

APPENDIX B
New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health Sanitation and Safety Program
PO Box 369, Trenton, NJ 08625-0369

TANNING FACILITY INSPECTION CHECKLIST
(AUTHORITY: N.J.S.A. 26:2D-81 et seq., particularly 26:2D-88)

Name and Address of Tanning Facility			Date of Inspection		
			Registration Number TF	Expiration Date	
Met	Not Met	N.J.A.C. 8:28-	OPERATION OF TANNING FACILITIES		
		3.1	Equipment		
		3.1(a)	Sunlamp products and tanning equipment conform to FDA performance standard		
		3.1(b)	Physical barriers to protect consumer <ul style="list-style-type: none"> • Well constructed, with handholds and non-slip floors • Booth doors open outward and readily opened in emergency • Timers FDA-compliant: remote timer controlled by operator, timer tested annually, timer accuracy $\pm 10\%$ • Emergency shut-off switch readily accessible to consumer 		
		3.1(c)	Replacement UV lamps conform to original manufacturer's equipment or equivalent as specified by manufacturer		
		3.2	Construction		
		3.2(a)	Restroom(s) and dressing room(s) provided <ul style="list-style-type: none"> • Toilet, sink, hand soap, hand-drying device, safe and sanitary water • Construction conforms to State and local codes 		
		3.2(b)	Physical facility conforms to State and local codes <ul style="list-style-type: none"> • Well ventilated • Tanning bed/booth temperature $< 100^{\circ}\text{F}$ 		
		3.3	Sanitation and Maintenance of Tanning Facilities		
		3.3(a)	Clean and sanitary, and equipment maintained per manufacturer		
		3.3(b)	Equipment cleaned and properly disinfected between uses		
		3.3(c)	Clean towels provided		
		3.3(d)	Pets prohibited in tanning facilities (excepting assistance pets)		
		3.4	Warning Sign		
		3.4(a)	Conspicuously displayed		
		3.4(b)	Specified size		
		3.6	Protective Eyewear		
		3.6(a-d)	FDA compliant protective eyewear (consumer's or facility's) available and protective eyewear use required		
		3.6(e)	Reusable eyewear cleaned and properly disinfected by facility personnel		
		3.7	Protection of Consumers – General		
		3.7(a)	Trained operator onsite at all times		
		3.7(b)	Procedure manual readily available onsite to personnel		
		3.7(c)	Photosensitivity agent list readily available onsite to consumers and personnel and reviewed with consumers prior to initial session and annually thereafter		
		3.7(d)	Consumer assistance provided when needed		
		3.7(e)	Emergency contact list readily available for use by personnel		

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		3.8	Protection of Consumers – Minors	
		3.8(a)	Minors <17 years of age prohibited from sunlamp product use	
		3.8(b)	Parent or legal guardian for minors at least 17 but <18 years of age who use a sunlamp product are present at the tanning facility for the initial consultation	
		3.8(c)	Minors <14 years of age are prohibited from spray tanning in a tanning facility.	
		3.8(d)	Identification and age documentation for consumer or parent/legal guardian verified, photocopied and retained in consumer's record	
		3.8(e)	Sign with statement of facility practice regarding minors conspicuously posted in the facility's reception area	
		3.8(f)	Minors are not permitted in sunlamp product rooms when parents, guardians or others are tanning	
		3.9	Protection of Consumers – Exposure Limits	
		3.9(a)	Individualized skin phototype evaluation provided for each consumer	
		3.9(b)	Operator instructs consumers in maximum exposure time and distance for skin phototype and sunlamp product used, per manufacturers' instructions	
		3.9(c)	Operator ensures that consumer does not exceed maximum exposure time	
		3.9(d)	Operator instructs consumer in location of emergency shut-off switch	
		3.10	Protection of Personnel	
		3.10(a)	No tanning as compensation for work	
		3.10(b)	Personnel comply with all provisions of Tanning Facilities rule	
		3.10(c)	Personal protective equipment (PPE) provided and used by personnel	
		3.10(d)	No unnecessary exposure of personnel to UV radiation	
		3.11	Training of Personnel	
		3.11(a-c)	Operators trained using approved curriculum for facility	
		3.11(d)	Contents of facility's approved training curriculum <ul style="list-style-type: none"> • N.J.A.C. 8:28 (Tanning Facilities) and 21 CFR § 1040.20 (FDA sunlamp product performance standard) • Facility's procedure manual • User instructions for all sunlamp products provided onsite • Summary of biological effects of UV exposure • Guidelines for operators regarding injury and overexposure • Photosensitivity agent list • Protective eyewear use • Emergency procedures 	
		3.11(e)	Vendor material for curriculum	
		3.11(f)	Competency evaluation for personnel	
		3.11(g)	Documentation of operator training	
		3.12	Records	
		3.12(a-b)	Registrant responsible for record retention <ul style="list-style-type: none"> • Retained onsite for three years • Provided in electronic (w/backup) or printed form • Available for review by Department and local board of health 	

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		3.12(c)	Required records <ul style="list-style-type: none"> • Copies of registration applications • Copies of Certificates of Registration • Consumer file <ul style="list-style-type: none"> • Skin phototype evaluation • Exposure schedules for sunlamp products used • Tanning session record with date, time and duration • Age and identity documentation for consumers and parents or legal guardians • List of facility's trained operators • Documentation of personnel training per N.J.A.C 8:28-3.11 • Annual timer test results • Sunlamp product information <ul style="list-style-type: none"> • User instructions • Exposure schedule • Record of repairs and modifications • UV lamp replacement logs • Equivalency documentation for replacement lamps and equipment 		
		3.13	Advertising and Promotion		
		3.13(a-b)	No "safe" claims, false or misleading statements		
		3.13(c-d)	No reference to registration with Department in ads/promotions and no claims of Department or local board of health approval of tanning		
Comments					
Name of Facility Operator			Signature		Date
Name of Inspector			Name of Local Health Department		
Signature				Date	