



Planning Your Body Art Operation

Check out the Tattoo and Piercing section of www.hamiltoncountyhealth.org under Environmental Health Services for more information.

**Plan Guidelines Hamilton
County Public Health Waste
Management Division**

All new body art operations and all currently licensed operations must submit plans to Hamilton County Public Health (HCPH) whenever considering *construction, building, remodeling, or installation of facilities and equipment.*

The following pages have been prepared as guidelines only in helping a prospective operator draw up plans for submission for approval. Every operator is encouraged to obtain a copy of the state Body Art services rules and regulations, Ohio Administrative Code (OAC) 3701-9. This document is available on the Ohio Department of Health website or from Hamilton County Public Health, 513-946-7879.

What Requires Plan Approval? OAC 3701-9-02 Approval of Plans and Equipment

Approval of plans required. No person shall construct, install, provide, equip, or extensively alter a body art establishment until all plans and specifications for the facility layout, equipment, and operation have been submitted to and accepted in writing by the board of health. When plans are submitted to the health department, they will be acted upon within thirty days after the date of receipt.

Application for Approval by Board of Health. Persons seeking Approval to operate a business offering tattooing, body piercing or tattooing and body piercing services must apply to Hamilton County Public Health on the forms provided. Applications and Plan Review Request forms can be found at www.hamiltoncountyhealth.org. The applicant shall complete and submit all applicable fees, forms (the Application Form and Plan Review Request Form) and any other information HCPH determines is necessary to process the application. Information requested by the health department as part of the application process shall include all information necessary to approve the tattoo operation, and shall clearly confirm that the applicable provisions of the 3701-9-01 to 3701-9-09 of the Ohio Administrative Code can be met adequately. The plans and specifications shall be legible, be drawn reasonably to scale, and shall include:

1. The total area of at least one hundred square feet for the premise. The floor space for each individual performing tattoo or body piercing services shall have an area of at least thirty-six square feet to be

- used for the tattoo area for the business;
- 2. All portions of the premises in which the tattoo procedures are to be connected;
- 3. Entrances and exits;
- 4. Number, location and types of plumbing fixtures, including all water supply facilities;
- 5. Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces;
- 6. A floor plan showing the general layout of fixtures and other equipment;
- 7. Building materials and surface finishes to be used;
- 8. An equipment list with equipment manufacturers and model numbers.
- 9. Written verification from the zoning authority and building department that building has been zoned and approved for use.
- 10. Written infection prevention and control plan

**The Key to Opening on Your
Planned Start Date is Getting
Your Application and all
Other Information to Hamilton
County Public Health a
Month in Advance.**

WHAT IS A BODY ART BUSINESS?

1. **“Body Art establishment”** means any place whether temporary or permanent, stationary or mobile, where tattooing and/or body piercing is performed;
2. **“Business”** means any entity that provides body art services for compensation;
3. **“Premises”** means the physical location of a body piercing establishment or tattoo establishment;
4. **“Body Art”** means the practice of physical body adornment, including tattooing, permanent cosmetics and/or body piercing. This definition does not include practices that are considered medical procedures by the state medical board, performed with medical devices, that include but are not limited to biopsy or dermal punches and scalpels;
5. **“Tattoo”** means any method utilizing needles or other industry specific instruments by someone other than a physician licensed under Chapter 4731 of the Revised Code, to permanently place designs, letters, scrolls, figures, symbols or any other marks upon or under the skin of a person with ink, dye, pigment or any other substance resulting in an alteration of the appearance of the skin;
6. **“Body Piercing”** means the piercing of any part of the body by someone other than a physician licensed under Chapter 4731 of the Revised Code, who utilizes a needle or other industry specific instrument for the purpose of inserting an object into the body for non-medical purposes; body piercing includes ear piercing except when the ear piercing procedure is performed on the earlobe with an ear piercing gun. Body piercing also includes surface anchors and surface piercing;
7. **“Operator”** means any person, firm, company, corporation or association that owns, controls, operates, conducts or manages a body art establishment. The operator may or may not be a body artist;
8. **“Approval”** means written approval from the Board of Health indicating that the Body Art establishment has been inspected and meets all terms of this Chapter;
9. **“Board of Health”** means the Board of Health of a city or general health district or the authority having the duties of a Board of health under Section 3709.05 of the Revised Code.

EQUIPMENT

All equipment used in a tattoo operation shall be of a type approved by the department or a recognized equipment testing agency. All equipment shall be constructed of easily cleanable material and readily conform with rules 3701-9-04 of the Ohio Administrative Code.

STRUCTURE

List type of interior finish for floors walls and ceilings.

All floors directly under equipment used for body art shall be an impervious, smooth, washable surface, have a minimum dimension of six feet by six feet and shall be maintained in a sanitary manner at all times.

Carpeting is prohibited in areas such as the toilet room where urinals or toilet fixtures are located.

Floor/wall joints are to be covered.

Walls and ceilings in body art areas and utensil washing areas, must have smooth, washable surface and be maintained in a sanitary manner.

Utility service lines and pipes are to be concealed to the point of connection where reasonable.

LIGHTING

A minimum of 40 foot candles of lighting is required on all tattooing and body piercing areas. Spot lighting may be used to achieve this required degree of illumination.

RESTROOM FACILITIES

Restroom facilities shall be made available to the employees and customers of the business and must be located within the establishment. The restroom shall be accessible at all times the business is open for operation. The restroom shall be equipped with a toilet, toilet paper installed in a holder, hand washing sink with hot and cold running water, liquid or granulated soap and single-use towels or mechanical hand dryer. Equipment and supplies used for body art procedures or disinfection and sterilization procedures shall not be stored or utilized within the restroom. Doors on all toilet rooms shall be self-closing and tight fitting. Toilet rooms shall be ventilated by an open window properly screened or by mechanical exhaust to the outside air.

HANDWASHING FACILITIES

A lavatory or hand washing sink, with hot and cold running water, liquid or granular soap and single-use towels or mechanical hand dryer shall be located separate from the restroom and in close proximity of each body artist performing a procedure.

INSTALLATION OF EQUIPMENT

One of the basic principles concerning the installation of equipment is that it be installed so that all areas of the equipment and areas around shall be easily accessible for cleaning.

FLOOR MOUNTING

Some equipment is designed and constructed so as to be mounted directly on the floor. If this equipment is used, it should be sealed to the floor around the entire perimeter of the equipment. A cove base properly sealed should be used around mounted equipment.

WASTE RECEPTACLES

Sufficient and appropriate receptacles shall be provided for the disposal of used gloves, dressing, and other trash. Each receptacle shall have a lid and be kept closed at all times while not in use.

TRAINING

The operator shall maintain procedures ensuring that all persons performing body art procedures have received appropriate training, as evidenced by:

1. Records of completion of courses or seminars in body art offered by authorities recognized by the board of health as qualified to provide such instruction; or
2. Written statements of attestation by individuals offering body art apprenticeships that the person has received sufficient training of adequate duration to competently perform body art services.

Persons performing body art services shall have demonstrated knowledge of the principles of sterilization.

The operator shall maintain for each body artist records of completion, courses or seminars provided by authorities qualified to provide training, in both first aid and standard precautions for preventing transmission of bloodborne and other infectious diseases.

OTHER OPERATIONAL CONSIDERATIONS

Animals shall not be permitted in the body art establishment.

No person shall perform a body art procedure on an individual who is under 18 years of age unless consent has been given by the individual's parent, guardian, or custodian in accordance with OAC 3701-9-04(P).

Sterile instruments and aseptic techniques shall be used at all times during a procedure.

Only sterilized, single use, disposable needles shall be used on a patron.

All marking instruments shall be single use or be manufactured to sterilize by design.

All products used to address the flow of blood or to absorb blood shall be single use and disposed of properly.

After any body art service and prior to the next, all procedure areas shall be cleaned and disinfected with an approved disinfectant.

All soaps, inks, dyes, pigments, ointments, and other products shall be dispensed and applied using an aseptic technique and in a manner to prevent contamination of the original container and its contents.

Any equipment intended for use that is not single use shall be disinfected and sterilized between patrons.

Each patron shall be provided with verbal and written aftercare guidelines following procedures.

A record of each body art procedure shall include:

1. Patron's name
2. Patron's address
3. Date of service
4. Colors, manufacturer, and lot # of all inks, dyes, or pigments used
5. Jewelry used including size, material composition, and manufacturer
6. Placement of the procedure.

The operator shall maintain such record for at least two years. In the event of closing of the business, all tattoo records shall be made available to the Board of Health.

Portions of equipment/needle peel packs containing lot #s, sterilization dates, process indicators, etc. shall be attached to each patrons file along with a copy of their ID.

Only commercially manufactured inks, dyes, or pigments that are intended for tattooing shall be used. Single use containers of inks, dyes or pigments shall be used for each patron with any remaining dye or ink discarded upon completion of procedure.

Body artist shall wash completed tattoo with appropriate antiseptic and the tattooed area shall be covered with a sterile, non-occlusive, single use dressing secured with non-allergenic tape. Non-medical use paper products shall not be used.

Jewelry placed in newly pierced skin shall be sterilized prior to piercing as specified in OAC 3701-9-08 or shall be purchased pre-sterilized. Only jewelry made of ASTM F 136 compliant titanium or ASTM F138 compliant steel, solid 14 karat or 18 karat white or yellow gold, niobium, or platinum, shall be placed in newly pierced skin.



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Tattoo/Piercing
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STERILIZATION AND DISINFECTION PROCEDURES 3701-9-08

All non-disposable instruments or equipment used for body art procedures shall be thoroughly cleaned and sterilized after each use in the following manner:

1. Soaked in an enzymatic pre-cleaner to remove all gross debris;
2. Rinsed and patted dry;
3. Disassembled or placed in the open position, if hinged;
4. Visually inspected to verify that they are clean and to identify any damage;
5. Thoroughly cleaned in tepid water and an appropriate detergent;
6. Fully submerged in a disinfectant to ensure contact with all surfaces for the amount of time specified by manufacturer;
7. Rinsed and patted dry;
8. Placed in an ultrasonic cleaning unit filled with appropriate solution;
9. Rinsed and air dried;
10. Individually packed in sterilization pouches labeled with date of processing.
11. Sterilized in a steam sterilizer

All ultrasonic cleaning units and steam sterilizers shall be used, cleaned, and maintained in accordance with the manufacturer's current instructions.

The sterilizer shall be maintained in proper working condition and records of any maintenance performed shall be kept for at least 2 years.

Monitoring of the function of all sterilizers in accordance with the following:

1. Sterilization pouches that have a process indicator which changes color upon proper sterilization;
2. A sterilization integrator placed in each load indicating that minimum conditions existed;
3. A biological indicator test that is taken and submitted to a lab for analysis on a weekly basis.

Documentation of sterilization indicators, integrators, and biological indicator tests were performed shall include:

1. Date and time the 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
4. A copy of the report that a biological indicator test was conducted by an independent laboratory.

All documentation records shall be maintained and readily available for at least 2 years.

All steam sterilizers shall be designed to sterilize hollow instruments and shall be equipped with a mechanical drying cycle.

After sterilization all equipment and instruments shall remain in the sterilization pouch, handled with newly gloved hands and stored in a clean, dry closed cabinet, drawer, or other container.

The expiration date for sterilized equipment or instruments is one year from the date of sterilization unless the integrity of the sterilization pouch is compromised.