

2018 Body Art Establishment Compliance - Self Audit Form
Cambridge Body Art Regulation

Instructions

1. Please fill in the name of the establishment, name of owner(s), and name of all licensed practitioners and apprentice practitioners and other employees who are covered under the exposure control plan (see next page).
2. Please note with a "C" on each blank line, " _____", to indicate that the establishment and/or practitioners and/or employees comply with the standard as written in the Cambridge Body Art Regulation. If the standard does not apply to your establishment or staff please write "N/A." If you feel you are out of compliance with the standard, please indicate that with "NC."
3. You must complete the self-audit for licensure. Please return it to:

Kari Sasportas, Environmental Health Specialist
Cambridge Public Health Department
119 Windsor Street
Cambridge, MA 02139

4. A site inspection will be performed. The results of the inspection will be discussed with you and/or provided in written form for your review. You may need to make necessary corrections, in a timely fashion, as required by the Cambridge Body Art Regulations.

If you have any questions about the process, please contact Kari Sasportas, Environmental Health Specialist, at (617) 665-3848 or ksasportas@challiance.org.

Body Art Regulation
Compliance - Self Audit

Establishment Name

Establishment Owner(s)

Licensed Practitioners (please note Tattoo, Piercing, or Both):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Apprentice Practitioners (please note Tattoo, Piercing, or Both):

1. _____
2. _____
3. _____
4. _____
5. _____

Other Employees covered under the Exposure Control Plan:

1. _____
2. _____
3. _____
4. _____

In accordance with the Cambridge Body Art Regulation, the following standards are adhered to:

1. Licenses, permits and registrations -
 - _____ this establishment is a licensed body art establishment
2. Exemptions or Variances (if any)

3. Body Art Practitioners - All practitioners and apprentices have or demonstrate:
 - _____ license to practice Body Art in Cambridge (5.1-5.2)
 - _____ documentation of hepatitis B vaccine status (5.3)
 - _____ conformation with appropriate hygiene (5.4)
 - _____ completion of appropriate training (5.5)
 - _____ completion of a blood borne pathogen training (5.6)
 - _____ that they operate within the scope of their license (5.9)
 - _____ posting of practitioner license (5.10)
 - _____ they do not conduct any form of body art activity while under the influence of alcohol or drugs (5.11)
 - _____ that they do not perform the following activities on a minor with or without parental consent - (5.12 & 7.7)
 - a. tattoo
 - b. brand
 - c. scarification
 - d. genital piercing
 - e. pierce a client under 14 with the sole exception of ear piercing
 - f. perform or engage in any of the activities prohibited under section XII of the regulation
 - _____ practitioners conduct body art under sterile conditions (5.13)
 - _____ practitioners do not conduct body art upon any area of a client that evidences presence of any rash, lesion, or visible sign of infection (5.14 & 7.8)
 - _____ practitioners only conduct body art in a licensed establishment (5.15)
 - _____ practitioners do not conduct body art in a mobile or temporary establishment (5.16)
4. Apprenticeship Program - All apprentices practice:
 - _____ under a valid Apprentice License (6.1-6.5)
 - _____ all clients are advised beforehand and provide consent in writing when an apprentice is conducting body art (6.6- 6.7)

5. Customers and Clients

- _____ each client completes an application and consent form as approved for licensure (7.1)
- _____ application and consents contain the information outlined in section 7.2 of the regulation
- _____ each client signs a release confirming health related information as outlined in section 7.3 of the regulation or signs a refusal to give that information
- _____ no customer who is under the influence of drugs or alcohol has a body art procedure performed while under the influence(7.4)
- _____ clients receive and read approved aftercare instructions appropriate for the form of body art conducted (7.5)
- _____ aftercare instructions include the minimum information outlined in section 7.6 of the regulation

6. Establishment requirements

- _____ initial and annual renewal of license (8.1)
- _____ conforms to zoning and occupancy requirements (8.2)
- _____ conforms to workstation requirements (8.4)
- _____ conforms to separate area requirements (8.5)
- _____ conforms to wall, floors and ceiling requirements (8.6)
- _____ conforms to lighting and ventilation requirements (8.7)
- _____ hand washing sinks are provided at each workstation and bathroom and are not used for janitorial purposes (8.8)
- _____ exposure control plan is in place and updated as needed (8.10-8.11)
- _____ telephone is in good working order and easily accessible to all employees and clients as per section 8.12
- _____ the establishment does not (8.13)
 - a. sell food or beverages
 - b. function as a barbershop, hair salon, nail salon, bar or bowling alley, tanning salon, massage parlor or for human habitation or for any other use as outlined in section 8.13
- _____ there is visible posting of Body Art establishment permit (8.15)
- _____ the establishment is not a mobile or temporary establishment (8.16)
- _____ conforms with section 8.17 as pertains to the health of workers

7. Instruments and Equipment

- _____ conforms with section 9.1 pertaining to equipment and surfaces
- _____ ultrasonic cleaning units are FDA approved, clearly labeled Biohazardous, and installed at a minimum distance of 36 inches from the required autoclave or other sterilization unit (9.2)

- _____ autoclave/sterilization unit is FDA approved for medical sterilization (9.2)
- _____ operators and body art practitioners are knowledgeable in the required washing, cleaning and sterilization and ultrasonic cleaning procedures (9.2)
- _____ each workstation has a foot-operated, covered, cleanable waste receptacle for trash and other debris (9.3)
- _____ each workstation has an approved Sharps container according to requirements (9.3)
- _____ adequate supply of linens either launderable or single use (9.4)
- rotary pens (cosmetic machines) have detachable, disposable, sterile combo couplers and have detachable disposable casings or casings designed to be easily cleaned and sterilized (9.5)
- _____ ink/dyes/pigments (9.6)
 - a. specifically manufactured for body art, labeled as to ingredients, manufacturer and lot number as per FDA and are not contaminated or adulterated (check expiration dates)
 - b. inks/dyes/pigments are made exclusively of non-toxic and non-contaminated FDA approved ingredients
- _____ Jewelry (9.7)
 - a. free from polishing compounds, nicks, scratches, burrs or irregular surface conditions
 - b. 16 gage or thicker girth does not have raised external threads
 - c. is in good condition, designed and manufactured for insertion into the intended body part
 - d. use of previously worn jewelry or jewelry brought into the establishment by the client is prohibited unless it is sterilized in the establishment's equipment
 - e. jewelry is surgical implant stainless steel of American Society for Testing and Material Standards grade f138, surgical implant solid 14K or 18k white or yellow gold, niobium, surgical implant titanium of Ti6A4v ELI, American society for Testing and Material Standards F-136-98, platinum or other materials considered to be equally bio-compatible and capable of adequate cleaning and sterilization in order to be used
- _____ single use equipment and instruments (9.8)
 - a. are not used more than once and are immediately disposed of in approved sharps containers
 - b. all products applied to the skin, including but not limited to stencils, applicators, gauze and razors are single use and disposable
 - c. hollow bore needles or needles with cannula are not reused
- _____ Prohibited instruments and Materials (9.9)
 - a. styptic pencils or devices, alum or similar material used to check the flow of blood

- b. liquid sterilants for the attempted sterilization of any re-usable instrument or component
- c. rotary pens that are designed or manufactured with a sponge type material at the opening of the chamber to prohibit the backflow of pigment and body fluid into the machine
- d. multiple use instruments or components that are designed to restrict or prevent proper washing, cleaning or sterilization
- e. drugs, chemicals or agents that require a licensed medical practitioner's authorization for use, application or dispensation
- f. suturing kits or suturing devices, scalpels, cauterizing tools or devices or other tools, devices or instruments used for or in conjunction with any prohibited body art activity and not otherwise used for any allowed body art activity
- g. piercing needles or tapers for the sale or use by one not a body art practitioner
- h. needles used in the practice of so called "play-piercing"

8. General Requirements

- _____ Animals (10.1)
 - a. no body art is conducted upon an animal
 - b. no animal except one actually serving as a guide animal, signal animal or service animal accompanied by a totally or partially blind person or deaf person or a person whose hearing is impaired or handicapped person is allowed in the establishment
- _____ Smoking, Eating and Drinking is prohibited at or in a workstation, instrument storage area or cleaning area. Exception is for the medical need for fluids by a client (10.2)
- _____ No body art practitioner or other person commits or permits any act that may expose any client or person to disease or illness or otherwise contaminate any instrument or area in the establishment (10.3)
- _____ Exposure Incident Report (10.4)
 - a. an exposure incident report is completed by the close of business day during which an actual or possible exposure has taken place
 - b. each exposure incident report contains
 - copy of the client file with all completed paperwork per the regulation
 - full description of the incident per the regulation
 - description of instruments or other equipment implicated if any
 - copy of the practitioner license
 - date and time of exposure
 - information regarding any recommendation to refer to a physician or waiver to consult a physician by persons involved

- _____ Injury Reports (10.5) a written report of any injury, infection complication or disease as a result of a body art procedure, or complaint of injury, infection complication or disease, is forwarded by the operator to the Cambridge Public Health Department with a copy to the injured client within 5 working days and the report shall include
 - a. name of affected client
 - b. name and location of the body art establishment
 - c. nature of the injury, infection complication or disease
 - d. name and address of the client's health care provider, if any
 - e. other information considered relevant
- _____ Record Maintenance - as per section (10.6) This information is to be retained for inspection for the time period specified and to be updated as needed to remain current
 - a. Exposure Control Plan as submitted for licensure
 - b. Employee records and Independent Operator records- including name, home address, phone number, identification photo, state ID card number and physical description thereon, date of birth, types of body art procedures conducted, dates of employment, body art practitioner registration number, Hepatitis B vaccination status (3 years)
 - c. Client records - copies of all application and consent forms (2 years)
 - d. Waste Hauler manifests for Contaminated Waste transport and disposal (3 years)
 - e. Training Records to verify training of Exposure Control Plan to all employees and independent operators (3 years)
 - f. Biological monitoring of spore system test results (3 years)
 - g. Body Art Regulation - most current version must be present in the establishment
 - h. Exposure Incident Reports - disposal or destruction is prohibited
- _____ Toilet room, plumbing and all plumbing fixtures are kept clean, fully operative and in good repair (10.8)
- _____ All equipment, instruments and surfaces are maintained clean, fully operative and in good repair and free from contamination (10.9)
- _____ Instruments are not modified, adulterated, contaminated or improperly used and are constructed of stainless surgical-grade steel and designed and manufactured for such use (10.9)
- _____ Contaminated instruments (10.10)
 - a. contaminated reusable instruments are immersed in water or liquid solution in the cleaning area
 - b. each instrument is thoroughly washed by scrubbing with appropriate disinfectant and Hot Water according to manufacturer's instructions
 - c. each instrument is then cleaned using an ultrasonic cleaning unit

- d. each instrument is packaged for sterilization with color change indicators designed to indicate complete sterilization.
- e. Each instrument is properly sterilized in the autoclave
- f. If a package becomes wet, is opened or is otherwise compromised, the instrument is washed, cleaned, packaged and sterilized again in a new package
- g. Instruments are stored in a dry, clean, or tightly covered container which are used exclusively for that purpose
- h. Each sterilized package is dated and shall be deemed expired **6 months*** after the date of sterilization and shall be recleaned, packaged and sterilized (* **changed in 2010**)
- i. Liquid sterilants are not used for reusable instrument
- _____ Instruments are stored in the Instrument storage area in a manner so as to prevent contamination (10.11)
- _____ All germicides, disinfectants, chemicals and cleansers are used according to the manufacturer's requirements, only for the purpose approved and intended by the manufacturer and properly labeled and stored to prevent contamination and hazard (10.12)
- _____ storage containers, cabinets, shelves and other storage areas are properly labeled as to their contents (10.13)
- _____ linen is stored in a manner to prevent contamination and shall be clearly labeled as to contents and purpose, soiled disposable linen is properly disposed of and soiled or contaminated reusable linen is properly stored and cleaned prior to reuse (10.14)
- _____ reusable cloths or garments worn or used during body art procedures shall be washed according to standards set forth in section 10.14 prior to being re-used
- _____ cleaning and testing of Ultrasonic Cleaning Units and Sterilization Units (10.15)
 - a. used and maintained according to manufacturer's specifications and are emptied and thoroughly cleaned and disinfected at least once each day that it is used
 - b. are tested with a commercial biological monitoring spore system no less than once every week
 - c. biological spore system testing is performed by an independent commercial testing laboratory contracted by the operator.
 - d. contract includes a provision requiring the commercial testing facility to notify the Cambridge Public Health Dept. of any failure of the autoclave or other sterilization unit to eradicate all living organisms including spores
- _____ All waste is removed from the establishment daily and placed in an approved secured receptacle for removal (10.16)
- _____ contaminated waste in solid form and sharps is disposed of through use of an approved waste hauler in accordance with local, state and federal regulations no less than every 90 days (10.16)

9. Conduct of Body Art

- _____ surfaces in a workstation which come in contact with a client or which become or may have become contaminated are cleaned with water and soap or other appropriate cleaning compound immediately following the body art procedure (11.1)
- _____ the work station is thoroughly sanitized with an approved disinfectant immediately before and after the conduct of body art upon a client (11.1)
- _____ handwashing and use of gloves - adherence to all aspects of section 11.2 relative to use of handwashing and gloves
- _____ instrument and equipment preparation are done according to section 11.3
- _____ body art only occurs upon a client in a workstation under sterile conditions (11.4)
- _____ only the client, parent or guardian of a minor client, guide or service animal of a client, the practitioner and an assistant or apprentice with the express permission of the client are permitted in the workstation during a procedure (11.4)
- _____ Instruments, Supplies and Sharps (11.5)
 - a. instruments are without contamination and are properly cleaned and sterilized
 - b. all single use items are only used once
 - c. sharps are properly disposed of in a sharps container
 - d. all products applied to the skin are single-use
 - e. products used are dispensed and applied to the client with sterile gauze or other sterile applicator , used only once, so as to prevent contamination of the container and contents
 - f. only single use razors are used
- _____ disposable items that have been in contact with a client, workstation, instrument trays, counters, towels or linens used for a procedure are promptly and appropriately discarded (11.6)
- _____ multiple body art activities are conducted according to section (11.7)

10. Prohibited Activities

- _____ no piercing guns are used (12.1)
- _____ micropigmentation is conducted according to this regulation (12.2)
- _____ the following procedures are not conducted (12.3-12.11)
 - a. piercing of the uvula
 - b. piercing of the tracheal area
 - c. piercing of the neck
 - d. piercing of the ankle
 - e. piercing between the ribs or vertebrae
 - f. piercing of the lingual frenum (tongue web)
 - g. piercing of the clitoris

- h. any form of chest or deep muscle piercing - excluding piercing the nipple
- i. piercing of the anus
- j. piercing of an eyelid, whether top or bottom
- k. piercing known as "pocketing"
- l. piercing of the gums
- m. piercing or skewering of a testicle
- n. so-called "deep" piercing of the penis - meaning piercing through the shaft of the penis, or "trans-penis" piercing in any area from the corona glandis to the public bone
- o. so-called "deep" piercing of the scrotum - meaning piercing through the scrotum or "trans-scrotal" piercing
- p. so-called "deep" piercing of the vagina - to include, but not limited to - so-called "triangles"
- q. cutting, splitting or other bifurcation of the tongue unless performed by a medical doctor licensed in Massachusetts
- r. braiding of the skin unless performed by a medical doctor licensed in Massachusetts
- s. three dimensional/implantation by a medical doctor licensed in Massachusetts
- t. filing or shaping or intentional fracturing or extraction of a tooth unless performed by a dentist licensed in Massachusetts
- u. cutting, notching, sculpting or other modification of cartilage by a medical doctor licensed in Massachusetts
- v. intentional amputation of any part of the body unless performed by a medical doctor licensed in Massachusetts
- w. modification of the genitalia by means of sub-incision, bifurcation, castration, male or female nullification or other surgical means unless performed by a medical doctor licensed in Massachusetts
- x. introduction of saline or other liquid or semi-liquid substance into the body for the purpose of causing a modification of the body unless performed by a medical doctor licensed in Massachusetts

11. Enforcement of Body Art Regulation

- _____ Variance Provision - Variance Documentation is maintained according to section 13.1-13.4

Comments _____

I certify that this Body Art Establishment and the Licensed and Apprentice Body Art Practitioners employed here function in compliance with the above standards and in compliance with the Cambridge Body Art Regulation.

Name of Owner

Date of Self Audit

Cambridge Public Health Dept. - Representative

Date of Review

Cambridge Public Health Dept. - Representative

Date of Inspection