



CARROLL COUNTY  
GENERAL HEALTH DISTRICT  
Healthy People — Safe Communities

December 13, 2023

To: Licensed Body Art Facilities for Carroll County

RE: 2024 Tattoo, Demographic Art Studio, and or Body Piercing Studio Application

Enclosed is your 2024 Application to Operate a Tattoo, Demographic Art Studio, and/or Body Piercing Studio. **Please fill out the application and mail back with a check for \$250.00 postmarked by December 31, 2023. If your application and fee are not returned by December 31, 2023, a 25% penalty fee will be enforced (per Ohio Administrative Code Section: 3709.09 (D)). Failure to do this could result in revocation or suspension of permit.**

If you have closed your business, please indicate that on the application and mail it back to our office so we can close your file. If there are any additions or changes to your establishment, please fill out a new ***Body Art Facility Inspection Prevention and Control Plan*** adding your changes.

If you have any questions, please call me at 330-627-4866 (ext. #1522) Monday through Friday from 7:30 am to 4:00 pm.

Sincerely,

Corinne Ren, Registrar  
Administrative Assistant  
Environmental Division

cc: file



**CARROLL COUNTY  
GENERAL HEALTH DISTRICT**  
Healthy People — Safe Communities

**“2024” APPLICATION TO OPERATE A TATTOO, DERMAGRAPHIC  
ART STUDIO, AND/OR BODY PIERCING STUDIO  
\$250.00 ANNUALLY**

**Due by: January 1, 2024**  
*(or prior to opening)*

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Township:** \_\_\_\_\_

**Operator’s Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Any person proposing to conduct a tattoo operation/body piercing parlor in Carroll County General Health District shall apply for a permit from the Carroll County Board of Health no less than fifteen (15) days before the tattoo/piercing operation is to be opened for business. Such application shall be on a form prescribed by the Health Commissioner.

During the month of December each year, every operator must make application to the Carroll County Health Department for a renewal of the permit. If fee and application is not returned postmarked by December 31<sup>st</sup> a 25% penalty fee will be assessed. Failure to do this will result in revocation or suspension of permit.

\_\_\_\_\_  
**Applicant’s Signature** \_\_\_\_\_  
**Date**

***CCGHD Use Only***

**PERMIT #** \_\_\_\_\_

**DATE#** \_\_\_\_\_

**CARROLL COUNTY GENERAL HEALTH DISTRICT  
BODY ART FACILITY INFECTION PREVENTION AND CONTROL PLAN**

In accordance with Ohio Revised Code Section 3730.02 and Ohio Administrative Code 3701-9,a Tattoo and/or Body Piercing Establishment (**a.k.a. Body Art Establishment**) shall maintain and follow a written Infection Prevention and Control Plan, provided by the owner or established by the practitioners, specifying procedures to achieve compliance with the Ohio Department of Health Tattoo and Body Piercing Regulations. A copy of the Infection Prevention and Control Plan shall be filed with Environmental Health Services and a copy maintained in the Body Art Establishment.

The body art establishment 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 establishment, but not less than once each year. Records of training shall be maintained on-site for three years.

**Name of Body Art Establishment:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Types of Body Art Performed:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**A. Decontamination and Disinfection:** Describe the procedures for decontaminating and disinfecting of workstation and surfaces.

1. Workstation surfaces/counter tops:

\_\_\_\_\_  
\_\_\_\_\_

2. Workstation chairs/stools:

\_\_\_\_\_  
\_\_\_\_\_

3. Trays:

\_\_\_\_\_  
\_\_\_\_\_

4. Armrests:

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5. Headrests:

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6. Procedure area:

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7. Tables:

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8. Other:

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**B. Reusable Instruments:** Describe the procedures used for decontaminating, sterilizing, packaging and storing of reusable instruments. Include the procedures for labeling of sterilized peel-packs.

1. Tattoo machine:

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2. Needle tubes:

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3. Calipers:

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4. Other instruments:

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5. Describe the procedure for labeling peel packs:

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**C. Storage:** Describe the storage location and equipment used for the storage of clean and sterilized instrument peel packs to protect the packages from exposure to dust and moisture.

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**D. Set Up and Tear Down of Workstation:** Describe the procedure for setting up and tearing down the workstation for the following procedures. (Attach additional pages if necessary).

1. Tattoo:

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2. Piercing:

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3. Permanent Cosmetics:

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4. Branding:

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**E. Prevention of Cross Contamination:** Describe the techniques used to prevent the contamination of instruments, tattoo machine, trays, tables, chairs, clip cords, power supplies, squeeze bottles, inks, pigments, lamps, stools, soaps and the procedure site or other items during a body art procedure. Include barriers provided to prevent cross contamination. Describe how the procedure site is prepared for a body art procedure.

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**F. Sharps containers:** Describe the procedures for the safe handling of sharps and indicate the location of the sharps containers.

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**G. Sharps Disposal:** Describe the disposal of sharps used during a body art procedure.

1. Needles and needle bars:

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2. Razors:

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3. Other sharps or single-use marking pens:

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**H. List the Medical Waste Hauler, Mail-Back System or Alternative Treatment Technology for the disposal of sharps containers:**

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\_\_\_\_\_

Medical Waste Hauler \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**I. Sterilization of Jewelry:** Describe the procedure for the sterilization of jewelry prior to placing into newly pierced skin.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**J. Sterilization Equipment:** List the equipment used in the decontamination and sterilization room and describe the procedure for decontaminating instruments prior to placing inside the autoclave. Indicate whether instruments are manually washed or machine washed, such as with an Ultrasonic machine. Include the material used for soaking dirty instruments in the machine, such as Tergazyme.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**K. Disinfection Products:** List the disinfectant products used at the body art facility.

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\_\_\_\_\_

\_\_\_\_\_

**L. Time and Temperature:** List the duration of time and temperature of the autoclave required for the sterilization of clean instruments.

Time \_\_\_\_\_

Temperature \_\_\_\_\_

Psi \_\_\_\_\_

**M. Personal Protective Equipment:** List the personal protective equipment used during a body art procedure.

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\_\_\_\_\_

**N. Hand Washing Procedure:** Describe hand washing procedure. Indicate when hand washing is required.

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**O. Aftercare Procedure:** Describe the written recommendations and care provided to the client after a body art procedure. List the type of bandages or wrappings provided after a body art procedure.

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**P. Procedure for an Accidental Spill:** Describe the clean-up and disinfection procedure taken when there is an accidental spill of sharps or biohazardous waste.

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**Q. Trash Receptacles and disposal of contaminated trash:** List the type of trash receptacles and their location throughout the body art facility. Describe the procedure for the disposal of contaminated items, such as gloves.

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**R. Negative/Failed Spore Test:** Describe the procedure conducted when a monthly spore test has failed.

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Maintain a copy of this document in your files. Submit one copy to Carroll County General Health District Division of Environmental Health Services.

I hereby certify that to the best of my knowledge and belief, the statements made herein are correct and true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Sterilization Procedures

When a body art establishment 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 with the name of the instrument, the date sterilized, and the initials of the person operating the sterilizing equipment.

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:
  - (a) The date of the load.
  - (b) A list of the contents of the load.
  - (c) The exposure time and temperature.
  - (d) The results of the Class V integrator.
  - (e) 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.

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 stored 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 establishment that does not afford access to a decontamination and sterilization area that meets the standards of the Ohio Department of Health Tattoo and Body Piercing Regulations 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 procedures, 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/in<sup>2</sup>); 30 minutes for packaged items. At a higher temperature of 132° C or 279° F, pressure should be 30 lbs/in<sup>2</sup>; 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/in<sup>2</sup>) 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.

# Sterilization Log

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