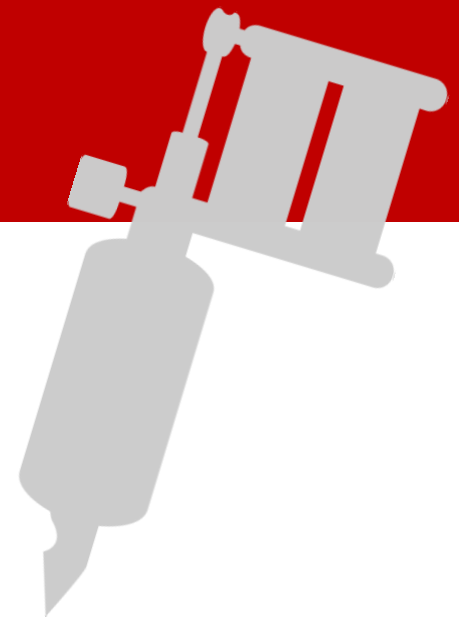


STARTING A BODY ART BUSINESS

A HELPFUL GUIDE



To assist those who are planning to
open a body art business in
Columbus or Worthington

Updated September 2014

Tattoo machine icon by Eric Bergholz from The Noun Project



COLUMBUS
PUBLIC HEALTH

GREETINGS

We want you to have a successful business! While this guide has been developed by Columbus Public Health (CPH), we have also provided contact numbers for agencies that you may need to get in touch with to ensure that all proper steps are taken and that the required permits are received.

Contacting the agencies below will help you to stay on track and on time. All required permits must be obtained before CPH can issue a body art approval. For City of Columbus operations, check out www.bzs.columbus.gov.

OFFICE	SERVICE	PHONE NUMBER
Columbus Public Health Department	Plan review and inspections	614-645-5317
City of Columbus Building Services	General Info	614-645-6090
	HVAC/REF Inspection Line	614-645-8138
	Electric Inspection Line	614-645-8265
	Plumbing Inspection Line	614-645-8355
	Structural Inspection Line	614-645-8235
	Find a licensed contractor	614-645-7314
City of Worthington Building Department	Building permits and inspections for the City of Worthington	614-431-2424
Ohio Department of Taxation	Vendor 's License - Apply Online	http://business.ohio.gov
	Tax ID# (EIN)	www.irs.com

Where do I begin?

All new or significantly altered body art businesses in Columbus or Worthington must submit plans to CPH before an approval can be issued. A sanitarian in our Body Art Program will review the submitted plans in order to ensure that the equipment, facilities and design will meet the requirements to receive an approval.

PLANNING AHEAD

What is required in my facility?

Every business is unique. What will be required will be based on the art that you offer. You must make sure that you have all of the proper equipment needed for each type of art you offer, as well as all of the equipment needed to sterilize the equipment used in your procedures. Many studios that perform only tattoos or permanent makeup will use only single use pre-sterilized equipment and not need a sterile room in the facility. Piercing studios use several pieces of equipment that will be reused and therefore will need to have a steam sterilizer and sterile room in the facility. Some tattoo studios that want to use steel tubes will also need to have a sterile room for their sterilizer.

YOU WILL NEED (& OTHER ITEMS)

Ohio Administrative Code: Body Art businesses are regulated under Chapter 3701-9 Tattoo and Body Piercing Services in the Ohio Administrative Code. Reading and understanding these rules will help you meet all of the requirements for your facility. You can search online or ask the health department for a copy of Chapter 3701-9.

HELPFUL TIP: Rules are not always easy to understand, feel free to contact Columbus Public Health and speak with a sanitarian in the Body Art Program to clarify anything you don't understand.

Commercial location: Your body art facility will need to be zoned commercial. If unsure, please check on page 2 for Building Services' contact information. Once you contact them to find out if your desired location is zoned properly for your body art facility, you will need to request written verification from them. You will also need to measure the facility. Body Art facilities are required to be at least 100 square feet in total with each procedure area within being at least 36 square feet. These areas shall be adequately spaced, or separated from each other by fixed partitions.

Hand washing sinks: All facilities are required to have adequate employee hand washing sinks that are conveniently located to each procedure area, and equipped with hot and cold running water, soap and disposable towels or mechanical hand dryers. Hand washing sinks cannot be located in separate rooms. In other words, doors cannot be between the hand sink and the procedure area.

Sterilization Area: If needed, a sterilization area is an area used to sterilize items used to perform your art. This area will need to have a sink with hot and cold running water used for cleaning the equipment prior to sterilization. The area will also require an ultrasonic cleaning unit and a steam sterilizer. The ultrasonic and steam sterilizer will need to be operated following manufacturer's instructions. Steam sterilizers are required to have a dry cycle and be able to sterilize hollow instruments.

HELPFUL TIP: Alternative sterilization procedures may be used when specifically approved by the board of health.

Smooth and cleanable surfaces: All floors, walls and ceilings in the procedure areas and sterilization areas must be smooth and easily cleanable.

Adequate lighting: Lighting must be enough in the facility to allow for safe work conditions and to facilitate cleaning. A guide to general lighting intensity requirements are listed below.

- 40 footcandles: procedure areas, spot lighting is acceptable to meet this requirement.
- 30 footcandles: throughout the facility

The Plan Review Application, which you will complete and return to CPH with your plans, will provide a checklist to help you make sure to have the necessary equipment and layout for the operation.

RUNNING YOUR BUSINESS

(WITH THE PUBLIC'S HEALTH IN MIND)

Here are some important questions about how you will safely operate your business that you should start to think about. These questions may also be asked during future inspections:

Employee Training...

- How will you train your staff?
- What operating procedures will be covered during staff orientation?
- What is your employee health policy? What do you do about a sick worker? How will you share this policy with employees?

Infection Prevention and Control Plan...

- How will you decontaminate and disinfect surfaces?
- How will you decontaminate, package, sterilize, and store reusable equipment and instruments?
- Where will you store clean or sterilized equipment to keep it protected?
- How will you ensure standard precautions and aseptic techniques are being used during procedures?
- How will needles being handled and disposed of?
- What are your aftercare guidelines for your customers?

Facilities...

- Is your water supply and waste disposal approved for use?
- Do you have enough hot water capacity for the busiest time of day?
- Do you have the storage space needed for supplies?
- Are floors, walls and ceilings constructed with cleanable materials?

Equipment...

- How will you log sterilizer batches and maintenance performed?
- Where will you maintain two years of customer release forms?

Do you have written procedures?

- Thoroughly completing customer release forms, identification of underage customers
- Procedure area setup
- The prepping of the area of skin to receive the body art
- Bandaging the customer
- Giving verbal and written aftercare
- Post procedure and disinfecting of the procedure area, safe handling and disposal of sharps
- Filing and maintaining release forms for two years

All new body art businesses must complete the plan review process. Here we will walk you through all of the correct steps to obtain an approval from Columbus Public Health.

TRAINING

The education of you and your staff is an important part of planning for a successful body art business. The Ohio Administrative Code requires that all body artists have proof of appropriate training in the art that they perform. This proof can be any records of completion of courses and seminars, written statements of attestation by individuals offering body art apprenticeships, or any other documentation acceptable by the board of health.

Body Artists must also be able to demonstrate knowledge of the principles of sterilization, and each artist performing procedures must also have records of completion of training in first aid and standard precautions for preventing transmission of blood borne and other infectious diseases.

STEPS TO OPENING YOUR BUSINESS

Columbus Public Health reviews facility plans to make sure that the design and equipment in a facility are proper for approval being requested.

Step 1: PLAN REVIEW

Who must submit plans?

- New facilities: New construction and facilities that have never been licensed as a body art operation in the past.
- Remodeled or altered facilities: Major changes or alterations.

*If you are not sure whether plan review is required, please contact CPH.

What is the fee?

Before the plan will be reviewed by a staff member of Columbus Public Health \$300 must be received in our licensing office with the application for the approval. This non-refundable fee will cover all plan review activities, initial inspections of the facility and allow the business to operate until the next invoicing cycle of the Body Art Program.

What is the process?

After we have received all of the plans and specifications for the facility layout, equipment and operation, along with your application and payment, CPH will begin the review process. CPH has up to 30 days to begin the review, but we will do our best to follow your schedule for opening.

If there are any questions about your review, or changes that need to be discussed, we will contact you (generally by phone or e-mail).

When everything required is received, reviewed, and approved, we will notify you (generally by phone or e-mail). A formal approval letter will follow, and will be mailed to the Plan Review Contact noted on the application.

Step 2: Approving

Opening Inspection: After your review has been approved and all work is complete, you will need to contact CPH for an opening inspection.

During the opening inspection, the sanitarian will ask for some information about the approval holder (owner) and facility. It is helpful to have business information available, including federal tax ID and owner contact information.

Approving: If there are no outstanding issues, an inspection sheet will be given indicating permission to operate and a green sign will be posted. At this point the operation is approved to operate. The printed approval will be sent to you in the mail.

Renewal is once a year and payment for approvals must be received by January 1 every year. Late fees of 25% are added after January 1.

HOW DO I KNOW WHEN I'M READY FOR MY FINAL INSPECTION?

Have you completed all items on this checklist? If YES, you are ready!

- ☐ I have read the 'Starting a Body Art Business' guide to help design my facility.
- ☐ I have read the Ohio Administrative Code Chapter 3701-9 Tattoo and Body Piercing Services and received clarification for all of my questions.
- ☐ I received written verification my location is zoned commercial.
- ☐ I submitted plans and specifications for the facility layout, equipment and operation, application and fee to Columbus Public Health.
- ☐ I received plan approval from Columbus Public Health.
- ☐ All construction or remodel work is complete.
- ☐ I have contacted Columbus Public Health for an opening inspection.
- ☐ Before the scheduled opening inspection:
 - ☐ Entire facility is clean and ready to use.
 - ☐ Hot water is available at all sinks.
 - ☐ All equipment and instruments needed for each type of procedure is on hand.
 - ☐ The sterilizer has had a good spore test.
 - ☐ I have release forms and aftercare instructions ready to use.
 - ☐ All staff is properly trained, with proof, and familiar with the facilities operating procedures.