

## **This is only a sample. You are NOT required to use this exact SOP.**

### **Template for Tattoo Establishment Standard Operating Procedure (SOP)**

#### **Set Up**

- Put on gloves. Sanitize the tattoo area and all surfaces with which you will come into contact. Everything that will be touched or could be touched should be sanitized.
- Remove and dispose of gloves and wash hands up to the elbow with soap and water for a minimum of 15 seconds.
- Place barrier on counter or work surface.
- Put on gloves and set up equipment such as ointment, ink caps, needles, tubes, inks, etc. Check expiration dates on applicable items.
- Bag any bottle the artist may use and put barrier film on lamps, controls, arms of chairs and all and any other surface you may come in contact with. Put sleeve covers on all clips cords. Once the tattoo machine is set up, a bag must be on machine to cover machine head.
- Any time something is new is touch outside of the tattoo area, gloves must be removed and thrown away and the hand washing process must start over.

#### **Tear Down**

- Cleanse tattoo with soap and water. Apply ointment and clean dressing. Give client aftercare instructions.
- Remove and dispose of gloves. Wash hand for a minimum of 15 seconds and put on new gloves.
- Remove barrier film and throw in trash.
- Take cover off machine(s) and dispose of. Place needles in sharps container. Throw disposable tubes in trash. All tubes and needle bars that are not disposable shall be physically cleaned with a detergent according to manufacturers' recommendations and then steam-sterilized or dry-heat sterilized.
- Remove bags from bottles and other containers that are covered and any other potentially contaminated items (including gloves) and throw in trash.
- Spray work surface with disinfectant and wipe down.
- Wash hands with soap and water.