

Class 1 Body Art Facility Checklist (application supporting information)

Company/Organization:

For permanent and mobile body art facilities, please answer the following questions:

1. Does your facility meet the location, design, construction, equipment and maintenance requirements outlined in the Nova Scotia Safe Body Art Act, Regulations, and Standards?
Yes No
2. Is the body art service area physically separated from incompatible businesses/services/activity (e.g. microblading is physically separated from hair and nail care)?
Yes No
3. For a permanent facility, if located in a private residence, is it physically separated from the residential section?
Yes No
4. For a mobile facility, if the commissary is located in a private residence, is it physically separated from the residential section?
Yes No
5. If either the permanent facility or commissary is located in a private residence, does the facility and/or the commissary have its own entrance?
Yes No
6. Does each personnel have unimpeded access, without the necessity of opening a door, to an adequately designed and equipped hand wash station that is separate from any washroom or decontamination room?
Yes No
7. Are the hand wash stations equipped with the following:
Check all that apply.
 - Liquid soap dispenser
 - Paper towels
 - Water
 - Trash can
8. Is there alcohol-based hand rub available at each body art procedure area?
Yes No

9. Is there a designated decontamination area for reprocessing instruments?
Yes No

If yes, answer part a and part b:

- a. Does the reprocessing room layout allow for a one-way work flow (dirty to clean)?
Yes No

- b. Is the decontamination room equipped with the following:
Hand wash sink, and
Instrument reprocessing sink, and
Sharps container, and
Garbage receptacle, and
Sufficient counter space

10. Are all high contact surfaces smooth, nonabsorbent, without cracks or holes, and capable of withstanding repeated cleaning and disinfection?
Yes No

11. Are washrooms available for personnel and customers of the business?
Yes No

If yes, can personnel and customers access the washrooms without having to walk through a decontamination area?

Yes No

12. Which one of the following describes the water supply used at your body art facility?

- a. Are you on a municipal or public water supply?
Yes No

- b. Are you using a private water supply? A private water supply is a water system that is privately owned, such as a well, cistern or hauled water tank.
Yes No

If yes, a recent acceptable water sample result must be provided to the inspector prior to approval.

- c. Is your water supply a registered public drinking water supply?
Yes No

If yes, please provide your registration number:

13. Does your facility have or are you currently working on a written infection prevention plan that describes the following standard operating procedures?

Maintenance of the body art facility, equipment and instruments
Facility cleaning and disinfection
Instrument and equipment cleaning and disinfection
Instrument and equipment cleaning and sterilization
Aseptic techniques and routine practices including set up, service delivery, and service tear-down
Waste management

14. Have all your personnel received an infection prevention course in the last year?

Yes No

If yes, please list course name and provider name:

Completion date:

15. Do you have written, procedure-specific, aftercare instructions available for clients for each service being offered as outlined in the Nova Scotia Safe Body Art Act, Regulations, and Standards?

Yes No

16. Please indicate the type of instrument(s) that will be used to perform body art services. Check all that apply.

Single-use

Pre-sterilized and single-use

Reusable requiring cleaning followed by disinfection

Reusable requiring cleaning and sterilization

17. If using reusable instruments, indicate which of the following will be used to reprocess:

Disinfectant (with a D.I.N and/or medical device number). Please indicate name and number:

Ultrasonic machine. Please indicate model name and number:

Sterilizer. Please provide the type, model name and model number:

Sterilization pouches

Type V integrator

Type 1 indicator

Spore tests

Other:

18. Do you have a copy of the sterilizer operational manual on-site?

Yes No

19. Do you have a copy of the ultrasonic machine operational manual on-site?

Yes No

20. Has the sterilizer received a passed spore test within the last two weeks?
Yes No

Records of spore tests must be kept on site and made available to an inspector upon request. A passed spore test from a third-party lab is required before you are granted a permit.

21. If applicable, are all inks and pigments of professional grade and do they meet the requirements of the federal *Food and Drugs Act* and *Cosmetic Regulations*?
Yes No

22. If applicable, does jewelry used for new body piercing meet the requirements in the Nova Scotia Safe Body Art Act, Regulations, and Standards?
Yes No

For mobile body art facilities (additional questions)

23. Does the facility have all the following?
a liquid waste storage tank with a capacity that is 15% greater than the storage capacity for the facility's on-board potable water

independent electrical power

24. Do you operate a permanent Nova Scotia body art facility with a valid permit that is equipped to reprocess reusable instruments?
Yes No

If yes, please provide facility name and permit number:

25. If using reusable instruments that require cleaning and sterilization, please provide the instrument handling, transportation and reprocessing procedure for these instruments (either attached or fill in below). Note: on-site sterilization is prohibited at a mobile body art facility.



26. Provide any additional information you feel may be necessary (optional):

27. Facility sketch (optional but may expedite application processing):