PASADENA
PUBLIC HEALTH DEPARTMENT

Body Art Facility
Infection Prevention And Control Plan Guidelines

In accordance with the California Health and Safety Code, Section 119313, a body art facility shall maintain and follow a written Infection Prevention and Control Plan (IPCP), provided by the owner or established by the practitioners, specifying procedures to achieve compliance with the Safe Body Art Act. A copy of the Infection Prevention and Control Plan shall be filed with the Local Enforcement Agency and a copy maintained in the body art facility.

The body art facility owner shall provide onsite training on the facility's Infection Prevention and Control Plan to the body art practitioners and employees or individuals involved with decontamination and sterilization procedures.

Training shall be provided when tasks where occupational exposures may occur are initially assigned, anytime there are changes in the procedures or tasks and when new technology is adopted for use in the body art facility, but not less than once each year. Records of training shall be maintained on-site for three years.

The Infection Prevention and Control Plan shall be maintained current and updated whenever there are changes to any of the procedures or tasks listed and when new technology is adopted for use in the facility.

Name of Body Art Facility:
Site Address:
Type of Facility ☐ **Permanent** ☐ **Mobile**
☐ **Tattoo** ☐ **Body Piercing** ☐ **Branding** ☐ **Permanent Cosmetics**
Contact Name:
Phone Number:
Email:

Identify the IPCP manager who is responsible for updating the plan and providing training:

Name_____ Title _____

Body Art Facility Infection Prevention And Control Plan Guidelines

A. Procedures for Cleaning and Decontaminating Environmental Surfaces (California Health and Safety Code (CHSC) §119308 (b)(7) and §119309 (a)(b)(c)(d)).

1. Identify all environmental surfaces in the procedure area and the decontamination and sterilization area which may come in contact with the client or the materials used in performing body art. *This may include workstation surfaces, counter tops, workstation chairs, stools, trays, armrests, headrests, tables, and lights.*

2. Explain the process for cleaning all environmental surfaces and identify the cleaning products used. *Cleaning is the process of removing all visible soil including dust, dirt, blood or other organic material from a surface.*

3. Explain the process for decontaminating all environmental surfaces and identify the disinfectant(s) used. Include product's instructions regarding use and the required contact time for the product. *Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where the pathogens are no longer capable of transmitting infectious particles and the surface of the item is rendered safe for handling, use or disposal. (CHSC §119301(j))*

4. How often will the environmental surfaces be cleaned and decontaminated? *All solid surfaces that have come into contact with the client or the materials used in performing body art shall be immediately cleaned and decontaminated after each use and shall be disinfected again before use if the area has been used for any activity following its previous disinfection. (CHSC §119309(b))*

5. What Personal Protective Equipment (PPE) is worn during the cleaning and decontaminating of environmental surfaces? *The practitioner shall wear disposable gloves on both hands when touching, decontaminating or handling a surface or object that is soiled or that is potentially soiled with human blood. (CHSC §119309(d))*

B. Procedures for Cleaning, Decontaminating, Packaging, Sterilizing, and Storing Reusable Instruments

An instrument or reusable item that comes in contact with nonintact skin or mucosal surfaces shall either be single-use, or be cleaned, decontaminated, packaged, and sterilized after each procedure. Any instrument or reusable item that does not come in contact with nonintact skin or mucosal surfaces shall be washed with a solution of soap and water, using a brush that is small enough to clean the interior surfaces, and decontaminated after each procedure. (CHSC §119309(e)(f))

1. Identify all reusable instruments in the body art facility. *This may include the tattoo or permanent makeup machine, clip cord, calipers, tweezers, needle tubes, etc. Only single-use needles and needle bars shall be used in tattooing and the application of permanent cosmetics. (CHSC §119311(f))*

2. Describe the procedure used for cleaning and decontaminating the non-removal parts of the tattoo or permanent makeup machine.

3. Describe the procedure used for decontaminating instruments prior to placing them into the autoclave. Where will decontamination occur? Indicate whether instruments are manually washed or machine washed, such as with an Ultrasonic machine. Describe the detergent used for soaking dirty instruments in the machine.

4. Identify all instruments which require sterilization. *This may include needles, needle bars, jewelry placed into newly pierced skin, etc.*

5. Attach the specification sheet for the sterilization equipment used at the body art facility. What are the manufacturer's directions regarding the proper arrangement of items and the requirements for drying of sterile packs?

6. List the temperature of the autoclave and duration of time at that temperature required for the sterilization of clean instruments and the required pressure.

   Time _____ Temperature: _____ Psi: _____

7. What required items will be included on the written log of each sterilization cycle? Where will this log be stored? How long will records be maintained onsite? Attach a copy of the sterilization cycle log. *A written log of each sterilization cycle shall be maintained for 3 years, shall be available for inspection by the enforcement officer, and shall include the date of the load, a list of contents of the load, the exposure time and temperature, the results of the Class V Integrator, and for cycles where the results of the biological indicator monitoring test are positive, how the items were cleaned, and proof of a negative test before reuse. (CHSC §119315 (5))*

8. Provide a copy of the service agreement with the spore testing laboratory. At what frequency will testing occur? *Sterilization equipment shall be tested using a commercial biological indicator monitoring system after the initial installation, after any major repair, and at least once per month. The expiration of the monitor shall be checked prior to each use. (CHSC §119315 (b)(2))*

9. Describe the procedure when a monthly spore test has failed.

10. How long will biological indicator test records (spore tests records) be maintained onsite? Identify the location that the records will be stored. *Test results shall be recorded in a log that shall be kept onsite for 3 years after the date of the results. (CHSC §119315 (b)(4))*

11. What Personal Protective Equipment (PPE) is worn during cleaning and decontaminating of reusable instruments?

12. What required information will be included on the instrument packaged label? *The outside of the pack shall be labeled with the name of the instrument if not immediately identifiable, the date sterilized, and the initials of the person operating the sterilizing equipment unless instruments are being sterilized for immediate use. (CHSC §119315 (a))*

13. What indicator(s) are used on the sterile packs and in the autoclave? *Clean instruments to be sterilized shall first be sealed in sterilization packaging that contain either a sterilization indicator or process indicator, unless instruments are being processed for immediate use. Each sterilization load shall be monitored with mechanical indicators for time, temperature, and pressure with, at minimum, a Class V integrator. (CHSC §119315 (b)(3))*

14. If the body art facility uses 100% pre-sterilized, single-use or disposable instruments, describe the record keeping logs and procedure logs maintained on-site: *A record of purchase of all instruments, a log of procedures including name of practitioner, client and date, and written proof on company or laboratory letterhead of sterilization with a lot or batch number must be maintained for 90 days following the use of the instruments. (CHSC §119315 (f))*

C. Procedures for Protecting Clean Instruments and Sterile Instrument Packs from Exposure to Dust and Moisture During Storage

1. Describe cabinet for storing clean instruments. *Clean instruments shall be placed in clean, dry, labeled containers, or stored in a labeled cabinet that is protected from dust and moisture. (CHSC §119315 (c))*

2. Where are sterile instrument packs stored? When are the packs placed in the storage location? *Sterilized instruments shall be stored in the intact sterilization packaging or in the sterilization equipment cartridge until time of use. Packs should be kept in clean, dry labeled containers, or stored in a labeled cabinet that is protected from dust and moisture.*

3. What is the facility's procedure for evaluating the sterile packs? *Sterile packs shall be evaluated at the time of storage and before use. If the integrity of a pack is compromised, including, but not limited to cases where the pack is torn, punctured, wet, or displaying any evidence of moisture contamination, the pack shall be discarded or reprocessed before use. (CHSC §119315 (c)(d)(e))*

D. Setup and Teardown Procedure for each Form of Body Art Performed at the Body Art Facility
Describe the procedure for setting up and tearing down the workstation for the following procedures:

1. Tattoo:

2. Piercing:

3. Permanent Cosmetics:

4. Branding:

E. Techniques to Prevent the Contamination of Instruments or the Procedure Site during the Performance of Body Art

1. What products are used to prepare the procedure site prior to preforming body art? Describe the manufacturer's instructions. *Immediately prior to preforming body art the client's skin shall be prepared with an antiseptic solution, antimicrobial, or microbicide, according to the manufacturer's instructions. If the procedure site is to be shaved, the skin shall be first washed with soap and water. (CHSC §119308)*

2. What barriers are used to prevent cross contamination? *Any part of the tattooing machine that may be touched by the practitioner during the procedure shall be covered with a disposable plastic sheath that is discarded upon completion of the procedure. (CHSC §119311)*

3. What Personal Protective Equipment (PPE) is used during the body art procedure for the practitioner and, if branding, for the client? *Before performing body art, the practitioner shall put on a clean apron, bib, or lap pad over clean, dry clothing, put on PPE that is appropriate for the task, and don clean, previously unused, disposable examination gloves on both hands. During branding the client shall wear an appropriate protective face filter mask. (CHSC §119308, CHSC §119309)*

4. What procedures are in place to prevent the cross contamination of inks, pigments, soaps and dyes? *Products in multiple use containers shall be dispensed in a manner to prevent contamination of the storage container and its remaining contents through the use of a single-use receptacle, shall be discarded immediately upon completion of the procedure, and, if a tray is used it shall be decontaminated after each procedure. (CHSC §119311)*

5. List the manufacturer(s) for the inks or pigments used at the facility. Describe the procedure for dilution of inks.

6. List the locations of the hand wash sinks and describe the items supplied at each sink. *The procedure area, the sterilization and decontamination area, and the restrooms must be equipped with a sink supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser that is accessible to the practitioner. (CHSC §119314)*

F. Procedures for Safe Handling and Disposal of Sharps Waste and Contaminated Trash

1. What procedures are in place for the safe handling of sharps? Identify the location of the sharps container(s). When are sharps disposed? *The sharps waste container shall be portable, if portability is necessary to ensure the sharps waste container is within arm's reach of the practitioner. (CHSC §119314)*

2. Describe the label on the sharps container. *The container shall be labeled with the words "sharps waste" or with the international biohazard symbol and the work "BIOHAZARD". (CHSC §119314)*

3. List the medical waste hauler, mail-back system or alternative treatment technology used for the disposal of sharps containers. Provide a copy of the service agreement. *(CHSC §119314)*

   Company: _____

   Address: _____

4. Describe the clean-up and disinfection procedure taken when there is an accidental spill of sharps. (*CHSC §119309*)

5. List the types of trash receptacles used and their location throughout the facility. Describe the procedure for the disposal of contaminated items such as gloves. *Waste containers must be lined. (CHSC §119314)*

6. How long will sharps waste disposal records be maintained onsite? Identify the location that the records will be stored. *Documentation of proper disposal of sharps waste shall be maintained for three years and shall be available for inspection at the request of the enforcement officer. (CHSC §119314)*

G. Service Animals

1. Describe the facility's policy regarding service animal presence in procedure, decontamination, and sterilization areas. *No animals shall be allowed in the procedure area or the decontamination and sterilization area except service animals, as defined by the federal Americans with Disabilities Act. (CHSC §119314)*

H. Aftercare Procedure

1. Describe the written recommendation and care information provided to the client after a body art procedure. *Postprocedure instructions shall include information on care of the procedure site, restrictions on physical activities, and signs and symptoms of infection. (CHSC §119303)*

2. List the type of bandages or wrapping provided after a body art procedure. *A sterile dressing shall be used when covering procedure site. (CHSC §119308)*

I. The Infection Prevention and Control Plan (IPCP)

1. When will the IPCP be updated? *The IPCP shall be revised when changes are made in infection prevention practices, procedures or tasks. (CHSC §119313)*

2. When will onsite training of the IPCP occur? *The IPCP training shall take place when tasks where occupational exposure may occur are initially assigned, at any time there are changes to procedures or tasks, and when new technology is adopted, but not less than once each year. (CHSC §119313)*

3. How long will IPCP training records be maintained onsite? Identify the location that the records will be stored. *Records of training shall be maintained for three years and shall be available for inspection at the request of the enforcement officer. (CHSC §119313)*

I hereby certify that all body art practitioners performing body art at this facility and employees or individuals involved with decontamination and sterilization procedures have been trained with the procedures and information contained in this document. To the best of my knowledge and belief, the statements made herein are correct and true.

Signature: _____ Date: _____

Title: _____

Maintain a copy of this completed document in your files.

Sterilization Procedures

When a body art facility is equipped with a decontamination and sterilization room and will be sterilizing reusable instruments and body art jewelry, the following sterilization procedures must be followed:

1. Clean instruments to be sterilized shall first be sealed in peel-packs that contain either a sterilizer indicator or internal temperature indicator. The outside of the pack shall be labeled

2. Sterilizers shall be loaded, operated, decontaminated and maintained according to manufacturer's directions, and shall meet all of the following standards:

    - Only equipment manufactured for the sterilization of medical instruments shall be used.
    - Sterilization equipment shall be tested using a commercial biological indicator monitoring system after the initial installation, after any major repair, and at least once per month. The expiration date of the monitor shall be checked prior to each use.
    - Each sterilization load shall be monitored with mechanical indicators for time, temperature, pressure, and at a minimum, Class V integrators. The Class V integrator gives an immediate response on whether the sterilization has been achieved. Each individual sterilization pack shall have an indicator.
    - Biological indicator monitoring test results shall be recorded in a log that shall be kept on site for two years after the date of the results.
    - A written log of each sterilization cycle shall be retained on site for two years and shall include all of the following information:
        - The date of the load.
        - A list of the contents of the load.
        - The exposure time and temperature.
        - The results of the Class V integrator.
        - For cycles where the results of the biological indicator monitoring test are positive, indicate how the items were cleaned, and proof of a negative test before reuse.

3. Clean instruments and sterilized instrument packs shall be placed in clean, dry, labeled containers, or stored in a labeled cabinet that is protected from dust and moisture. Use clean gloves to handle sterilized packages to prevent cross contamination of the sterilized item when the package is opened for use.

4. Sterilized instruments shall be store in the intact peel-packs or in the sterilization equipment cartridge until time of use.

5. Sterile instrument packs shall be evaluated at the time of storage and before use. If the integrity of a pack is compromised, including, but not limited to, cases where the pack is torn, punctured, wet or displaying any evidence of moisture contamination, the pack shall be discarded or reprocessed before use.

6. A body art facility that does not afford access to a decontamination and sterilization area that meets the standards of subdivision (c) of Section 119314 of the California Health and Safety Code or that does not have sterilization equipment shall use only purchased disposable, single-use, pre-sterilized instruments. In place of the requirements for maintaining sterilization records, the following records shall be kept and maintained for a minimum of 90 days following the use of the instruments at the site of practice for the purpose of verifying the use of disposable, single-use, pre-sterilized instruments:

    - A record of purchase and use of all single-use instruments.
    - A log of all procedure, including the names of the practitioner and client and the date of the procedure.

Operating Conditions for Autoclave

Cleaning: Remove all material on the instruments during the cleaning process to ensure that the sterilization process is achieved. The cleaning process can be a manual cleaning or by use of an ultrasonic machine.

Packaging: Package the instruments with hinges in the open position to ensure that the ridges and crevices of the instruments are sterilized.

Loading: Load the autoclave with the packages upright on their sides. Peel packs should be on edge with the plastic side next to a paper side to allow for steam penetration. Do not overload the autoclave to allow proper flow of the steam to achieve sterilization.

Steam Sterilization: Temperature should be 121° C or 250° F: pressure should be 106kPa (15lbs/in2); 30 minutes for packaged items. At a higher temperature of 132° C or 279° F, pressure should be 30 lbs/in2; 15 minutes for packaged items.

Allow all items to dry before removing them from the autoclave. Use clean gloves to handle packaged items.

Pressure settings (kPa or lbs/in2) may vary slightly depending on the autoclave used. Follow manufacturer's recommendations for your autoclave.

Exposure time begins only after the autoclave has reached the target temperature.

***Source**: Adopted* from *Principles and Methods of Sterilization in Health Sciences. JJ Perkins. 1983*

Sterilization Log

Date	Load #	Contents	Operator	Time	Temp	Psi	Temp indicator Results	Attach Integrator	Spore Test Results	Action Taken due to Failed Results