Darke County General Health District
300 Garst Avenue
Greenville, OH 45331
937-548-4196
www.darkecountyhealth.org

DARKE COUNTY GENERAL HEALTH DISTRICT TATTOO & BODY PIERCING PLAN REVIEW PACKET

When do I need a plan review?

- Before opening a tattoo or permanent makeup establishment.
- Before opening a body piercing establishment.
- Before opening a combination tattoo/permanent makeup/body piercing establishment.
- Before changing owners or license holder of a tattoo/permanent makeup/piercing establishment.

What is the first thing I need to do?

- Ensure that your proposed construction meets all applicable regulations and requirements for:
    1. Building Department (937-547-7379)
    2. Zoning Department (937-547-7381)
    3. Plumbing Department (937-548-4196)
    4. Ensure permits are obtained when needed through the above departments
- Water and sewer must be public/municipal or approved by the Ohio EPA or Darke County Health Department.
- Submit your plans well in advance. The plans are subject to change by the Darke County Health District. The Health District will either approve or disapprove the plans within 30 days.

What is the basic procedure?

- Submit a layout of your proposed plans with a plan review payment. The plan review fee is 30% of the cost of the license. Plans should include all items outlined in the "*Basic construction requirements"* section of this document.
- Changes or alterations must be submitted in writing to the Health District.
- Once plans are approved, you can begin work on your facility.
- Submit all required certifications and paperwork (as outlined in this document).
- Pay for a tattoo and/or body piercing approval at the Health District once construction is complete. The current license fee is $380.00.
- Schedule a pre-licensing inspection with the Health District before opening the facility.
- License will be issued during the inspection pending compliance with all Ohio Administrative Code regulations governing tattoo and body piercing establishments.

What are the basic construction requirements?

- Floor Plan:
    1. Entrances and exits;
    2. Number, location and types of plumbing fixtures, including all water supply facilities;
    3. General layout of the fixtures and equipment
    4. The entire establishment must have a minimum total area of 100 square feet.
    5. Individual tattoo or body piercing rooms:
        - Minimum of 36 square feet, with dimensions at least 6 feet by 6 feet.
        - Separate from each other and separate from the waiting room.

- Capable of providing complete privacy, with a panel or door, upon request.
- Must have a handwashing sink located separate from the restroom and in close proximity to each room – equipped with hot and cold running water, liquid or granulated soap, and single-use paper towels or a mechanical hand dryer.
- Maintained clean, sanitary, and in good repair at all times.

- Lighting:
  1. Rooms where tattooing and/or body piercing are taking place: minimum 40 foot-candles.
  2. Entire establishment: minimum 20 foot-candles at 30 inches above the floor.
- Floors, walls, and ceilings must be impervious, smooth, and easily cleanable throughout the body art area.
- Tables and work areas must be impervious, smooth, and easily cleanable.
- Restrooms:
  1. Must be available and accessible to employees and customers during business hours.
  2. Must be located inside the establishment.
  3. Equipped with a toilet, toilet paper in a holder, sink with hot and cold running water, liquid or granulated soap, and single-use paper towels or mechanical hand dryer.
- Waste disposal containers with lids:
  1. Non-hazardous trash container with lid.
  2. Biohazard/Infectious solid waste container.
  3. Sharps container.

What paperwork must I submit?

- You must provide the Health District with proof of current training in the following areas:
  1. Training in tattoo and/or body piercing- records of courses, classes, or seminars
  2. Written statement of attestation by individuals offering body art apprenticeship indicating that the person has received sufficient training
  3. First aid certification (ex: Red Cross, etc.)
  4. Bloodborne pathogens/Infection Diseases training
- Record of each body art procedure provided (client record) (maintained for two years):
  1. The Clients Name
  2. The Clients Address
  3. Date of service
  4. Color and manufacturer of all inks, dyes, or pigments used (including lot #s)
  5. Jewelry used including size, material composition, manufacturer
  6. Placement of the procedure (body location)
- Must have a written infection prevention and control plan that includes the following:
  1. Decontaminating and disinfecting environmental surfaces;
  2. Decontaminating, packaging, sterilizing, and storing reusable equipment and instruments;
  3. Protecting clean instruments and sterile instruments from contamination during storage;
  4. Ensuring that standard precautions and aseptic techniques are utilized during all body art procedures;
  5. Safe handling and disposal of needles;
  6. Aftercare guidelines.
- Statement of attestation that the operator intends to comply with all requirements established by sections 3730.01 to 3730.11 of the Revised Code and the rules of this chapter;

What kind of record keeping do I have to maintain?

- Weekly biological monitoring tests (maintained for two years) of heat sterilization devices (ex: autoclave) including a log of the tests performed, the person performing the tests, and what to do if a test fails.
- Maintenance records on the autoclave steam sterilizer (maintained for two years)
- Record of the date, time, person performing procedure, and results of each autoclave use
- Record of all dyes and/or pigments used including the color, manufacturer, and lot number
- Record of each body art procedure provided (client record) (maintained for two years):
    1. The Clients Name
    2. The Clients Address
    3. Date of service
    4. Color and manufacturer of all inks, dyes, or pigments used (including lot #s)
    5. Jewelry used including size, material composition, manufacturer
    6. Placement of the procedure (body location)
- Records of any infection or injury to employees or customers
- List of all artists performing procedures

What are the rules on ages of customers?

- You should confirm the age of your customers with a valid identification.
- Customers age 18 or older are not required to provide parental permission.
- If customers are under the age of 18, consent from the individual's parent, guardian, or custodian in accordance with the following must be met per Ohio Revised Code 3730:
    1. A legal parent, guardian, or custodian **must** sign a document provided by the establishment explaining how the procedure will be performed, on which part of the body the procedure will be performed and appropriate aftercare instructions.
    2. A legal parent, guardian, or custodian **must** appear in person at the business at the time the procedure is performed.
    3. No body art procedures performed on nipple, areola, or genital area of any individual under the age of 18.

What are the minimum supplies for a tattoo establishment?

- Liquid or granular soap
- Antiseptic solution
- Approved disinfectant
- Single-use disposable paper towels
- Single-use sanitary nitrile, disposable gloves
- Single-use disposable razors
- All marking instruments are single use or sterilized by design
- Single use disposable stencils
- Sterile and disinfected instruments
- Sterilized, single-use, disposable needles
- Commercially manufactured inks, dyes, or pigments
- Clean, single-use gauze, cotton balls or square, cotton swab
- Sterile petroleum jelly in a collapsible metal or plastic tube (or applied using an aseptic technique and in a manner to prevent contamination of the original container and its contents.)
- Single-use, individual containers or sterilized for non-disposable containers
- Non-occlusive, sterile single-use dressings
- Non-allergenic tape
- Non-hazardous trash container with a lid
- Biohazard/Infectious solid waste container
- Sharps container

What are the minimum supplies for a body piercing establishment?

- Liquid or granular soap
- Single-use disposable paper towels
- Single-use sanitary disposable gloves
- Clean, single-use disposable gauze or cotton
- All marking instruments are single use or sterilized by design
- Single-use disposable razors
- Single-use disposable cups for the mouthwash
- Sterile and disinfected instruments
- Antiseptic solution
- Approved disinfectant
- Alcohol-free, antiseptic mouthwash
- Sterilized, single-use, disposable needles
- Non-hazardous trash container with a lid
- Biohazard/Infectious solid waste container
- Sharps container
- Sterile jewelry meeting the following requirements: ASTM F136 compliant titanium or ASTM F138 compliant steel, solid 14 karat or 18 karat white or yellow gold, niobium, or platinum, shall be placed in a new piercing. Mill certificates for jewelry shall be maintained at the body art establishment.

Keep in mind…

- This document is designed to be a summary of the most common issues for planning a tattoo and/or body piercing establishment, or when changing ownership/license holder of an existing facility. The complete laws and rules may be found in section 3730 of the Ohio Revised Code and in section 3701-9 of the Ohio Administrative Code 3701-9.
- All employees' nails must be kept clean and short at all times.
- You may not attempt to remove tattoo marks at any time.
- You may not use styptic pencils, solid styptics, or alum blocks to check for blood flow.
- You must inform us immediately of any injury or infection of employees or customers.
- 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 mechanical drying cycle.
- Inspections will be performed at least annually, as well as, based on facility need and/or complaints received.

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Darke County General Health District
Operator/Employee Information

(Complete a separate sheet for each individual owner and employee – you may copy this sheet as needed)

Personal

Name _____

Address _____

Phone _____

Business

Name _____

Address _____

Phone _____

REQUIRED Evidence of Training

(You must provide documented evidence of training for the following items – attach each document to this sheet)

- ¤ First Aid
- ¤ Body Piercing (if applicable)
- ¤ Tattooing (if applicable)
- ¤ Bloodborne Pathogens
- ¤ Written infection prevention and control plan
- ¤ Aftercare Procedures
- ¤ Statement of Attestation

Employee Signature _____ Date _____