



Schenectady County Public Health Services

Environmental Health

107 Nott Terrace, Suite 300
Schenectady, New York 12308-3170

Phone: (518) 386-2818

Fax: (518) 386-2822

Body Art Event Requirements

The following requirements must be submitted to this office 6 months prior to an event.

Letter of Intent

Name of the Event - Location, Dates and Times of operation
Name (s) of the organizer (s) and contact information
Number of participants

Plan Review Stations

To scale drawing of facility square footage to include:
For each artist 9x5 foot area (45 sq ft) showing placement of:

- Tables
- Chairs
- Rolling carts
- Lighting
- Separation Walls/Partitions
- Hand Sinks
- Trash Cans
- Sharps Containers
- Power Source
- Finish material of all equipment above including floors and walls

Surfaces of tables and equipment must be made of metal or other material which is intact, smooth, non- absorbent, corrosive- resistant and easily sanitized.

Walkways

Measurement of walkways around the stations for customer and public safety

Seating Area

Location and size of seating area for friends and family of the customer

Break Areas

Location of break areas for artists to eat and drink

Restrooms

Location of restrooms for artist and customers

Emergency Plan

The plan must include:

- Plan for contacting Police, Fire and emergency medical services
- Blood Borne pathogen OSHA Control Plan as Mandated by U.S. OSHA
- Schenectady County Sanitary Code Body Art Regulations
- Injury Report Forms
- List of names and contact information of Body Artists at the event

Sharps Disposal

Plan for sharps container pick up and disposal with contract of facility used



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Temporary Body Art Permit Requirements

The Schenectady County Sanitary Code Body Art Tattoo/Body Piercing Regulations effective April 14, 2015 allows body art practitioners to obtain a temporary permit to perform tattooing and body piercing within Schenectady County at one event lasting 14 days or less.

- All practitioners must adhere to the code requirements listed in the Schenectady County Sanitary Code Body Art Tattoo/Body Piercing Regulations Effective April 14, 2015 to ensure that body art procedures are safe for the customer and body art practitioner. A copy of the code book and application for a permit to operate may be obtained from the Schenectady County Public Health Services Environmental Health Unit or online at www.schenectadycounty.com Department of Public Health - Environmental Health-Documents -Tattoo and Body Piercing Regulations
- An application for a permit to operate must be submitted to the Schenectady County Public Health Services Environmental Health Unit at least **30 days prior** to the intended event and must include :
 - Two passport photos taken within 30 days
 - Completed NYS CE-200 signed and dated
 - Certifications (classroom only) – CPR/First Aid, Blood Borne Pathogens, Skin Course
 - List of experience – permanent place of employment- studio name and address, studio owner's name and phone number, number of years as an artist.
 - Temporary Permit fee of \$100.00 (Please make checks made payable to Schenectady County)
- Temporary body art stations must be at least 45 square feet (9x5) and completely enclosed to protect from environmental factors such as wind, rain, dust, and separated by a half wall if held indoors.
- Temporary hand washing stations must be available at each body art station and be properly equipped with hot and cold potable water, liquid hand soap and disposable paper towels.
- All temporary body art stations must have properly lighted work surfaces to perform body art procedures.
- The body art station equipment must be cleaned and sanitized after each use. Used equipment must be stored separately from sterilized equipment and supplies.

- Tattoo needles and needle tubes and piercing needles must be for **single use only**. If using pre-sterilized body art equipment, the equipment must be in sealed sterile indicator bags dated within 6 months of sterilization.
- All inks must be **single use only**. Cups and caps are to be discarded after each customer.
- Disposable gloves must be changed between each customer or at any time they become pierced, torn or contaminated by unclean surfaces or objects. Hands are to be thoroughly washed and new gloves put on.
- Alcohol based hand sanitizers may be used **in conjunction with** proper hand washing.
- Skin of tattoo and piercing sites must be prepared using **sterile gauze with hospital grade germicidal solution**.
- All ointments and skin preparations used in the body art procedure must be dispensed in a sanitary manner from **single service packets or collapsible tubes and applied with sterile gauze. Open tubes or jars are prohibited**.
- All products applied to the skin, including body art stencils, applicators, gauze, razors must be **single use only**.
- All completed tattoos and body piercings must be washed with **sterile gauze and germicidal solution**. After air drying an antibacterial ointment is to be applied to the site and covered with a sterile dressing.
- Consent forms must include the name, address, age, date, type of body art procedure performed, location on the body, name and signature of the artist. The form must be signed by the customer. A copy must be given to the customer. The artist must retain a copy for 5 years.
- Aftercare instructions are to be given both verbally and in writing to the customer.
- All used needles and other disposable materials contaminated with blood or bodily fluids must be properly disposed of in sharps containers. Each station must be equipped with a sharps and covered trash container.
- **No one under the influence of drugs or alcohol or less than 18 years of age shall be tattooed.**
- **No one under the influence of drugs or alcohol or less than 18 years of age without parental consent shall be pierced.**

Failure to comply with applicable body art regulations will result in revocation of the permit to operate within Schenectady County and possible hearings and/or fines imposed.

Please contact the Schenectady County Public Health Services Environmental Health Unit with questions regarding the above requirements Monday – Friday 8:30 AM to 4:30 PM at (518) 386-2818.