



Body Art Plan Review

***A guide to starting a Tattoo, Piercing and Microblading facility
in Erie County, Ohio.***

**All body art facilities are required to have an approval to operate prior
to opening or operating in Erie County.**

Erie County Health Department : 420 Superior St. Sandusky, OH 44870

Phone : 419-626-5623

Fax : 419-624-3358

Plan Requirement Checklist

These items must be submitted in their entirety for review by the Erie County Health Department before plans are approved. All body art facilities are required to have an approval to operate prior to opening or operating in Erie County.

A set of plans drawn to scale are required to be submitted. These plans shall include, but not limited to:

- The total area (sq. ft.) to be used for the business
- Total area (sq. ft.) to be used by each artist
- Entrances and exits
- Number, location and types of plumbing fixtures, including all water supply facilities
- Lighting plan
- Floor plan, showing the general layout of the fixtures and equipment
- Equipment location and listing of all equipment to be used, including the manufacturer and model numbers and expiration dates
- Written verification from the zoning authority, plumbing department, fire and building department having jurisdiction that the building has been zoned and approved for the business use

Written infection prevention and control plan

All current and valid certifications and records of training (copies of each certification should be attached with plan review)

Plan Review Application

Once your plans for a new or remodeled body art facility have been approved by this office, construction may begin. Upon completion of construction, a pre-licensing inspection will be conducted. If successful in passing the pre-licensing inspection, you may submit an application for an approval to operate. Once you have submitted your application and payment has been made, an approval to operate will be issued. At this time you may open for business.

Required Certifications & Training

Each artist present in the facility, including apprentices, must obtain current & valid:

- First Aid
- Bloodborne Pathogen
- Records of completion of courses or seminars in body art offered by authorities recognized by the board of health

Apprentices: Written statements of attestation by individuals offering body art apprenticeships that the person has received sufficient training of adequate duration to completely perform body art services.

Definition of Services

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



Microblading: a semi-permanent form of tattooing hair-like projections onto the skin with a handheld tool and not with the use of a machine.

Permanent Cosmetics: a tattoo, by someone other than a physician licensed under Chapter 4731. of the Revised Code, which includes but is not limited to eyebrows, eyelids, lips and other parts of the body for beauty marks, hair imitation, lash enhancement or areola repigmentation. This includes any procedures referred to as "permanent makeup," "microdermapigmentation," "micropigment implantation" or "dermagraphics"

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.



Jewelry/Piercing

Jewelry Composition	Sterilized jewelry made of 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
Required Documentation	Anyone who wishes to pierce shall keep copies of all mill certificates available at the facility and made available during inspections.

Procedure Records

A record of each body art procedure shall be maintained for at least two years.

The record shall include, but not be limited to, the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> (1) The patron's name; (2) The patron's address; (3) The date of the service; (4) Colors and manufacturer of all inks, dyes, or pigments used; | <ul style="list-style-type: none"> (5) Jewelry used, including size, material composition, and manufacturer; and (6) Placement of the procedure. (7) Consent Forms when required |
|---|---|

Aftercare Guidelines

Verbal and written guidelines, specific to the body art procedure(s) performed, about caring for the body art and the surrounding area. These guidelines shall include, but not be limited to:

- Information about physical restrictions
- Signs and symptoms of infection
- Wound care
- When to seek medical treatment, if necessary

Infection Prevention & Control Plan

A written plan describing in detail

How you will...

- Decontaminate and disinfect environmental surfaces
- Decontaminate, package, sterilize, and store reusable equipment and instruments
- Protect clean instruments and sterile instruments from contamination during storage
- Ensure that standard precautions and aseptic techniques are utilized during all body art procedures
- Safe handling and disposal of needles

Sterilization Records

Documentation that the sterilization indicators, integrators and biological indicator tests were performed shall be maintained and shall include, but is not limited to:

- (1) Date and time the sterilizer 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 or digital printout; and
- (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 each test performed for at least two years. This documentation may also be kept in each patron's file for all needles and instruments used on that patron.

Autoclaving Procedure


Instruments and equipment not pre-sterilized & disposable need to be sterilized properly by using a steam sterilizer.

Integrator & Indicator	Sterilization pouches that have a process indicator which changes color upon proper steam sterilization. A sterilization integrator placed in each load or a digital printout from the sterilizer of each load.
Spore Test	A biological indicator test that is taken and submitted to a lab for analysis on a weekly basis.
Drying Cycle	All steam sterilizers must be equipped with a mechanical drying cycle and be designed to sterilize hollow instruments.

Facility Requirements

Size	Establishment must be at least 100 sq. ft. with 36 sq ft for each individual body artist
Lighting 	20 ft. lt. throughout facility 40 ft. lt. in procedure area
Floors	Floors directly under all equipment shall be impervious, smooth and washable
Equipment	All equipment including tables and chairs shall be constructed of easily cleanable materials with a smooth finish
 Sinks	Hand washing sinks shall be made available aside from the restroom and in close proximity to each artist. Hand washing sinks shall be equipped with: <ul style="list-style-type: none"> • Hot and cold running water • Soap • Method to dry hands (paper towels or mechanical dryers)

Equipment Requirements

Sterile Instruments	Only sterile instruments shall be used when tattooing, piercing or microblading.
Gloves	Single-use, clean gloves shall be worn : during set up, procedures, tear down and cleanup.
Needles	Only sterilized, single-use, disposable needles shall be used on each patron
 Razors	If shaving is necessary, only single-use disposable razors shall be used.
Marking Instrument	Required to be single-use or sterilized by manufacturer/design.
Ink	Only commercially manufactured inks, dyes, or pigments that are intended for tattooing shall be used. Powdered dyes shall be liquefied as recommended by the manufacturer.
Sharps Container	Required for the disposal of all needles and other sharp, puncturing objects.



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Please return the following pages to:

Erie County Health Department
420 Superior St
Sandusky, OH 44870

Phone : 419-626-5623

Fax : 419-624-3358

Office Use Only

Plan #: _____

Payment Date: _____ Payment Type: _____ Amount: _____ Receipt#: _____



Plan Review Application

Return to:

Erie County Health Department : 420 Superior St. Sandusky, OH 44870

Phone : 419-626-5623 Fax : 419-624-3358

Date of Application: _____

Prospected Date of Opening: _____

Establishment Name: _____

Establishment Address: _____

Phone: _____

E-mail: _____

Type of Plans:

New

Remodel

Addition of Services

Type of Service:

Tattoo

Microblading

Permanent Cosmetics

Piercing

Combined Services

Hours of Business:

Su: _____ Mo: _____ Tu: _____ Wed: _____ Th: _____ Fr: _____ Sa: _____

Owner(s) Name(s): _____

Address: _____

Phone: _____

E-mail: _____

By signing this statement any information submitted is believed to be true and accurate.

I acknowledge that an incomplete plan review application will delay the process of obtaining my plan approval.

Signature

Date

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Equipment List

<u>Equipment Name</u>	<u>Make</u>	<u>Model/Series Number</u>
<i>Ex: Rotary Tattoo Gun</i>	<i>Stigma</i>	<i>V6</i>

Finishes List

<u>Room</u>	<u>Floors</u>	<u>Walls</u>	<u>Ceilings</u>
<i>Ex: Autoclave Room</i>	<i>Laminate</i>	<i>Painted Dry Wall</i>	<i>Vinyl Tile</i>

Attach additional sheets as needed