So You Want to Inspect a Tattoo Establishment
Types of Establishments

- Permanent establishment
- Temporary establishment
- Mobile establishment
All establishments

- Must have a current permit issued by the Iowa Department of Public Health. This permit will be posted in a conspicuous location.
- Must be inspected annually and inspection report must be posted in a conspicuous location.
- New establishments must be inspected prior to opening for business.
- Must have complete and available Standard Operating Procedures.
All establishments

- Privacy panel or barrier must be available
- All items that the gloved hands of the artist would normally come into contact during the tattooing procedure shall have appropriate barrier films covering them. These items include machine heads, clip cords, spray bottles, seat adjustment controls, power control dials or buttons and work lamps.
- Records must be kept for three years on all clients and will include name, date of birth, photocopy of ID, date of procedure, name of artist and signature of client.
And still more stuff on establishments.....

- Each artist must have a current permit issued by the Iowa Department of Public Health. These permits will be posted in a conspicuous location.
- All artists must use proper hand washing and drying procedures.
- All artists must wear clean clothes and gloves.
- No establishment or artist had better never ever tattoo a minor.
Equipment

- All equipment shall be clean and sanitary.
- Ink cups are for single-patron use.
- Inks and dyes that needles were dipped shall not be used on another person.
- Must be equipped with a container designated for disposal of used needles and other sharps.
- All bottles of solution shall be labeled appropriately.
- Razors are for single patron use. If electric razor is used, it must be cleaned with a brush and fungicidal/tuberculocidal disinfectant spray.
Equipment

• All tubes and needle bars used are disposable, single patron use or physically cleaned with a detergent and then steam-sterilized or dry-heat sterilized before using on another patron.
  • Steam sterilization shall be at 250° F for 15 minutes at a minimum pressure of 15 pounds per square inch.
  • Dry-heat sterilization shall be at 350°F for one hour.
  • All instruments to be sterilized shall be placed in closed pouches and the instruments must be sterilized on site. The pouches must be dated effective for 30 days, after which the instruments must be re-sterilized.
Equipment

- Sterilization cont.
  - Sterilizers shall be monitored monthly for spores of Bacillus subtilis and records of results shall be kept for three years.
  - A written procedure is in place and will be followed in the event of positive spore tests.
  - The inspection agency (that’d be you) must be notified in the event of positive spore tests.
Tattoo Inks
Tattoo Machines
Autoclave Sterilizer

Ritter SpeedClave
Grips and Tips
Disposable Grips and Tips
Ink Cups
Needles
Permanent Establishment
State of Iowa
Department of Public Health
Tattoo Program

Permits

Debbi L. Cooper

Permit Number:

99999999

Issued: 01/01/2010
Expires: 12/31/2009

The Iowa Department of Public Health hereby authorizes this person to practice as a Tattoo Artist pursuant to the provision of Iowa Code Section 135.37 and the rules promulgated thereunder.

Ken Sharp, Director
Division of Environmental Health
State of Iowa
Department of Public Health
Tattoo Program
Permits

Diva’s Den
0000 Candy Cane Drive, Mitchellville, IA 50169
Owned by Debbi L. Cooper

Permit Number:
999999999

Issued: 01/01/2010
Expires: 12/31/2009

The Iowa Department of Public Health hereby authorizes this business to practice as a Tattoo Establishment pursuant to the provision of Iowa Code Section 135.37 and the rules promulgated thereunder.

Ken Sharp, Director
Division of Environmental Health
Permanent establishment
Permanent Establishments

- Effective January 1, 2010, all NEW tattoo establishments must be in a building that is zoned commercial.

- A waiver is granted to any establishment that is in residential dwelling IF that establishment was granted a permit prior to January 1, 2010.

- Establishments must be at least 300 square feet.
Sanitation and Infection Control

- Tables, chairs, floors and other equipment are impervious or smooth and easy to clean.
- Sinks must be available with hot and cold water in the tattooing area. They must be supplied with liquid soap and single-use paper towels or hand dryer.
- Bathrooms must be available for employees and patrons.
- The establishment must be adequately lighted and ventilated.
Sanitation and Infection Control

- All trash must be stored in rigid containers with plastic liners. These must be emptied at least once a day.
- All equipment (instruments, dyes, pigments, stencils, tattoo machines, etc.) are stored in closed cabinets.
- Nobody in the tattoo area had better be eating, drinking (unless they’re ready to faint), smoking or doing drugs.
- The entire premises shall be clean, sanitary, critter-free and in good repair.
- No animals are allowed except fish.
Temporary Establishment
Temporary Establishment
Temporary Establishments

- Permits are good for no more than seven calendar days per event.

- Must be inspected prior to performing any tattoo procedure.

- Must be in an enclosed, non-mobile facility and at least 80 square feet per booth.

- Must have adequate lighting.
State of Iowa
Department of Public Health
Tattoo Program

Permits:

Lefty's Tattoo & Body Piercing
Permit ID: 1307

To operate at:
Lefty's Cedar River Tattoo Expo
525 33rd Avenue SW, Cedar Rapids, IA 52404

Beginning: 03/12/2010
Ending: 03/19/2010

This establishment has been authorized to practice as a Temporary Tattoo Establishment at
such event pursuant to Iowa Code Section 135.37 and the rules promulgated therewith.

Sincerely,

Ken Sharp, Director
Division of Environmental Health
Sanitation and Infection Control

- Floors must be smooth and impervious or covered with an impermeable barrier.

- Must have conveniently located hand washing facilities with hot and cold running water, liquid soap, and single use paper towels or hand dryer OR

- Tuberculocidal single use hand wipes.
Sanitation and Infection Control

- All items used during the tattoo process are prepackaged, single use sterilized equipment OR
- The facility must properly sterilize instruments and provide evidence of a spore test performed on sterilization equipment 30 days or less prior to the date of the event.
- The entire premises shall be clean, sanitary, critter-free and in good repair.
- No animals are allowed (except service animals)
Mobile establishments

- Mobile units are permitted for use only at special events lasting 14 calendar days or less.
- Must be inspected prior to performing any tattoo procedure.
- Mobile units shall be used only for the purpose of tattooing. No habitation or food preparation is permitted inside the vehicle unless the tattoo work station is separated by floor to ceiling walls.
State of Iowa
Department of Public Health
Tattoo Program
Permits

Big Dog Tattoos
111 S. Jefferson St., Mt. Pleasant, IA 52641
Owned by Christian J. LaMore and Kimberly M. LaMore

 Permit Number: 989

Issued: 12/28/2009
Expires: 12/31/2010

The Iowa Department of Public Health hereby authorize this business to practice as a Tattoo Mobile Unit pursuant to the provisions of Iowa Code Section 135.37 and the rules promulgated thereunder.

Ken Sharp, Director
Division of Environmental Health
Sanitation and Infection Control

- The mobile unit shall be equipped with a hand sink with hot and cold running water for artist hand washing and preparing the client for a tattoo procedure.
- The hand sink will be supplied with liquid soap and single use paper towels or hand dryer.
- Tuberculocidal, single-use hand wipes must be available.
- An adequate supply of potable water will be maintained at all times.
- The source of the water and storage of the tank(s) will also be identified.
- No animals allowed
Permanent Make Up

- Permanent makeup is a cosmetic technique where tattoos are used to produce designs that look like makeup.
- May include eyeliner, eye shadowing, eyebrows and lips.
- Permanent makeup facilities and artists must follow the same rules as tattoo establishments and tattoo artists.
Permanent Makeup Example
So What Are SOPs

- Each tattoo establishment shall have written standard operating procedures (SOPs).
- They must include the process for setting up and tearing down.
- Hygiene procedures (for example hand washing).
- Steps taken to prevent cross-contamination.
- Use your judgment as to whether the SOPs are adequate.
The Process

- Every artist and establishment (permanent, mobile, or temporary) must first obtain a permit from the Iowa Department of Public Health.

- Applications may be obtained from the department’s website at http://www.idph.state.ia.us/eh/tattoo.asp or are available from the Tattoo Program at the Iowa Department of Public Health.
Tattoo Artist Application Form
Iowa Department of Public Health
Division of Environmental Health/Tattoo Program
321 E. 12th Street, Des Moines, IA 50319-0075
(515) 281-7726

Type of application (check one): Initial  ☐  Renewal  ☐

Please print legibly.

Name: ____________________________________________
(First)  (Middle)  (Last)

Address: ____________________________________________
(City)  (State)  (Zip)

Social Security Number: _______________________ Date of Birth: _______________________

Telephone: _______________________ Cell Phone: _______________________

Privacy Act Notice: Disclosure of your Social Security number on this license application is required by 42 U.S.C. Section 666(a)(13) and Iowa Code Section 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees.

Place of Employment: ____________________________________________

Establishment Owner(s) signature (if employed): ____________________________________________

An annual, nonrefundable application fee of $75, shall be payable by check or money order to the Iowa Department of Public Health. Remit fee with the initial or renewal tattoo artist permit application. Cash is not acceptable.

Mail completed application and fee to address shown at the top of this application. Permits expire each year on December 31st. The department will act within 60 days upon receiving a completed application. Please call (515) 281-7726 if you have any questions.

Be sure to enclose proof of:
☐ H.S. Diploma or G.E.D. (Initial applicants only)
☐ Bloodborne Pathogen Training
☐ First Aid Training
☐ Proof of age (For example, copy of driver’s license or birth certificate)
☐ $75 application fee
Tattoo Establishment Application Form

Iowa Department of Public Health
Division of Environmental Health/Tattoo Program
321 E. 12th Street, Des Moines, IA 50319-0075
(515) 281-7726

Type of application (check one): Initial ☐ Renewal ☐

Please print legibly.

Establishment Information
Name: ________________________________________________________________

Address: _____________________________________________________________

                                 (City)  (State)  (Zip)

Telephone: ___________________________ Business Hours: ________________________

Owner One Information
Owner Name: __________________________________________________________

Address: _____________________________________________________________

                                 (First)  (Middle)  (Last)

                                 (City)  (State)  (Zip)

* Social Security Number: ___________________________ Date of Birth: __________

Telephone: ___________________________ Cell Phone: _______________________

*Privacy Act Notice: Disclosure of your Social Security number on this license application is required by 42 U.S.C. Section 666(a)(13) and Iowa Code Section 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees.

Owner Two Information
Owner Name: __________________________________________________________

Address: _____________________________________________________________

                                 (First)  (Middle)  (Last)

                                 (City)  (State)  (Zip)

* Social Security Number: ___________________________ Date of Birth: __________

Telephone: ___________________________ Cell Phone: _______________________

* Required, see Privacy Act Notice Above

An annual, nonrefundable application fee of $100.00 shall be payable by check or money order to the Iowa Department of Public Health. Remit fee with initial or renewal application form. Cash is not acceptable.

Mail completed application and fee to address shown at the top of this application. Permits expire each year on December 31st. The department will act within 60 days upon receiving a completed application. The permit to operate will be issued to a new establishment only after the establishment has successfully completed an onsite inspection. Tattoo establishment owners shall be billed $250.00 for each tattoo establishment inspection. You may visit the website at http://www.idph.state.ia.us/eh/tattoo.asp or call (515) 281-7726 for inspection information.

Revised 10/2009
Tattoo Mobile Unit Application Form
Iowa Department of Public Health
Division of Environmental Health/Tattoo Program
321 E. 12th Street, Des Moines, IA 50319-0075
(515) 281-7726

Type of application (check one): Initial Application ☐ Renewal Application ☐

Please print legibly.

Establishment Information
Name: ________________________________________________________________
Address: _____________________________________________________________

________________________ (City) __________________________ (State) __________ (Zip)
Telephone: __________________________ Business Hours: ______________________

Owner Information
Name: __________________________ (First) __________________________ (Middle) (Last)
Address: _____________________________________________________________

________________________ (City) __________________________ (State) __________ (Zip)
Social Security Number: __________________________ Date of Birth: ______________________
Telephone: __________________________ Cell Phone: __________________________

Privacy Act Notice: Disclosure of your Social Security number on this license application is required by 42 U.S.C. Section 666(a)(13) and Iowa Code Section 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensee.

An annual, nonrefundable application fee of $100.00 shall be payable by check or money order to the Iowa Department of Public Health. Cash is not acceptable. Permits expire each year on December 31st.

Mail completed application and fee to address shown at the top of this application. Mobile units are permitted for use only at special events, lasting 14 calendar days or less. Permits must be obtained at least 14 days prior to the event. (Refer to the Iowa Administrative Code 641 – Chapter 22 for all other requirements.) Please call (515) 281-7726 if you have any questions.
Temporary Tattoo Establishment Application Form

Iowa Department of Public Health
Division of Environmental Health/Tattoo Program
321 E. 12th Street, Des Moines, IA 50319-0075
(515) 281-7726

Please print legibly.

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<td>(City)</td>
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<td>(State)</td>
<td>(Zip)</td>
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Name of Establishment or Organization:

Social Security Number:   Date of Birth:
Telephone:   Cell Phone:

Privacy Act Notice: Disclosure of your Social Security number on this license application is required by 42 U.S.C. Section 666(a)(13) and Iowa Code Section 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees.

Name of Event:

Location:

Date(s) of Event:

Number of Booths:

A nonrefundable application fee of $50.00 shall be payable by check or money order to the Iowa Department of Public Health. Cash is not acceptable.

Mail completed application, fee, and floor plan of the facility at least 30 days prior to the event to address shown at the top of this application. Permits must not exceed 7 calendar days per event, without reapplication. (See Iowa Administrative Code 641 – Chapter 22 for all other requirements.) Please call (515) 281-7726 if you have any questions.
The Process

- The department will act with 60 days upon receipt of a COMPLETED application.
- If everything is cool, we will issue a permit.
- All permits for artists and permanent establishments expire on December 31 of each year. It doesn’t matter when the permit was issued.
- The department will send out a renewal notice at least 60 days prior to December 31.
- The permit holder is responsible for renewing the permit BEFORE it expires.
Permit Fees

- Artist permit - $75

- Permanent Establishment - $100
  - $250 inspection fee

- Temporary Establishment - $50 (these permits will not exceed seven calendar days per event)
  - The facility where the temporary permit is needed MUST be inspected and issued a permit prior to performing any tattoo procedures. There is a $50 inspection fee for each booth.
Permit Fees

- **Mobile Establishment - $100**
  - An annual permit will be issued after an inspection is conducted.
  - Each time the mobile unit changes location, the owner must submit a new application and a fee of $25 for a new permit.
  - A mobile unit does not have to be reinspected for each change in location.
  - Mobile units are permitted for use only at events lasting 14 days or less.
  - Inspection fee of $250
But wait, there’s more............
## Tattoo Establishment Inspection Report

**Type of Establishment: Permanent**

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Mobile</th>
<th>Temporary</th>
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<td>Phone Number:</td>
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**Inspector County of Employment**

| License Number: | | |
| Permit No.: | | |

**Status:**

- ☑️ indicates non-compliance
- ❌ OK is compliant
- NA is not applicable to the establishment

### Permanent Establishment

#### A. Permit Requirements

- Establishment permit is current: 841-22.2(l)(1)
- Establishment permit is posted in conspicuous location: 841-22.2(l)(2)
- Each artist's permit is current: 841-22.2(l)(3)
- Each artist's permit is posted in a conspicuous location: 841-22.2(l)(4)

#### B. Sanitation and Infection Control

- Tables, chairs and other equipment are inspected and swiftly cleanable: 841-22.2(l)(1)
- Proper hand washing procedures are followed: 841-22.2(l)(2)
- Hot and Cold running water is available: 841-22.2(l)(3)
- Soap, paper towels or hand dryers are provided: 841-22.2(l)(4)
- Toilet facilities available: 841-22.2(l)(5)
- Condition of the establishment: 841-22.2(l)(6)
- Floors are impervious, smooth and washable: 841-22.2(l)(7)
- Restrooms are maintained: 841-22.2(l)(8)
- Urinals are clean: 841-22.2(l)(9)
- Restrooms are clean: 841-22.2(l)(10)
- Restrooms are dry: 841-22.2(l)(11)
- Restrooms are ventilated: 841-22.2(l)(12)

#### C. Equipment

- Tattooing equipment is used: 841-22.2(l)(13)
- Equipment is in good repair: 841-22.2(l)(14)
- Equipment is sanitized: 841-22.2(l)(15)
- Equipment is properly labeled: 841-22.2(l)(16)
- Equipment is stored: 841-22.2(l)(17)

#### D. Procedural Instructions

- Standardized procedures (SOP's) are available: 841-22.2(l)(18)
- Processes of set up and hair down: 841-22.2(l)(19)
- Process of sterilization: 841-22.2(l)(20)
- Process of disinfection: 841-22.2(l)(21)
- Process of dusting: 841-22.2(l)(22)
- Process of drying: 841-22.2(l)(23)

#### E. Record Keeping

- Records kept for all clients, including client name, date of birth, photograph of identification, date of procedure, name of the artist performing the procedure(s) and signature of client: 841-22.2(l)(24)
- Client records are maintained for 3 years: 841-22.2(l)(25)
- Material Safety Data Sheets (MSDS) for all chemicals: 841-22.2(l)(26)
- Most recent inspection report is posted: 841-22.2(l)(27)

#### F. Temporary Establishment

- Tattooing equipment is used: 841-22.2(l)(28)
- Body piercing equipment is used: 841-22.2(l)(29)
- Equipment is sanitized: 841-22.2(l)(30)

### Enforcement 841-22.2(l)(29)

1. Which section(s) are these violations of the Iowa Code or Iowa Administrative Code?
2. In what manner did the owner or operator fail to comply?
3. What are the steps required for correcting this violation?
4. What is the time schedule for the corrective action plan?
5. By what date must the owner of the establishment respond (not to exceed 30 days)?

**Establishment Representative:**

**Inspector:**

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*Note: The document contains specific inspection findings and recommendations, but the details are not transcribed here.*
This form should be returned to the Tobacco Program at IDPH. Never, ever send it to the Tattoo Program. Please and thank you.

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<th>Business Name</th>
<th>Address</th>
<th>City, ST, Zip Code</th>
<th>Business Type</th>
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<th>Date</th>
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<th>Inspector Name (badge # if applicable)</th>
<th>Organization</th>
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**VIOLATION(S) OBSERVED**

- Smoking Observed in Prohibited Areas
- Evidence of Smoking in Prohibited Areas
- Ashtray(s) Present¹
- Signs Not Posted (Entrances & Vehicles)²
- Improper Signage (Entrances & Vehicles)³
- Smoke Infiltrating Areas Where Prohibited⁴
- Other (Explain in Comments)

- NO VIOLATION(S) OBSERVED

**Duties of Proprietor**

- A proprietor must inform any individual smoking in a place where smoking is prohibited that the individual is violating the Smokefree Air Act and must request that the individual stop smoking immediately.
- If the individual refuses to stop smoking, the proprietor may discontinue service to that individual.
- If the individual refuses to stop smoking, the proprietor may request that the individual leave the area where smoking is prohibited.
- If the individual refuses to leave the area proprietor may notify the state or local law enforcement agency with jurisdiction over the area where smoking is prohibited.

**COMMENTS** (include all applicable case numbers)

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¹ An “ashtray” is defined as any receptacle that is used for extinguishing or disposing of any lighted tobacco product. “Ashtray” does not include any receptacle located outdoors and on the perimeter of any public place, the perimeter of the grounds of any public building, the perimeter of school grounds, or the perimeter of any other outdoor space subject to the prohibitions of the Smokefree Air Act.

² “No smoking” signs must be posted at every entrance. An “entrance” is defined as any doorway to an enclosed area used by the public for ingress or egress and includes the commonly understood points of entry and exit to and from an outdoor area such as a driveway, sidewalk, pathway, access road, gate, or dedicated point of entry.

³ Signage must be at least 24 square inches (e.g., 6” x 4” or 3” x 8”, etc.) and contain all of the following: (1) Universal “no smoking” symbol or the words “no smoking” (2) The Division’s toll-free number 1-888-944-2247 (3) www.iowasmokefreeair.gov website address. Font type must be clear and legible.

⁴ “Infiltrate” means to permeate an area where smoking is prohibited by passing through a wall, ceiling, floor, window, door, or ventilation system to the extent that an individual can smell secondhand smoke. Infiltration can occur only in hotels/motels, long term care facilities, private clubs, and retail tobacco stores.

⁵ “Grounds of a Public Building” means outdoor areas used in connection with the public building, including, but not limited to: sidewalks, and sitting or standing areas immediately adjacent to the building, patios and decks, courtyards, swimming pools, and beaches. These areas must be nonsmoking.

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**Forward Completed Form To:**

- **FAX** 515.281.6475
- **E-MAIL** [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov)
Inspector Requirements

- Must successfully complete blood borne pathogen training

- This is not a requirement but I didn’t know where else to put it – you ARE ALLOWED to do unannounced inspections
Are you getting bleacher bottom yet??

We’re close to being finished...........
This is Talisa. When you have a new establishment that wants to open in your area she will:
Review and process the application and if all is hunky dory, she’ll send you a cover letter, the permit and a copy of the application.

It is YOUR responsibility to contact the establishment to set up an inspection time.
If there’s a special event in your area, she will review and process the special event application. If all is hunky dory, she’ll send you a cover letter, the permit and a copy of the application.

It is YOUR responsibility to arrange for the inspection.
If there’s a new mobile unit in your area, she will review and process the application. If all is hunky dory, she’ll send you a cover letter, the permit and a copy of the application.

It is YOUR responsibility to contact the mobile unit for an inspection.
So What Happens If Someone Is Naughty??????
Examples of being naughty

- Tattooing a minor
- Positive spore test
- On site smoking/alcohol/drugs
- Unsanitary equipment or any other imminent health threat.
The Inspection Agency (that’d be you) Will Take The Following Steps When Necessary

- If a violation is noted, the inspection agency will provide written notification that:
  - Cites the section of the Iowa Code rule of the IAC violated.
  - Explains what the problem is
  - Explains how the problem can be fixed
  - Requests a corrective plan of action including timeframe
  - Sets a reasonable time limit (no more than 30 days) for the establishment to respond
The Inspection Agency (that’d be you) will take the following steps when necessary:

- The inspection agency will review the corrective action plan and either approve it or require it be modified.
- If the owner fails to comply, the inspection agency may take enforcement action in accordance with Iowa Code Chapter 135 or in accordance with local ordinances.
- The department (that’d be us) may deny an application for a permit, may order that a tattoo establishment not be operated, may order a tattoo artist to stop tattooing, or may refer the case to the office of the county attorney or attorney general for possible criminal penalties when the department finds that an establishment has been naughty.
Unsanitary conditions can cause..................
Unprofessional artists can cause..................
It's not the cards your dealt in life, it's how you play them.
I'm awesome.
Any questions?

Don’t call me

Call Talisa Miller at (515) 281-7726 or Carmily Stone at (515) 281-0921