

## Tattoo Inspection Checklist

### Client Records:

**Must** have: patron's name, address, phone number, signature, DOB (must be 18+)

Maintain records for 2 years

**recommend** written after care instructions

### Autoclave Records:

**ONLY** if using metal tubes. Many use disposable tubes. If using disposable only, note it on the inspection.

Tested monthly. Check date it was autoclaved. If months are missing, inspector needs to follow up that they are testing monthly. Positive test requires re-testing ASAP and possibly autoclave repair.

**Recommend** autoclave log-matches dates and initials on autoclave bags

### Tattoo Room:

Separate from other areas. Only artist and person being tattooed are in the room. Half walls/barriers are acceptable.

Artists may share work space only at different times--not tattooing in the same space at the same time.

Clean/good repair: check for torn flooring, damaged walls

NO upholstery or other absorbent material on furniture

Check tables, chairs for tears or any surface that is not smooth and easily cleaned

Instruments, dyes, stencils kept in closed containers (drawers/cabinets)

Ink bottles aren't "capped" they twist closed. Top must be protected.

ink bottles should be clean because they should NEVER be touching them with dirty gloves.

Rigid trash can

No eating/drinking/animals in the tattoo room

### Lavatory:

Accessible

Free of storage

Hot/cold water

\_\_ soap/papertowels

\_\_ Nail brush AND file/orange stick

### **Tattoo Procedures:**

Set up:

\_\_ Clean hands and clean gloves

\_\_ **Recommend** Set up on plastic wrap/dental bib, not directly on table.

\_\_ Dirty hand/clean hand for machine set up

\_\_ After machine set up, look at needles to make sure they aren't damaged or bent

\_\_ new, disposable ink caps, razor, tongue depressor, stencil

\_\_ Use vasoline to stick ink caps to set up surface.

\_\_ Ink dispensed into ink caps-Do not put tip into cap

\_\_ Machine gets new rubberbands and grommets every time.

\_\_ Bottles are bagged.

\_\_ Clip cord cover

\_\_ Barrier film on power supply, lamps, anything artist may touch during tattoo procedure

\_\_ Tattoo machine not required to be bagged

Skin prep:

\_\_ area shaved

\_\_ cleaned with alcohol after shaving

\_\_ 70% alcohol. More concentrated alcohol evaporates faster than it disinfects.

\_\_ Green soap may be used, but not instead of alcohol

\_\_ **Recommend** only using stencil transfer solution

\_\_ Many people have reaction to speed stick

\_\_ if speed stick is used, it must be applied using disposable tongue depressor

During tattoo:

\_\_ Changing gloves every time they have to touch ink bottles. Keep ink bottles away from microspray

\_\_ Lap cloth (dental bib)

\_\_ Finished tattoo cleaned and covered with sterile bandage

### Breakdown:

- change gloves
- clean hand/dirty hand for machine breakdown: opposite of set-up
- Immediately remove all dirty items: needle, tube, machine, bags, barrier film, dental bib, etc.
- clean all surfaces with germicide
- Remove rubberbands/grommets from machine and thoroughly clean machine
- thoroughly wash hands/forarms

### Precautions:

- Universal precautions: gloves, barriers, handwashing, disinfection, proper disposal
  - they should assume all blood is infected
- Contaminated equipment cleaned and disinfected
  - re-usable tubes must be taken apart and scrubbed or ran through ultrasonic cleaner before being autoclaved
  - Ultrasonic cleaner MUST not be in tattoo room. Always covered. Clean solution for each use.
  - Recommend** taking extra steps to contain microspray from ultrasonic cleaned
- Instruments properly stored, cleaned and autoclaved
  - Recommend** Autoclave bags have sterilization/heat indicator
  - Examine tubes in bags with flashlight for any residual ink
  - Needles and disposable tubes-intact packaging; expiration date
  - Look at machine. If it has a rubber band on it or a grommet, it is dirty. Coils should not have ink build-up. Older machines have coils wrapped in absorbent material.

### Miscellaneous:

- same labeling/vermin/waste standards as all other establishments

### Reasons to suspend/deny permit:

- Re-use of needles
- Broken autoclave or fraudulent records
- Failure to follow blood and body fluid precautions
- Loss of power or water

