

EVENT ORGANIZER APPLICATION CHECK LIST FOR A TEMPORARY BODY ART EVENT

This check list is provided to guide the temporary event sponsor/organizer to obtain the temporary event permit and demonstration booth permits that will meet public health and safety requirements established in the California Safe Body Art Act; all sections listed in this document refer to sections from this Act. This application package is required to be submitted a **minimum of 30 (thirty days)** prior to the date of the planned event.

- **A Schematic Drawing of the Temporary Event Facility Floor Plan:** The schematic must show the general layout of the facility to include: the demonstration booth locations, assigned number and company name, potable water supply, booth waste water discharge location, commercial hand washing stations, bathroom locations, posted information for the nearest emergency room, and if applicable the decontamination/sterilization area. The decontamination/sterilization area shall show the locations of the autoclave, ultrasonic cleaner, and a sink for cleaning equipment and hand washing.
- **Participating Practitioner/Company List:** The list shall be comprised of each company, the corresponding booth number, mailing address including postal zip code, email and name of responsible party for each company within the booth.
- **Body Art Event Organizer Application:** A written application to address sponsor requirements as specified in Section 119317 and 119318. The application shall address the following items:
 - **Demonstration Booth Requirements:** Provide a schematic drawing showing the booth dimensions, partition height, booth number, (the booth number shall be clearly labeled and located in an area of the booth that will not be covered or removed by the participating company) and location of hand washing equipment (hand wash equipment shall meet requirements of Section 119317(f)).
 - **Decontamination/Sterilization (if using sterilized equipment):** Section 119318 (b) (7): Provide contact information for the decontamination/ sterilization booth contractor. Provide the Blood-borne Pathogen Training Certificate or Body Art Practitioner Registration for the booth operators. Complete a biological spore test after set-up and submit sample to a laboratory for analysis. Maintain a log book of sterilization cycles including the date of the cycle, list of the contents of the load, exposure time and temperature, Class V integrator results, and biological spore test results.
 - **Hand Wash Facilities:** Section 119317 (f): Indicate type of hand washing stations provided. Indicate hand wash station locations on the temporary event floor plan. Hand washing stations shall be equipped with single dispensed paper towels and liquid soap. Provide the method and frequency that will be utilized to remove waste water and recharge potable water for the hand wash stations or hand wash equipment in the booths.
- **Restrooms:** Section 119318 (b) (2): Discuss the available rest room facilities for compliance with this section.
- **Sharps Disposal:** Provide a copy of the disposal agreement from an approved disposal service for the sharps. Provide properly labeled, portable sharps containers in each demonstration booth and in the decontamination station.
- **Trash Removal Frequency:** Section 119318 (b) (5): provide method of removal and disposal of trash from the demonstration booths. Document the frequency on a maintenance log.
- **Backup Supplies:** Section 119318 (b) (8): Discuss the availability of single use supplies for practitioner purchase and use.
- **Forms and Documents:** Section 119318(b): Discuss availability of all necessary forms (i.e., Client Consent, Medical History, Aftercare Instructions, Client Procedure Log, Disposable Instrument Use Log, and Sterilization Log)