INFECTION PREVENTION AND CONTROL PLAN (IPCP)- AUTOCLAVE

FACILITY INFORMATION	Facility ID:

BUSINESS INFORMATION			
Facility Name			
Facility Address		State	Zip Code
City			
Facility Phone	E-mail		

APPLICANT INFORMATION	
Owner Name	
Phone	E-mail

CHECK ALL SERVICES TO BE OFFERED

☐ Tattooing ☐ Body Piercing ☐ Permanent Cosmetics ☐ Branding

The owner, employees and practitioners of the above body art facility have developed this Infection Prevention and Control Plan to prevent accidents, to eliminate or minimize occupational exposure to blood or other body fluids, and to break the cycle of cross-contamination between practitioners and clients. This plan is intended to comply with the Safe Body Art Act.

The body art facility owner shall provide on-site training when tasks demanding potential occupational exposures are initially assigned, anytime there are changes in the procedures or tasks, when new technology is adopted for use in the facility, but not less than once per year. Records shall be maintained on-site for 3 years. Changes must be immediately reflected in this document and resubmitted to the Sacramento County Environmental Management Department (EMD) for review.

> *All body art practitioners and employees have access to the plan and can review it at any time during their work shifts. Each practitioner is required to have proof of annual Bloodborne Pathogen (BBP) certification and a current valid body art practitioner registration from an approved provider.*

An owner of a body art facility shall notify the Sacramento County EMD in writing within 30 days of the resignation, termination, or NEW hire of a body art practitioner at the body art facility. 119312. (j) The county may SUSPEND or REVOKE the permit of a body art facility if a person who does not possess a valid practitioner registration is allowed to perform body art.

This plan is effective as of this date.	Date:
Location of IPCP at the facility.	Location:

CHANGES TO IPCP

Date	Change	Page Number

ANNUAL TRAINING LOGS

I certify that I received the following Infection Protection Control Plan training, required annually or when a change occurs.

Date	PRACTITIONER	Trainer/initials	Comments

LICENSED MEDICAL WASTE HAULER			
☐ Mail back ☐ Pick up	Business Name		
	Address		
	City	State	Zip Code
	Facility Phone		
How often are sharps picked up by the disposal company?			
Where are full sharp containers stored, prior to disposal in facility?			
What items are required to be discarded in the **sharps** container?			
Describe location of each **sharps** container in the facility?			
PROCEDURES FOR SAFE HANDLING AND DISPOSAL OF SHARPS WASTE	*The sharps waste container shall be labeled with the words "sharps waste" or with the international biohazard symbol and the word "BIOHAZARD"*		
What are the procedures for cleaning up an accidental spill?			

EPA REGISTERED DISINFECTANT

All active practitioner must know correct required wet contact time

1.	Contact time:
2.	Contact time:
3.	Contact time:
4.	Contact time:
5.	Contact time:

PROPER HANDWASHING

Proper handwashing is a key component to preventing cross-contamination. All sinks must be permanently plumbed and equipped with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser that is accessible at all times to the practitioner.

Describe the location of each handwashing sink in facility.	
Describe when handwashing is required in your facility.	
Who is responsible for ensuring **PPE** are properly stocked?	

PERSONAL PROTECTION EQUIPMENT

*Personal Protection Equipment **(PPE)** must be disposable or washed by a commercial laundry service.*

Describe the location of gloves available within facility.	
What Personal Protective Equipment is worn during body art procedures?	
Who is responsible for ensuring hand sinks are properly stocked.	

BARRIER FILM/SHEATH	Describe the use of barrier film, dental wraps, absorbent pads, paper towels, aprons, bibs and any film used in your facility prior to the performance of body art and describe what equipment is covered and with what type of barrier is used in each instance.

SKIN PREP	How will skin be prepared prior to the procedure? If skin at the procedure site is to be shaved, describe the **solution** used to prepare the skin and type of razor used.

What solution or transfer agent is used to apply stencils or mark work sites?		All disposable razor must be discarded where?	
DRESSING: When covering a procedure site, a sterile dressing must be used. (Plastic wrap not approved) What type of dressing (s) are used?			

PROCEDURES FOR CLEANING AND DECONTAMINATION

1. Describe procedures for cleaning and decontaminating environmental surfaces, including but not limited to countertops, chairs/stools, trays, arm rests, headrests, procedure area, and tables.

Work surfaces and equipment are cleaned before / after each procedure by...

Cleaning and decontamination: What surfaces and objects will be disinfected?
Cleaning and decontamination: How often will these surfaces and objects be disinfected?

Setup procedures for body art services.

Setup procedures are as follows ...

Teardown procedures following the completion of any form of body art procedure.

Teardown procedures are as follows...

Describe steps taken to **prevent cross contamination** of instruments or the procedure site during a body art procedure.

Cross contamination is prevented by…

PREVENTION OF CROSS CONTAMINATION

Wash and dry hands. Put on a clean apron, bib or lap pad over clean clothing. Put on any personal protective equipment that is appropriate for the task. Don clean, previously unused, disposable examination gloves on both hands just prior to the procedure. Gloves shall be worn throughout the procedure. If gloves come into contact with an object or surface other than the client's prepared skin or material to be used for the procedure, or if a glove is torn or punctured, both gloves shall be removed, hand hygiene performed, and new, clean, previously unused, disposable gloves shall be donned. If gloves are removed for any reason during a procedure, hand hygiene shall be performed prior to donning new, clean, previously unused, disposable examination gloves.

The practitioner shall wear disposable gloves on both hands when touching, decontaminating, or handling a surface, object, instrument, or jewelry that is soiled or that is potentially soiled with human blood.

Washing of contaminated instruments:	
*An instrument or reusable item that does **not** come in contact with non-intact skin or mucosal surfaces shall be washed with a solution of soap and water, using a brush that is small enough to clean the interior surfaces and decontaminate after each procedure.*	
This washing will occur at the sink located at:	

PROCEDURE FOR PROTECTING CLEAN AND STERILE INSTRUMENT PACKS

Clean instruments and sterilized instrument packs shall be placed in clean, dry, labeled containers, or stored in a labeled cabinet that is protected from dust and moisture.

Where will sterilized packaged instruments be stored in facility?		
When evaluating sterilized equipment, what things are you looking for to ensure they are safe to use?		
Are sterilization packages opened in front of the customer prior to the procedure?	☐ YES	☐ NO
What will be done with a compromised sterilized package?		

FACILITY MANAGEMENT	Describe the cleaning procedure and frequency for each of these areas.
Customer waiting area:	
Restroom:	
Break room:	
Decontamination and sterilization room:	
When and where are animals allowed in your facility?	
Where will eating, drinking and smoking be allowed by employees and customers?	
List the location of trash bins/receptacles, use of disposable liners, where liners are stored, and frequency of trash removal. What items will go into the trash receptacles?	

RECORD KEEPING

*Disposable, single-use, pre-sterilized instruments are used, the following records must be maintained for a minimum of **90 days after use**.*

A record of purchase: Where are these records maintained?	In room located at back of facility

Written proof on company or laboratory letterhead showing that the presterilized instruments have undergone a sterilization process. Written proof shall clearly identify the instruments sterilized by name or item number and shall identify the lot or batch number of the sterilizer run.

This written proof will be maintained in the facility at?	testing answers

Client log documentation must be kept of all procedures, 1) the practitioner performing the procedure, 2) client name, 3) lot numbers of presterilized instruments used, and 4) date of procedure.

Where are these records maintained?	In room located at back of facility

All information gathered from the client that is personal medical information and that is subject to the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) or similar state laws shall be maintained or disposed of in compliance with those provisions.

Consent and medical questionnaires will be stored at: _____

The location of the first aid kit is: _____

The location of the nearest healthcare (open 24 hours) facility is:

NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PROCEDURES FOR DECONTAMINATING, PACKAGING, STERILIZING AND STORING REUSABLE INSTRUMENTS

An instrument or other reusable item that comes into contact with non-intact skin or mucosal surfaces shall either be single-use or be washed, decontaminated, packaged and sterilized after each procedure.

Sterilizers shall be loaded, operated, decontaminated, and maintained according to the manufacturer's directions. Only steam autoclave equipment manufactured for the sterilization of ***medical instruments*** *shall be used. Autoclaves must have mechanical indictors for time, temperature and pressure.*

Make and Model of Autoclave:

Time, Temperature, PSI: List the temperature, duration of time, and PSI of the autoclave at that temperature required for sterilization:

Describe the procedure used for decontaminating instruments or other reusable items prior to placing into the autoclave. Indicate whether instruments are manually or machined washed and packaged.

List all Personal Protective Equipment (PPE) worn when cleaning and washing instruments and equipment:

A reusable item that cannot be immediately washed, decontaminated, and sterilized following the completion of the body art procedure shall be placed in a basin of water with or without detergent.

What type of container is used to store the instruments when soaking or washing?
What type solution is used?

Location of the soaking instruments:

Is an ultrasonic machine used for washing and cleaning instruments? YES ☐ NO ☐
Ultrasonic machines must be used per manufacturer's instructions.

All chemical bottles must be labeled.

Washed instruments to be sterilized shall first be sealed in sterilization packages that contain either a sterilizer indicator or internal temperature indicator. The outside of the pack shall be labeled with the date sterilized, the initials of the person operating the sterilizing equipment and contents of the package unless it has a clear window.

Decontamination and sterilization area must be more than 5 feet from the procedure area or separated by a solid, cleanable barrier.

If applicable, how will the decontamination and sterilization barrier be cleaned and how often?

Instruments are packaged for sterilization as follows:

INSTRUMENT TYPE	SPECIAL REQUIREMENTS	PACKAGING MATERIAL
Hinged	Must be in "open" position	Sterilization packs
Grips		Sterilization packs
Jewelry		Sterilization packs or open if for immediate use

Sterilization equipment shall be tested using a commercial biological indicator ("spore test") monitoring system after the initial installation, after any major repair, and at least once per month. The expiration date of the monitor shall be checked prior to each use.

Biological indicators monitoring test results shall be recorded in a log that shall be kept on site, located _____ for minimum of 3 years after the date of the results. Describe actions taken when a spore test has failed.

_____

Each sterilization load shall:
A) Be monitored with mechanical indicators for time, temperature and pressure
*B) Include a **Class V integrator***
*C) Each sterilization pack shall have an **indicator***

*A written log of each sterilization cycle shall be maintained for **3** years and shall include all of the following information:*

a. *The date of the load.*
b. *A list of the contents of the load.*
c. *The exposure time and temperature.*
d. *The results of the Class V integrator.*
e. *For cycles where the results of the biological indicator (spore test) monitoring are positive, how the items were cleaned, and proof of a negative test before reuse.*

The current log will be kept in the following location: _____

Older logs will be kept for three years in the following location: _____

Describe how you load your sterilizer/tray and where you place your Class V integrator in each load:

_____

Sterilized items are left in this location to fully dry for this length of time: _____

JEWELRY STANDARDS FOR PIERCING

(For Facilities Offering Piercing Services Only)

Jewelry placed in newly pierced skin shall be sterilized prior to piercing as specified in Section 119315 or shall be purchased pre-sterilized. Sterile jewelry packs shall be evaluated before use and, if the integrity of a pack is compromised, including but not limited to, being torn, wet or punctured, the pack shall be discarded or reprocessed before use.

Only jewelry made of ASTM F 138, ISO 5832-1 and AISI 316L or AISI 316LVM implant grade stainless steel, solid 14-karat through 18-karat yellow or white gold, niobium, ASTM F 136 6A4V titanium, platinum, or other materials found to be equally biocompatible shall be placed in newly pierced skin.

All jewelry placed in newly pierced skin will meet the above requirements.

BRANDING STANDARDS

Branding shall not be done with another client in the procedure area. During the procedure, the practitioner and the client shall wear appropriate protective face filter masks.

All other standards outlined above in the IPCP shall be followed for branding.