

# INFECTION PREVENTION AND CONTROL PLAN

<b>FACILITY NAME:</b>	
<b>FACILITY ADDRESS:</b>	
<b>OWNER/CONTACT:</b>	
<b>PHONE:</b>	
<b>EMAIL:</b>	
<b>TYPE OF BODY ART PERFORMED:</b>	
<b>EFFECTIVE DATE:</b>	

The owner and body art practitioners of the above body art facility have developed this Infection Prevention and Control Plan (IPCP) to prevent accidents, to eliminate or minimize occupational exposure to blood or other body fluids, and to break the cycle of cross-contamination between practitioners and clients. This plan is intended to comply with Chapter 3701-9 of the Ohio Administrative Code, Chapter 3730 of the Ohio Revised Code and applicable local regulations.

The plan must address: Decontaminating and disinfection of environmental surfaces, decontaminating, packaging, sterilizing, and storing reusable equipment and instruments, protecting clean instruments and sterile instruments from contamination during storage, the safe handling and disposal of needles, ensuring that standard precautions and aseptic techniques are utilized during all body art procedures.

All body art practitioners and employees may have access to the plan and can review it at any time during their work shifts.

The facility owner is responsible for administering the IPCP and should provide training to all that operate in the facility. This plan is to be updated at a minimum annually and is to remain on site and available upon inspection.

The IPCP is kept in the following location within the facility: \_\_\_\_\_

Note: Each body art practitioner is required to provide proof of up to date Bloodborne Pathogen (BBP) and First Aid training provided by; licensed physicians, registered nurses, organizations such as the American Red Cross, accredited learning institutions, appropriate governmental entities, real-time online providers or other authorities recognized by the board of health as being qualified.

## SECTION I: PROCEDURES FOR DECONTAMINATING AND DISINFECTING ENVIRONMENTAL SURFACES

Describe the procedures for decontaminating and disinfecting environmental surfaces. Identify items that are to be disinfected, disinfectant to be used, and the frequency.

Environmental Surface	Type of EPA-registered disinfectant used	Procedure/Frequency
Procedure area/ Workstation		
Decontamination Area		
Sterilized Storage		
Facility Storage		
Customer public restroom		
Customer waiting area		
Tattoo machine and clip cord		
Permanent cosmetic machine		
Other		

*Disinfectant- a product, registered by the United States environmental protection agency, that kills or destroys nearly all disease-producing microorganisms, with the exception of bacterial spores.*

## SECTION II: PROCEDURES FOR DECONTAMINATING AND DISINFECTING REUSABLE EQUIPMENT AND INSTRUMENTS

Any instruments or equipment used for body art procedures shall either be single-use/disposable or be thoroughly cleaned and sterilized after each use.

Non-disposable instruments equipment will be cleaned and sterilized per OAC 3701-9-8(A) which requires the following:

1. Soaked in an enzymatic pre-cleaner to remove all gross debris.
2. Rinsed and patted dry.
3. Disassembled or placed in the open position, if hinged.
4. Visually inspected to verify that they are clean and to identify any damage, including but not limited to, bends, cracks or pits, that would impair the sterilization process.
5. Thoroughly cleaned in tepid water and an appropriate detergent capable of breaking down blood, ink, dyes, pigments and other contaminants.
6. Fully submerged in a disinfectant to ensure contact with all surfaces for the amount of time specified in the manufacturer's instructions.
7. Rinsed and patted dry.
8. Placed in an ultrasonic cleaning unit filled with an appropriate solution specified in the manufacturer's instructions.
9. Rinsed and air dried.
10. Individually packed in sterilization pouches. Each pouch or its indicator shall be labeled with the date of processing.
11. Sterilized in a steam sterilizer.

Sterilizers will be monitored in the following ways:

1. Clean instruments to be sterilized shall first be sealed in packs that contain a process indicator which changes color upon proper steam sterilization. The outside of the pack shall be labeled with the date of processing.
2. A sterilization integrator shall be placed in each load in accordance with the manufacturers recommendations.
3. A biological indicator test will be taken and submitted to a lab for analysis on a weekly basis.

The expiration date for sterilized equipment or instruments shall be **one** year from the date of sterilization.

When any moisture remains on or within the sterilization pouch, or if the sterilizer has malfunctioned, the instruments or equipment shall be considered contaminated.

When the process indicator in the pouches and/or the sterilization integrator demonstrates that sterilization has not been achieved, the sterilizer shall not be used until it is examined and repaired or replaced.

All ultrasonic cleaning units, and steam sterilizers shall be used, cleaned, and maintained in accordance with the manufacturer's current instructions. The sterilizer shall be maintained in proper working condition and records of any maintenance performed shall be kept for at least two years.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Describe the PPE used during cleaning and sterilization process:

**ENZYMATIC PRE-CLEANER**

Describe the container and type of enzymatic pre-cleaner that will be used to remove all gross debris:

**ULTRASONIC CLEANING UNIT**

Make and model of ultrasonic cleaning unit:

Type of solution used in ultrasonic cleaner:

**STERILIZER/AUTOCLAVE**

Make and model number of steam sterilizer:

Is the steam sterilizer equipped to sterilize hollow instruments?

Is the steam sterilizer equipped with a mechanical drying cycle?

Company or lab used for weekly biological indicator tests

Procedure if the sterilization integrator or biological indicator test indicates the sterilizer is not working properly

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 for each test performed shall be maintained and readily available for at least two years.

Location of documentation and sterilizer logs:

### **SECTION III: PROTECTING CLEAN INSTRUMENTS AND STERILE INSTRUMENTS FROM CONTAMINATION DURING STORAGE**

All equipment and instruments shall remain in the sterilization pouch, to be handled with clean hands newly gloved and stored in a clean, dry, closed cabinet, drawer, or other container reserved for such instruments.

<b>STORAGE OF CLEAN INSTRUMENTS</b>
Location where the cleaned/sterilized and packaged instruments are stored:
Procedure to evaluate each sterilized package at the time of storage:
Procedure followed if a sterilized package has been compromised:

## **SECTION IV: STANDARD PRECAUTIONS AND ASEPTIC TECHNIQUES UTILIZED DURING ALL BODY ART PROCEDURES**

Persons performing body art procedures shall observe standard precautions for preventing transmission of blood borne and other infectious diseases in accordance with OAC 3701-9-4(S) which requires the following:

1. Sterile instruments and aseptic techniques shall be used at all times during a procedure.
2. Hand washing shall be performed before and after each procedure. Fingernails shall be kept short and clean.
3. Clean, previously unused gloves shall be worn throughout the entire procedure, including setup and tear down. If the gloves are pierced, or torn, or if they become otherwise contaminated or compromised, hand washing shall be performed and a new pair shall be put on immediately. If the body artist leaves the area during the procedure, gloves shall be removed before leaving, hand washing shall be performed and a new pair of gloves shall be put on when returning. Under no circumstances shall a single pair of gloves be used on more than one patron.
4. Only sterilized, single use, disposable needles shall be used on a patron. All used needles and associated needle bars shall be properly disposed of immediately after the procedure.
5. If shaving is necessary, single use disposable razors shall be used. Used razors shall be properly disposed of in an appropriate sharps container.
6. All marking instruments shall be single use or be manufactured to sterilize by design.
7. All products used to address the flow of blood or to absorb blood shall be single use and disposed of properly. No individual performing a body art procedure shall use styptic pencils, alum blocks or other solid styptics to address the flow of blood.
8. After any body art service and prior to the next, all procedure areas shall be cleaned and disinfected with an approved disinfectant.
9. All soaps, inks, dyes, pigments, ointments, and other products shall be dispensed and applied using an aseptic technique and in a manner to prevent contamination of the original container and its contents. Applicators shall be single use and disposed of properly.
10. Any equipment intended for use that is not single use shall be disinfected and sterilized between patrons. Equipment that cannot be sterilized shall be disinfected between use.
11. All body artists shall follow appropriate hand washing techniques and wear gloves when involved in cleaning, disinfecting and sterilization procedures.

**PERSONAL HYGIENE**

Describe what personal protective equipment will be worn while performing body art procedures:

Describe when changing of gloves is required in your facility:

Describe when hand washing is required in your facility:

Describe the type and location of each hand washing sink in your facility:

**PREVENTION OF CROSS CONTAMINATION**

Describe the techniques used to prevent the contamination of instruments, tattoo machines, trays, tables, clip cords, power supplies, squeeze bottles, inks, pigments, lamps, stools, soaps, procedure sites and areas of potential contamination during body art procedure:

Describe type of barriers (films, wraps, absorbent pads, paper towels, bibs etc) will be used to protect the above instruments or equipment:

## SETUP PROCEDURES

Describe the **set up** procedures for the stations for the following procedures:

Tattoo:

Piercing:

Permanent Makeup:

## TEAR DOWN PROCEDURES

Describe the **tear down** procedures for the stations for the following procedures:

Tattoo:

Piercing:

Permanent Makeup:



## ADDITIONAL REQUIREMENTS FOR TATTOO/PERMANENT MAKEUP SERVICES

The operator shall ensure that the business and all persons performing tattooing procedures shall comply with the following:

1. Prior to a procedure, the area of the patron's body to be tattooed, shall be thoroughly cleaned with soap and water, then prepared with an antiseptic solution that is applied with a clean single use gauze square, cotton ball or square, cotton swab or other clean, absorbent, disposable material.
2. All products applied to the skin, including but not limited to stencils, shall be single use and disposable. Stencils shall be dispensed and applied on the area to be tattooed with a clean paper towel or an applicator in a manner to prevent contamination of the original container and its contents. Petroleum-based products shall not be used in conjunction with latex gloves.
3. 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. Unless approved by the manufacturer, ink, dye, or pigment colors shall not be adulterated by the body artist. Single use containers of inks, dyes, or pigments shall be used for each patron and the body artist shall discard the container and remaining dye or ink upon completion of procedure. If non-disposable containers are used, they shall be sterilized before reuse. The body artist performing the procedure shall remove excess ink, dye, or pigment from the skin with single-use gauze squares, cotton balls or squares, cotton swabs, or other clean, absorbent, disposable material.
4. The body artist shall wash the completed tattoo with a single use gauze square, cotton ball or square or cotton swab, saturated with an appropriate antiseptic solution approved by the board of health. The tattooed area shall be allowed to dry, after which the body artist shall apply a sterile, non-occlusive, single use dressing secured with non-allergenic tape to the site. Non-medical use paper products including, but not limited to, napkins and tape for dressing shall not be used.

<b>PREPARATION OF SKIN FOR TATTOO/PERMANENT MAKEUP</b>
Describe how the procedure site will be prepared for a body art procedure:
What type of marking instrument will be used in contact with clients' skin?
If necessary, what type of razor will be used to prepare area for body art procedure?
What type of applicators will be used to transfer products such as soaps, disinfectants, ointments, etc. to the skin?

## ADDITIONAL REQUIREMENTS FOR BODY PIERCING SERVICES

The operator shall ensure that the business and all persons performing body piercing services shall comply with the following provisions:

1. Prior to a procedure, the area of the patron's body to be pierced shall be thoroughly cleaned with soap and water, then prepared with an antiseptic solution that is applied with a clean, absorbent disposable material. In the case of oral piercings, the patron shall be provided with alcohol-free, antiseptic mouthwash in a single use cup and shall ensure that the patron utilizes the mouthwash provided to thoroughly rinse the affected area. In the case of a lip, labret, or cheek piercing, procedures described in this paragraph for both skin and oral piercings shall be followed.
2. Only 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. Mill certificates for jewelry shall be maintained at the body art establishment.

### PREPARATION OF SKIN FOR BODY PIERCING

Describe how the procedure site will be prepared for a piercing procedure:

Describe how the procedure site will be prepared for an oral piercing:

Describe where mill certificates for jewelry will be maintained:

## SECTION V: PROCEDURES FOR SAFE HANDLING AND DISPOSAL OF SHARPS WASTE

The disposal of waste items including, but not limited to needles, razors, and other supplies capable of causing lacerations or puncture wounds, generated through the provision of any body art procedure shall be disposed in accordance with chapter 3745-27 of the Ohio Administrative Code.

The sharps waste container shall be labeled with the words "sharps waste" or with the international biohazard symbol and the word "BIOHAZARD". Each procedure area and decontamination/sterilization area shall have a container for the disposal of sharps waste. Sharps waste containers must be easily accessible to the practitioner.

<b>SAFE HANDLING AND DISPOSAL FOR SHARPS</b>
Describe the procedures used for the safe handling of sharps:
Describe the disposal of sharps used during a body art procedure for the following instruments:
Needles and needle bars:
Razors:
Other sharps or single-use marking pens:
Disposal procedure of the sharps generated at this facility:
Frequency of sharps disposal:

## SECTION VI: AFTERCARE PROCEDURES

### AFTERCARE PROCEDURES

Please describe (or attach) the written recommendation after care information provided to the client after a body art procedure:

Info is attached

*NOTE\* Aftercare - 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, wound care, signs and symptoms of infection, and when to seek medical treatment, if necessary.*