

New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health and Food Protection Program
PO Box 369
Trenton, NJ 08625-0369

https://nj.gov/health/ceohs/phfpp/body_art/

INSPECTION CHECKLIST FOR BODY ART FACILITIES
(AUTHORITY: N.J.A.C. 8:27-1 et seq)

Name and Address of Body Art Establishment			Date of Inspection	
			Registration Number	Expiration Date
Met	Not Met	N.J.A.C. 8:27-	INSPECTION CHECKLIST FOR BODY ART FACILITIES	
		2	Administration	
		2.4(a)	Has current license or permit to operate	
			Current license provided, if required by local ordinance	
		2.4(a)1	Current license/permit/inspection displayed conspicuously; proof of professional malpractice insurance for each practitioner	
		2.4(a)4	Current copy of monthly negative biological indicator test for autoclave	
		2.5(a)	Change of information: name of business, phone number, closure, change in personnel within 5 days	
		2.6(a)	Facility is not conducting prohibited practices	
		2.7	Each practitioner maintains current professional liability insurance	
		3	Facility Layout and Environment	
		3.1	Facility Layout	
		3.1(a)	Waiting area physically separated from workstation and equipment cleaning room	
		3.1(b)	Equipment cleaning room physically separate from workstations, if reprocessing reusable instruments	
		3.1(c)1	Display cases and retail sales cases physically separate from workstations	
		3.1(e)	Liquid soap and paper towels at hand wash sinks	
		3.2(a)	Floor and walls smooth, nonabsorbent, non-porous	
		3.2(a)	Walls and ceilings lightly colored	
		3.2(a)	No carpet in work and equipment cleaning rooms	
		3.2(c)	Adequate lighting provided	
			Approved water supply, well water complies with N.J.A.C. 7:10-3.2(d)	
		3.2(e)	Proper sewage disposal	
		3.1(b)	Equipment Cleaning Room (if applicable)	
			Workflow and traffic patterns design to flow from soiled to clean areas	
			Signs to designate soiled and clean workspaces	
			Operable hand wash facilities	
			Manual cleaning of instruments conducted in sufficiently sized sink	
			Emergency eyewash station and exhaust hood if needle building	
		3.1(c-f)	Procedure Rooms	
		3.1(c)	Free from human habitation, food, or other activity which may cause contamination	
		3.1(d)	Workstations minimum of 80 sq. ft.	
		3.1(d)2	Easily cleanable partitions between workstations	

**BODY ART INSPECTION CHECKLIST
(Continued)**

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		3.1(c-f)	Procedure Rooms	
		3.1(d)	6-ft. partition for genital piercing	
		3.1(d)	Adequate storage cabinets to accommodate supplies	
		3.1(e)	Handwash sink with wrist/foot/sensor controls for every two workstations	
		3.1(f)	Furniture in workstations non-porous, cleanable and sanitized after each use	
		3.2(b)	Work areas properly ventilated to prevent odors	
		3.1(d)	Separate rooms for permanent cosmetics	
		3.3-3.5	Sanitary Facilities, Waste Management and Pest Control	
		3.3(a)	Public restroom available to clients during business hours	
		3.3(c)	Liquid soap in metal or plastic containers, paper towels provided in restrooms	
		3.4	Proper disposal of garbage and waste: plastic bags and outside containers	
		3.4(b)	Proper disposal of medical waste, items saturated with blood, and sharps	
		3.4(b)	NJDEP medical waste generator number, renewed annually	
		3.5(a)	Controls used for pest control	
		3.5(b)	No live animals allowed: service animals only	
		4	Client and Occupational Health and Safety	
		4.2(a)	Client records available upon request, three years	
		4.2(b)	Client application - Medical history - Informed consent	
		4.2(b); 4.2(c)	Consent form for minors, parent ID	
		4.3(c)	No smoking, eating, and drinking in work areas, equipment cleaning rooms and bathrooms	
		4.4	Written instructions issued by client's health care provider for areola restoration or camouflage	
		4.5(a)	Phone numbers of EMT, FD, Police posted by main phone	
		4.5(d)	Phone number of HD and Health Officer posted in conspicuous place	
		4.5(c)	First aid kit available at all times	
		4.6(a)	Written record of adverse client reactions, such as infection after procedure	
		4.7(a)	Practitioner has good personal hygiene, clean outer garments	
		4.7(a)	Frequent hand washing conducted	
		4.7(b)	Disposable, single use medical grade gloves worn at all times during procedure	
		4.7(c)	Written policies for latex allergies	
		4.7(e)	Practitioner does not work while ill with respiratory or skin conditions	
		4.7(e); 4.7(f)	OSHA rules followed; Written Hep B vaccine and universal precaution policies established for employee; written Exposure Control Plan	

**BODY ART INSPECTION CHECKLIST
(Continued)**

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		4	Client and Occupational Health and Safety	
		4.8(a)	Minimum standards for operators for body art establishments (i.e., trained and approved personnel)	
		4.8(b)	Provided training to each employee who has occupational exposure for blood borne pathogens	
		4.9	Pigments	
		4.9(a)	Utilize pigments that are non-irritating, stable to light, do not contain substances that are known to be carcinogens, are stored out of direct sunlight, and are not autoclaved	
		4.9(b)1-4	Apply pigments in single use individual pigment containers for each client - Remove excess from skin with single use, lint free products - Record the pigments used for each procedure with log, number of each pigment in the clients record - Use pigment removal solutions bearing labels that list their ingredients and direction for use	
		5	Sterilization and Disinfection	
		5.1(a)	Reusable instruments washed	
		5.1(a)1	By hand	
		5.1(a)2	Mechanically (ultrasonic)	
		5.2(a)	Sterilization of instruments packaged in individual peel packs	
		5.2(a)	Packs dated with expiration date, not to exceed 90 days, or as specified by manufacturer	
		5.3(f)	Hinged instruments processed in open position	
		5.3(a)	Copy of manufacturer instructions for autoclave	
		5.4(a)	Monthly negative biological indicator test, Bacillus stearothermophilus spores	
		5.4(d)	Test results retained for three years	
		5.4(f)	Chemical integrators in each load	
		5.5	If high level disinfection utilized, (e.g., Glutaraldehyde) proper procedures followed	
		5.6-5.8	Storage Use and Decontamination of Surfaces	
		5.6	All instruments used for body art shall be stored to ensure integrity and practitioners shall wear gloves	
		5.7	Single use items shall not be used on more than one client (cotton swabs, tissues, ink cups, gauze, razors, needles, blades, stencils, gloves, ointments, etc.)	
		5.8(a)	Proper cleaning of blood spills	
		5.8(b)	Foil or plastic covers used to protect surfaces and changed between clients (light handle, lamps, etc.)	
		5.8(c)	Low Level disinfectant used on general surfaces, procedure surfaces after each use, horizontal surfaces, restrooms and general work surfaces; daily	

**BODY ART INSPECTION CHECKLIST
(Continued)**

Name and Address of Body Art Establishment			Date of Inspection	
			Registration Number	Expiration Date
Met	Not Met	N.J.A.C. 8:27-	BODY PIERCING	
		6.1	Qualifications of Body Piercing Practitioners and Apprentices	
		6.1(a)2	At least 10 client applications and photographs of procedures performed and documented	
		6.11(a)1	Proof of completing an apprenticeship or approved to be a practitioner-references from former employers, tax records, certificates or diplomas, and/or professional memberships	
		6.1(b)	Apprentice is under direct supervision of practitioner for minimum of 1,000 hours	
		4.8(b)	Practitioners provide evidence of completion of current bloodborne pathogen course	
		6.2	Jewelry	
		6.2(a)1	Jewelry is compliant with the Association of Professional Piercers Initial Jewelry Standards	
		6.2(a)2	All jewelry sterilized or disinfected prior to insertion	
		6.2(a)3	Jewelry not immediately used after disinfection stored in a zip-lock plastic bag	
		6.2(a)4	Jewelry is manufacturer-designed used only in designated locations on the body	
		6.3	Skin Preparation	
		6.3(a)2,3	Area to be pierced marked with single use, medical grade, non-toxic marker after area is thoroughly disinfected	
		6.3(a)3	Gentian violet applied with single use marker	
		6.4(a)1-5	Proper application of antiseptic utilized on pierced area	
		6.4(a)2	General or lip external area-use of chlorhexidine, 70-90% isopropyl alcohol, iodophors, or iodine	
		6.4(a)3	Oral piercings; vigorous application of antiseptic mouthwash for one minute	
		6.4(a)5	Genitalia skin thoroughly cleaned with iodophors or iodine compounds, Chlorohexidine or Triclosan	
		6.5	Body Piercing Procedures	
		6.5(a)	Sterile, single use piercing needles used	
		6.5(a)	Piercing needles appropriately disposed of after performing each piercing procedure	
		6.5(d)	Sterile instruments opened in presence of client and handled aseptically	
		6.5(e)	Soft tissue, earlobe, eyebrow, face and septum: 18 gauge	
		6.5(e)	Genital: 14-8 gauge	
		6.5(e)	Nipple, navel, tongue minimum: 14 gauge	
<u>NOTE: Reuse of piercing needles is strictly prohibited</u>				
		6.6	After Care	
		6.6(a)1-5	After care instructions administered to client following procedure, verbal and written, and a copy of after care instructions signed by client and kept on file	

**BODY ART INSPECTION CHECKLIST
(Continued)**

Name and Address of Body Art Establishment			Date of Inspection	
			Registration Number	Expiration Date
Met	Not Met	N.J.A.C. 8:27-	TATTOOING	
		7.1	Qualifications of Tattooing Practitioners and Apprentices	
		7.1(a)1,(b)	For each practitioner, records demonstrating that a person has completed an apprenticeship in tattooing, consistent with N.J.A.C. 8:27-7.1(b), such as originals or electronic or paper copies of tax records, references from former employers, certificates or diplomas indicating that a person has completed an apprenticeship, or membership in good standing in a professional tattooing organization, such as the Alliance of Professional Tattooists, Inc., that conditions membership on the applicant's documentation to the organization of education and experience that are at least equivalent to the apprenticeship criteria at N.J.A.C 8:27	
		7.1(a)2	Practitioner submits 10 client applications, accompanying adverse reaction reports (if applicable), and photographs (or digital images) of tattoos that the tattooist has personally performed	
		7.1(b)	Practitioner performs as apprentice under direct supervision for min 2,000 hours	
		4.8(b)	Practitioners provide evidence of completion of Bloodborne Pathogen course	
		7.2	Skin Preparation	
		7.2(a)	Area to be tattooed washed with soap and water before and after shaving	
		7.2(b)	Single use, disposable, razor used for shaving	
		7.2(c)	Single use, disposable, washing pad used	
		7.2(d)	Area washed with 70-90% solution isopropyl alcohol, allowed to dry prior to starting	
		7.3	Equipment and Supplies	
		7.3(a)	Sterile needle used for each client	
		7.3(a)1	Solder used for attachment of needles to the needle bars shall be lead free	
		7.3(b)	Art stencils are single use and disposable	
		7.3(c)	Ointments single use for foil packs	
		7.3(d)	Paper towels or gauze used to apply soap and other products	
		7.3(e)	Gauze shall be single use	
		7.3(f)	Styptic pencils or alum solids to check blood flow prohibited	
		7.3(g)	Sterilized needles, tubes, or tips available for each practitioner for entire day	
		7.4	Pigments	
		7.4(a)	Dyes and materials are nontoxic, nonirritating to tissue, stable to light and inert to tissue metabolism	
		7.4(a)1	Pigments do not contain talc	
		7.4(b)	Single use, individual dye containers for each patron	
		7.4(c)	Excess dye on skin removed with single use, lint free paper product	
		7.5	After Care	
		7.5(a)1-5	After care instructions administered to client following procedure, verbal and written and signed by client and kept on file	

**BODY ART INSPECTION CHECKLIST
(Continued)**

Name and Address of Body Art Establishment			Date of Inspection	
			Registration Number	Expiration Date
Met	Not Met	N.J.A.C. 8:27-	PERMANENT COSMETICS	
		8.1	Qualifications of Permanent Cosmetics Practitioners and Apprentices	
		8.1(a)1	For each practitioner, subject to N.J.A.C. 8:27-8.1(d) and (e), records demonstrating that a person has successfully completed a basic training program in permanent cosmetics specified at N.J.A.C. 8:27-8.1(b), evidence of which is an original certificate, diploma, or other documentation that a training program issues to indicate successful completion	
		8.1(a)2	For each practitioner, subject to N.J.A.C. 8:27-8.1(c), five photos and consent forms for each of the following: - Eye brow simulation - Lip liner/shading - Eye liner/eyelash enhancement	
		8.1(b)	For each apprentice, subject to N.J.A.C. 8:27-8.1(b), successful completion of at least 100 hours of training provided by one or more trainers or instructors, evidenced with original certificate, diplomas or other documentation and proof of a passing grade of one of the three accepted training programs: The American Academy of Micropigmentation, Society of Permanent Cosmetics Professionals or SofTap®	
		8.1(d)	For practitioners who perform Areola restoration, Areola restoration training completed, 16-hour program	
		8.1(e)	For practitioners who perform camouflage, 6 months full time employment and 16 hours of camouflage training program	
		4.8(b)	For employees who come into contact with blood, proof of bloodborne pathogen training	
		8.2	Minimum Standards for Permanent Cosmetic Apprenticeship Program	
		8.2(a)1	The operator of a permanent cosmetics establishment that elects to offer an apprenticeship program shall file documentation with the health authority containing a statement that the establishment will provide an apprenticeship program, the names of the permanent cosmetics practitioners who are to serve as trainers or instructors, and that the trainers or instructors are qualified	
		8.2(a)2	The apprenticeship program curriculum meets or exceeds the curriculum for the basic permanent cosmetics training program of the Society of Permanent Cosmetic Professionals, the American Academy of Micropigmentation, or SofTap®, Inc.	
		8.2(a)3	Upon successful completion of an apprenticeship program, an apprentice shall have performed under direct supervision at least 5 each of the following: - Eye brow simulation procedures - Lip lining or shading procedures - Eyeliner and/or eyelash enhancement procedures	
		8.2(a)4	The trainer or instructor has a max of 4 apprentices who are physically present at the same time in the establishment to perform apprenticeship duties	
		8.2(a)5	An operator shall not allow an apprentice to perform permanent cosmetics procedure on a person unless they are present is in the workstation and visually observing the procedure	
		8.2(a)6	A trainer or instructor shall not supervise the performance of more than one apprentice at a time	

**BODY ART INSPECTION CHECKLIST
(Continued)**

Name and Address of Body Art Establishment			Date of Inspection		
			Registration Number	Expiration Date	
Met	Not Met	N.J.A.C. 8:27-	BODY PIERCING		
		8.2	Minimum Standards for Permanent Cosmetic Apprenticeship Programs		
		8.2(a)7	An operator shall maintain a log of each day of the apprentice's training		
		8.2(a)8	An operator shall retain the log for 5 years even if apprentice does not complete the training		
		8.2(a)9	An operator shall supply a copy of that log to a current or former apprentice in the below time frame: - If log is on site, within on business day - If the log is offsite, within 10 business days		
		8.3	Skin Preparation		
		8.3(a)1	Operator shall ensure practitioners and apprentices adhere to N.J.A.C. 8:27-4.7 before preparing a client's skin for application		
		8.3(a)2	Prepare the client's skin at the site of the permanent cosmetics application by: - Cleaning the skin thoroughly with dispensed soap, in foam or liquid form and water - Applying isopropyl alcohol of at least 70 percent to the application site - Allowing the skin to dry before commencing the procedure		
		8.4	Practice Standards for Permanent Cosmetics Procedures		
		8.4(a)1-6	Operators shall establish policies and procedures that ensure practitioners and apprentices: - Discard single use devices after each use - Issue a new client application if it has been over 180 days since last application or touch up - Administer after care instructions before each procedure - Do not allow over the counter cosmetics to remain open when not in use that can be used for other clients - Do not perform applications on skin surfaces that are sunburned, rash, keloids, pimples, boils, infections or open lesions or indicia of illness or unhealthy conditions - Do not perform applications on persons pregnant or who have taken or took within the last year oral tretinoin or isotretinoin medication		

**BODY ART INSPECTION CHECKLIST
(Continued)**

Name and Address of Body Art Establishment			Date of Inspection	
			Registration Number	Expiration Date
Met	Not Met	N.J.A.C. 8:27-	EAR PIERCING	
		9.2	Approval to Operate	
		9.2(a)	Health authority approval to operate license/permit effective for 1 year	
		9.2(a)1	Current license or permit displayed conspicuously	
		9.2(a)2	No person shall operate a facility that does not have a current permit or license	
		9.3	Client Records	
		9.3(a)	Client records retained for minimum of 3 years, available to health authority upon request	
		9.3(b)	Applicant must submit the following information on the application: • Name, date of birth, address, if minor name, date of birth and address of the minor • Telephone number of the applicant's emergency contact • Medical history • Practitioner shall include the name of the practitioner and location of ear-piercing procedure	
		9.3(b)3	Photocopy that is affixed to the client application of an original government issued photo ID	
		9.3(c)	Operator shall ensure that the procedure is explained, and the risks associated	
		9.3(c)2	Obtain written consent from the applicant	
		9.3(d)	The application form shall provide: • Written statement of the risks associated • Applicant signature • Photocopy of an original government photo ID	
		9.3(d)	The operator shall not permit minors without written consent and physical presence of the minor's parent or legal guardian at the time of the procedure	
		9.4	Reporting Requirements	
		9.4(a)	An operator shall report within 24 hours of becoming aware to the local health authority any infections or injuries resulting from the ear-piercing procedure	

**BODY ART INSPECTION CHECKLIST
(Continued)**

Name and Address of Body Art Establishment			Date of Inspection	
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Met	Not Met	N.J.A.C. 8:27-	EAR PIERCING	
		9.5	Hand Washing and Personal Hygiene	
		9.5(a)1	Operators shall ensure that practitioners performing ear piercings have good personal hygiene, clean outer garments	
		9.5(b)	Operators shall ensure that practitioners wash their hands after smoking, drinking or eating for at least 15 seconds with soap and water and vigorous rubbing	
		9.5(c)	If hand washing sinks with running water are not available, the use of alcohol-based hand rub as long as hands are not visibly soiled is authorized	
		9.5(d)	Operators shall ensure they are cleaning a reusable soap dispenser once emptied before refill	
		9.5(e)	Operators shall ensure they are cleaning a reusable soap dispenser once emptied before refill	
		9.5(f)	Operators shall establish a written policy addressing the needs of employees and clients who have latex allergies and provide latex free gloves	
		9.6	Piercing Instrument Standards	
		9.6(a)	Ear piercing instruments shall not be used for piercing any part of the body other than the ear lobes and trailing edge of the ear	
		9.6(b)	Ear piercing clasps and studs shall not be used for any part of the body other than the ear lobes and trailing edge of the ear	
		9.6(c)	Procedures established to ensure individuals are adequately trained to properly use, clean, and disinfect and store the instruments	
		9.6(d)	Employees do not perform procedures until training has been completed • Minimum of 3 ear lobe and 3 cartilage procedures under direct supervision of the operator • Employee training is properly documented by training program	
		9.6(e)	Entire clasp retainer and all parts of instruments in the direct contact with the client's skin are cleaned with alcohol or detergent before and after each procedure	
		9.6(f)	New or disinfected piercing instruments shall be stored separately from used or soiled tools or instruments	

**BODY ART INSPECTION CHECKLIST
(Continued)**

Name and Address of Body Art Establishment			Date of Inspection	
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Met	Not Met	N.J.A.C. 8:27-	TEMPORARY ESTABLISHMENTS	
		10.1	Issuance of Permit	
		10.1(a)	Temporary establishments shall be governed by all rules of a permanent establishment	
		10.1(b)	Temporary establishments may be authorized for body art procedures outside a physical location for the purposes of product demonstration, industry trade shows, and or educational purposes	
		10.2	Permit Requirements	
		10.2(a)1-6	Application shall be submitted to the health authority 30 days prior to the event, the application shall specify: - Purpose for the permit - Period of time during which it is needed, not to exceed 14 days per event w/o reapplication - The applicant's legal name, home address, and telephone number, full business name, business address, post office address and telephone number - Complete description of services provided, proposed hours, and all practitioner's names and addresses - A copy of client application, health history, and informed consent forms for each procedure used for the event - The facility name and business address where services will be provided	
		10.2(b)	The permit is not transferable from one place, location or person	
		10.2(c)	The permit shall be posted conspicuously	
		10.3	Operation	
		10.3(a)	The operator shall comply with all requirements of N.J.A.C. 8:27	
		10.3(b)	The temporary establishment shall be inspected by the health authority and a permit issued prior to any procedures being performed	
		10.3(c)	Procedures shall only be conducted in a completely enclosed non-mobile facility	
		10.3(d)	The operator shall provide conveniently located hand washing facilities with liquid soap, paper towels and hot and cold water under pressure	
		10.3(e)	Work area not less than 40 square feet	
		10.3(f)	The operator shall provide at least 100-foot candles of artificial light at workstations	

**BODY ART INSPECTION CHECKLIST
(Continued)**

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		10.3	Operation		
		10.3(g)	The operator shall provide facilities to properly sanitize instruments which shall be physically separated from procedure areas • A biological indicator test performed on site before event • Items are prepackaged either single use or previously packed sterilized instrument		
		10.3(h)1	Noticed posted conspicuously in each booth/cubicle, containing the name and address of each practitioner and the procedure for filing a complaint or reporting infection • The procedure for filing a complaint or reporting infection shall be given to each client with the written after care instructions, signed and maintained with client's records		
Comments					
Name of Establishment Operator			Signature		Date
Name of Inspector			Name of Local Health Department		
Signature				Date	