equipment
2. Sterilization of Instruments and Equipment and Emergency Sterilization Procedures
3. Disposal of Waste
4. Aftercare Instructions
5. Body Artist and Employee Health
6. Body Artist and Employee Drug and Alcohol Use
7. Record Keeping
8. Client Screening
9. Exposure Control Plan
10. Emergency Plan for Accidents
11. Portable Hand Sinks
12. 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 client or the materials used during 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.**

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| **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.**

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| **Equipment** | **Disposable, Autoclavable or N/A** | **For reusable equipment, describe cleaning, disinfecting, and sterilizing process** |
| **Needle tubes** | Disposable  Autoclavable  N/A |  |
| **Calipers** | Disposable  Autoclavable  N/A |  |
| **Hemostats** | Disposable  Autoclavable  N/A |  |
| **Forceps** | Disposable  Autoclavable  N/A |  |
| **Other**  **Please specify:** | Disposable  Autoclavable  N/A |  |

According to manufacturer’s instructions, is any part of the tattoo machine or permanent make up/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 onsite

**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 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.**

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| **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 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 puncture resistant container prior to placing in ultrasonic cleaner: |
| **ULTRASONIC CLEANING** |
| Make and model of ultrasonic cleaning units:  Manufacturer’s instructions must be onsite. |
| **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 onsite |
| 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.** |

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| **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.

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| **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 anybody art procedure shall be disposed 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 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.

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| **SAFE HANDLING AND DISPOSAL FOR SHARPS** |
| Describe the disposal of sharps used during a body art procedure for the following instruments: |
| 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.

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| **BIOMEDICAL WASTE DISPOSAL** |
| Describe the procedures for proper disposable 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.

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| **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**

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| **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:** 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.

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| **EMPLOYEE HEALTH HYGIENE** |
| Describe policy for wearing hand accessories, restraining hair, boil/cut treatment: |

**Part II: HBV Policy**

Hepatitis B virus (HBV) vaccine series shall be made available at no cost to artist 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, artist shall sign vaccination declination form (<https://dph.georgia.gov/environmental-health/body-art>)

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| **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**

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

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| **DYES AND PIGMENT** |
| Describe the storage of dyes and pigments:  Describe where the Safety Data Sheet (SDS) sheets will be located: |

**SECTION VIII: CLIENT SCREENING**

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| **CLIENT SCREENING** |
| **Attach a copy of client form.**  Describe how long client records will be on file and where will they be stored: |

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| **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**

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| **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**

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| **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.

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| **IMMINENT HEALTH HAZARD POLICIES** |
| Describe the procedures and equipment needed to continue operation with body art services for under two hours.  Please include procedures for autoclavable equipment and temporary handwashing procedures. |

**Section XII: Portable Hand Sinks (if applicable)**

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| **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)**

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| **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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