



**Public Health**  
Prevent. Promote. Protect.

## TOWN OF ATHOL

### **Rules and Regulations for Body Art Establishments and Practitioners**

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#### **1. Purpose**

The Town of Athol is promulgating rules and regulations which provide minimum requirements to be met by any person performing body art upon any individual and for any establishment where body art is performed. These requirements shall include, but not be limited to, general sanitation of premises where body art is to be performed and the use of pre-sterilized, disposable equipment. These rules and regulations are necessary to protect the public's health by preventing diseases, specifically including, but not limited to transmission of Hepatitis B and/or Human Immunodeficiency Virus (HIV/AIDS).

In addition, these rules and regulations shall establish procedures for permitting of all persons performing body art, for the requirement of training courses in disease prevention and in anatomy and physiology, for regular inspections of premises where body art is performed, and for revocation of the permit of any person or establishment

deemed in violation of the rules and regulations promulgated under this section. An annual, non-transferable permit fee set by the Town of Athol Board of Health shall be paid by any person or establishment permitted under this section.

## **2. Authority**

These regulations are promulgated under the authority granted to the Board of Health, Town of Athol, under Section 31, Chapter 111 of the Massachusetts General Laws and amendments and additions thereto, in the interest of and preservation of public health.

## **3. Definitions**

Aftercare means written instructions given to the client, specific to the body art procedure(s) rendered, about caring for the body art and surrounding area, including information about when to seek medical treatment, if necessary.

Applicant means any person who applies to the Board of Health for either a body art establishment permit or practitioner permit.

Autoclave means an apparatus for sterilization utilizing steam pressure at a specific temperature over a period of time.

Autoclaving means a process which results in the destruction of all forms of microbial life, including highly resistant spores, by the use of an autoclave for a minimum of thirty minutes at 20 pounds of pressure (PSI) at a temperature of 270 degrees Fahrenheit.

Bloodborne Pathogens Standard means OSHA Guidelines contained in 29 CFR 1910.1030, entitled "Occupational Exposure to Bloodborne Pathogens."

Board of Health or Board means the Board of Health that has jurisdiction in the community in which a body art establishment is located including the Board or officer having like powers and duties in towns where there is no Board of Health.

Body Art means the practice of physical body adornment by permitted establishments and practitioners using, but not limited to, the following techniques: body piercing, tattooing, cosmetic tattooing, branding, and scarification. This definition does not include practices that are considered medical procedures by the Board of Registration in Medicine, such as implants under the skin, which procedures are prohibited.

Body Art Establishment or Establishment means a location, place, or business that has been granted a permit by the Board, whether public or private, where the practices of body art are performed, whether or not for profit.

Body Art Practitioner or Practitioner means a specifically identified individual who has been granted a permit by the Board to perform body art in an establishment that has been granted a permit by the Board.

Body Piercing means puncturing or penetrating the skin of a client with pre-sterilized single-use needles and the insertion of pre-sterilized jewelry or other adornment into the opening. This definition excludes piercing of the earlobe with a pre-sterilized single-use stud-and-clasp system manufactured exclusively for ear piercing.

Braiding means the cutting of strips of skin of a person, which strips are then to be intertwined with one another and placed onto such person so as to cause or allow the incised and interwoven strips of skin to heal in such intertwined condition.

Branding means inducing a pattern of scar tissue by use of a heated material (usually metal) to the skin, making a serious burn, which eventually becomes a scar.

Cleaning area means the area in a Body Art Establishment used in the sterilization, sanitation or other cleaning of instruments or other equipment used for the practice of body art.

Client means a member of the public who requests a body art procedure at a body art establishment.

Contaminated Waste means waste as defined in 105 CMR 480.000: Storage and Disposal of Infectious or Physically Dangerous Medical or Biological Waste, State Sanitary Code, Chapter VIII and/or 29 Code of Federal Regulation part 1910.1030. This includes any liquid or semi-liquid blood or other potentially infectious material; contaminated items that would release blood or other potentially infectious material in a liquid or semi-liquid state if compressed; items on which there is dried blood or other potentially infectious material and which are capable of releasing these materials during handling; sharps and any wastes containing blood or other potentially infectious materials.

Cosmetic Tattooing, also known as permanent cosmetics, micro pigment implantation or dermal pigmentation, means the implantation of permanent pigment around the eyes, lips and cheeks of the face and hair imitation.

Disinfectant means a product registered as a disinfectant by the U.S. Environmental Protection Agency (EPA).

Disinfection means the destruction of disease-causing microorganisms on inanimate objects or surfaces, thereby rendering these objects safe for use or handling.

Ear piercing means the puncturing of the lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system following the manufacturer's instructions.

Equipment means all machinery, including fixtures, containers, vessels, tools, devices, implements, furniture, display and storage areas, sinks, and all other apparatus and appurtenances used in connection with the operation of a body art establishment.

Exposure means an event whereby there is an eye, mouth or other mucous membrane, non-intact skin or parenteral contact with the blood or bodily fluids of another person or contact of an eye, mouth or other mucous membrane, non-intact skin or parenteral contact with other potentially infectious matter.

Fee means amount in U.S. dollars to be paid to satisfy requirements according to the posted schedule set by the Board for applications, permits, re-inspections, or any other purpose the Board may reasonably deem appropriate. A schedule of fees will be posted or available in the Board of Health Office.

Hand Sink means a lavatory equipped with hot and cold running water under pressure, used solely for washing hands, arms, or other portions of the body.

Hot water means water that attains and maintains a temperature 110°-130°F.

Instruments Used for Body Art means hand pieces, needles, needle bars, and other instruments that may come in contact with a client's body or may be exposed to bodily fluids during any body art procedure.

Invasive means entry into the client's body either by incision or insertion of any instruments into or through the skin or mucosa, or by any other means intended to puncture, break, or otherwise compromise the skin or mucosa.

Jewelry means any ornament inserted into a newly pierced area, which must be made of surgical implant-grade stainless steel; solid 14k or 18k white or yellow gold, niobium, titanium, or platinum; or a dense, low-porosity plastic, which is free of nicks, scratches, or irregular surfaces and has been properly sterilized prior to use.

Light colored means a light reflectance value of 70 percent or greater.

Micropigmentation Apprenticeship – an on-the-job training period, prior to meeting the full qualification requirements for licensure as a Tattoo Artist with authorization to apply Permanent Make-up and also certified as an Associate Member of the American Academy of Micropigmentation.

Minor means any person under the age of eighteen (18) years.

Mobile Body Art Establishment means any trailer, truck, car, van, camper or other motorized or non-motorized vehicle, a shed, tent, movable structure, bar, home or other facility wherein, or concert, fair, party or other event whereat one desires to or actually does conduct body art procedures.

Operator means any person who individually, or jointly or severally with others, owns, or controls an establishment, but is not a body art practitioner.

Permit means Board approval in writing to either (1) operate a body art establishment or (2) operate as a body art practitioner of tattoos, branding or scarification; (3) operate as a Body Art practitioner of body piercing. Board approval shall be granted solely for the practice of body art pursuant to these regulations. Said permit is exclusive of the establishment's compliance with other licensing or permitting requirements that may exist within the Board's jurisdiction.

Person means an individual, any form of business or social organization or any other non-governmental legal entity, including but not limited to corporations, partnerships, limited-liability companies, associations, trusts or unincorporated organizations.

Physician means an individual licensed as a qualified physician by the Board of Registration in Medicine pursuant to M.G.L. c. 112 § 2.

Procedure surface means any surface of an inanimate object that contact the client's unclothed body during a body art procedure, skin preparation of the area adjacent to and including the body art procedure, or any associated work area, which may require sanitizing.

Sanitary means clean and free of agents of infection or disease.

Sanitize means the application of an U.S. EPA registered sanitizer on a cleaned surface in accordance with the label instructions.

Scarification means altering skin texture by cutting the skin and controlling the body's healing process in order to produce wounds, which result in permanently raised wheals or bumps known as keloids.

Sharps means any object, sterile or contaminated, that may intentionally or accidentally cut or penetrate the skin or mucosa, including, but not limited to, needle devices, lancets, scalpel blades, razor blades, and broken glass.

Sharps Container means a puncture-resistant, leak-proof container that can be closed for handling, storage, transportation, and disposal and that is labeled with the International Biohazard Symbol.

Single Use Items means products or items that are intended for one-time, one-person use and are disposed of after use on each client, including, but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, piercing needles, scalpel blades, stencils, ink cups, and protective gloves.

Sterile Technique means to eliminate every potential microorganism in and around a sterile field, also maintaining instruments as free from microorganisms as possible.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Tattoo means the indelible mark, figure or decorative design introduced by insertion of dyes or pigments into or under the subcutaneous portion of the skin.

Tattooing means any method of placing ink or other pigment into or under the skin or mucosa by the aid of needles or any other instrument used to puncture the skin, resulting in permanent coloration of the skin or mucosa. This term includes all forms of cosmetic tattooing.

Temporary Body Art Establishment means the same as Mobile Body Art Establishment.

Three dimensional "3D" Body Art or Beading or Implantation means the form of body art consisting of or requiring the placement, injection or insertion of an object, device or other thing made of matters such as steel, titanium, rubber, latex, plastic, glass or other inert materials, beneath the surface of the skin of a person. This term does not include Body Piercing.

Ultrasonic Cleaning Unit means a unit approved by the Board, physically large enough to fully submerge instruments in liquid, which removes all foreign matter

from the instruments by means of high frequency oscillations transmitted through the contained liquid.

Universal Precautions as defined by Center of Disease Control and Prevention, are a set of guidelines and precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Precautions include hand washing; gloving; personal protective equipment; injury prevention; and proper handling and disposal of needles, other sharp instruments, and blood and body fluid-contaminated products.

#### **4. Exemptions**

- A. Physicians licensed in accordance with M.G.L. c. 112 § 2 who perform body art procedures as part of patient treatment are exempt from these regulations.
- B. Individuals who pierce only the lobe of the ear with a pre-sterilized single-use stud and clasp ear-piercing system are exempt from these regulations.

#### **5. Restrictions**

- A. No tattooing, piercing of genitalia, branding or scarification shall be performed on a person under the age of 18.
- B. Body piercing, other than piercing the genitalia, may be performed on a person under the age of 18 provided that the person is accompanied by a properly identified parent, legal custodial parent or legal guardian who has signed a form consenting to such procedure. Properly identified shall mean a valid photo identification of the adult and a birth certificate of the minor.
- C. No body art shall be performed upon an animal.
- D. The following body piercings are hereby prohibited: piercing of the uvula; piercing of the tracheal area; piercing of the neck; piercing of the ankle; piercing between the ribs or vertebrae; piercing of the web area of the hand or foot; piercing of the lingual frenulum (tongue web); piercing of the clitoris; any form of chest or deep muscle piercings, excluding the nipple; piercing of the anus; piercing of an eyelid, whether top or bottom; piercing of the gums; piercing or skewering of a testicle; so called “deep” piercing of the penis – meaning piercing through the shaft of the penis, or “trans-penis” piercing in any area from the corona glandis to the pubic bone; so called “deep” piercing of the scrotum meaning piercing through the scrotum, or “transcrotal” piercing; so called “deep” piercing of the vagina.

- E. The following practices hereby prohibited unless performed by a medical doctor licensed by the Commonwealth of Massachusetts: tongue splitting; braiding; three-dimensional/beading/implementation tooth filing/fracturing/removal/tattooing; cartilage modification; amputation; genital modification of saline or other liquids.

**6. Operation of Body Art Establishments**

Unless otherwise ordered or approved by the Board, each body art establishment shall be constructed, operated and maintained to meet the following minimum requirements:

**A. Physical Plant**

- (1) Walls, floors, ceilings, and procedure surfaces shall be smooth, durable, free of open holes or cracks, light-colored, washable, and in good repair. Walls, floors, and ceilings shall be maintained in a clean condition. All procedure surfaces, including client chairs/benches, shall be of such construction as to be easily cleaned and sanitized after each client.
- (2) Solid partitions or walls extending from floor to ceiling shall separate the establishment's space from any other room used for human habitation, any food establishment or room where food is prepared, any hair salon, any retail sales, or any other such activity that may cause potential contamination of work surfaces.
- (3) The establishment shall take all measures necessary to ensure against the presence or breeding of insects, vermin, and rodents within the establishment.
- (4) Each operator area shall have a minimum of 45 square feet of floor space for each practitioner. Each establishment shall have an area that may be screened from public view for clients requesting privacy. Multiple body art stations shall be separated by a dividers or partition at a minimum.
- (5) The establishment shall be well ventilated and provided with an artificial light source equivalent to at least 20 foot candles 3 feet off the floor, except that at least 100 foot candles shall be provided at the level where the body art procedure is being performed, where instruments and sharps are assembled and in all cleaning areas.
- (6) All electrical outlets in operator areas and cleaning areas shall meet current electrical code.
- (7) A separate, readily accessible hand sink with hot and cold running water under pressure, preferably equipped with wrist- or foot-operated controls and supplied with liquid soap, and disposable paper towels stored in fixed dispensers shall be readily accessible within the establishment. Each operator area shall have a hand sink.



- (8) There shall be a sharps container in each operator area and each cleaning area.
- (9) There shall be a minimum of one toilet room containing a toilet and sink. The toilet room shall be provided with toilet paper, liquid hand soap and paper towels stored in a fixed dispenser. A body art establishment permanently located within a retail shopping center, or similar setting housing multiple operations within one enclosed structure having shared entrance and exit points, shall not be required to provide a separate toilet room within such body art establishment if Board-approved toilet facilities are located in the retail shopping center within 300 feet of the body art establishment so as to be readily accessible to any client or practitioner.
- (10) The public water supply entering a body art establishment shall be protected by a testable, reduced pressure back flow preventor installed in accordance with 142 Code of Massachusetts Regulation 248, as amended from time to time.
- (11) At least one covered, foot operated waste receptacle shall be provided in each operator area and each toilet room. Receptacles in the operator area shall be emptied daily. Solid waste shall be stored in covered, leakproof, rodent-resistant containers and shall be removed from the premises at least weekly.
- (12) At least one janitorial sink shall be provided in each body art establishment for use in cleaning the establishment and proper disposal of non-contaminated liquid wastes in accordance with all applicable Federal, state and local laws. Said sink shall be of adequate size equipped with hot and cold running water under pressure and permit the cleaning of the establishment and any equipment used for cleaning.
- (13) All instruments and supplies shall be stored in clean, dry, and covered containers. Containers shall be kept in a secure area specifically dedicated to the storage of all instruments and supplies.
- (14) The establishment shall have a cleaning area. Every cleaning area shall have an area for the placement of an autoclave or other sterilization unit located or positioned a minimum of 36 inches from the required ultrasonic cleaning unit.
- (15) The establishment shall have a customer waiting area, exclusive and separate from any workstation, instrument storage area, cleaning area or any other area in the body art establishment used for body art activity.
- (16) No animals of any kind shall be allowed in a body art establishment except service animals used by persons with disabilities (e.g., Seeing Eye dogs). Fish aquariums shall be allowed in waiting rooms and nonprocedural areas.

- (17) Smoking, eating, or drinking is prohibited in the area where body art is performed, with the exception of non-alcoholic fluids being offered to a client during or after a body art procedure.

B. Requirements for Single Use Items Including Inks, Dyes and Pigments

- (1) Single-use items shall not be used on more than one client for any reason. After use, all single-use sharps shall be immediately disposed of in approved sharps containers pursuant to 105 CMR 480.000.
- (2) All products applied to the skin, such as but not limited to body art stencils, applicators, gauze and razors, shall be single use and disposable.
- (3) Hollow bore needles or needles with cannula shall not be reused.
- (4) All inks, dyes, pigments, solid core needles, and equipment shall be specifically manufactured for performing body art procedures and shall be used according to manufacturer's instructions.
- (5) Inks, dyes or pigments may be mixed and may only be diluted with water from an approved potable source. Immediately before a tattoo is applied, the quantity of the dye to be used shall be transferred from the dye bottle and placed into single-use paper cups or plastic cups. Upon completion of the tattoo, these single-use cups or caps and their contents shall be discarded.

C. Sanitation and Sterilization Measures and Procedures

- (1) All non-disposable instruments used for body art, including all reusable solid core needles, pins and stylets, shall be cleaned thoroughly after each use by scrubbing with an appropriate soap or disinfectant solution and cold water, (to remove blood and tissue residue), and shall be placed in an ultrasonic unit sold for cleaning purposes under approval of the U.S. Food and Drug Administration and operated in accordance with manufacturer's instructions.
- (2) After being cleaned, all non-disposable instruments used for body art shall be packed individually in sterilized packs and subsequently sterilized in a steam autoclave sold for medical sterilization purposes under approval of the U.S. Food and Drug Administration. All sterilized packs shall contain either a sterilized indicator or internal temperature indicator. Sterilize packs must be dated with an expiration date not to exceed six (6) months.
- (3) The autoclave shall be used, cleaned, and maintained according to manufacturer's instruction. A copy of the manufacturer's recommended procedures for the operation of the autoclave must be available for inspection by the Board. Autoclaves shall be located away from workstations or areas frequented by the public.

- (4) Each holder of a permit to operate a body art establishment shall demonstrate that the autoclave used is capable of attaining sterilization by monthly spore destruction tests. These tests shall be verified through an independent laboratory. The permit shall not be issued or renewed until the Board receives documentation of the autoclave's ability to destroy spores. These test records shall be retained by the operator for a period of three (3) years and made available to the Board upon request.
- (5) All instruments used for body art procedures shall remain stored in sterile packages until just prior to the performance of a body art procedure. After sterilization, the instruments used in body art procedures shall be stored in a dry, clean cabinet or other tightly covered container reserved for the storage of such instruments.
- (6) Sterile instruments may not be used if the package has been breached or after the expiration date without first repackaging and resterilizing.
- (7) If the body art establishment uses only single-use, disposable instruments and products, and uses sterile supplies, an autoclave shall not be required.
- (8) When assembling instruments used for body art procedures, the operator shall wear disposable medical gloves and use medically recognized sterile techniques to ensure that the instruments and gloves are not contaminated.
- (9) Reusable cloth items shall be mechanically washed with detergent and mechanically dried after each use. The cloth items shall be stored in a dry, clean environment until used. Should such items become contaminated directly or indirectly with bodily fluids, the items shall be washed in accordance with standards applicable to hospitals and medical care facilities, at a temperature of 160°F or a temperature of 120°F with the use of chlorine disinfectant.
- (10) Proper disposal of hazardous and biological waste is mandatory. All needles must be disposed of in a medical grade sharps container and those shall be disposed of by a professional environmental company licensed by the state. Any other supplies or material that is contaminated with blood or other body fluids shall be double-bagged in red, hazardous waste bags and also removed by an environmental company licensed by the state to remove biological waste.

D. Posting Requirements

The following shall be prominently displayed:

- (1) A Disclosure Statement, a model of which shall be available from the Board. A Disclosure Statement shall also be given to each client, advising him/her of the risks and possible consequences of body art procedures.
- (2) The name, address and phone number of the Athol Board of Health that has jurisdiction and the procedure for filing a complaint.
- (3) An Emergency Plan, including:

- a. a plan for the purpose of contacting police, fire or emergency medical services in the event of an emergency;
- b. a telephone in good working order shall be easily available and accessible to all employees and clients during all hours of operation; and
- c. a sign at or adjacent to the telephone indicating the correct emergency telephone numbers.
- d. An occupancy and use permit as issued by the local building official.
- e. Current establishments permit.
- f. Each practitioner's permit.

E. Establishment Record keeping

The establishment shall maintain the following records in a secure place for a minimum of three (3) years, and such records shall be made available to the Board upon request:

- (1) Establishment information, which shall include:
  - a. establishment name;
  - b. hours of operation;
  - c. owner's name and address;
  - d. a complete description of all body art procedures performed;
  - e. an inventory of all instruments and body jewelry, all sharps, and all inks used for any and all body art procedures, including names of manufacturer and serial or lot numbers, if applicable. Invoices or packing slips shall satisfy this requirement;
  - f. a Material Safety Data Sheet (MSDS), when available, for each ink and dye used by the establishment;
  - g. copies of waste hauler manifests;
  - h. copies of commercial biological monitoring test;
  - i. Exposure Incident Report (kept permanently);and
  - j. a copy of these regulations.
- (2) Employee information, which shall include:
  - a. full legal names and exact duties;
  - b. date of birth;
  - c. home address;
  - d. home/work telephone numbers;
  - e. identification photograph;
  - f. dates of employment;
  - g. Hepatitis B vaccination status or declination notification; and
  - h. Training records.
- (3) Client Information, which shall include:
  - a. name;

- b. age and valid photo identification
- c. address of the client;
- d. date of the procedure;
- e. name of the practitioner who performed the procedure(s);
- f. description of procedure(s) performed and the location on the body;
- g. a signed consent form as specified by 7(D )(2); and,
- h. if the client is a person under the age of 18, proof of parental or guardian identification, presence and consent including a copy of the photographic identification of the parent or guardian.
- i. Client information shall be kept confidential at all times.

(4) **Exposure Control Plan**

Each establishment shall create, update, and comply with an Exposure Control Plan. The Plan shall be submitted to the Board for review so as to meet all of the requirements of OSHA regulations, to include, but not limited to, 29 Code of Federal Regulation 1910.1030 OSHA Bloodborne Pathogens Standards et seq. as amended from time to time. A copy of the Plan shall be maintained at the Body Art Establishment at all times and shall be made available to the Board upon request.

- F. No person shall establish or operate a Mobile or Temporary Body Art Establishment.

**7. Standards of Practice**

Practitioners are required to comply with the following minimum health standards:

- A. A practitioner shall perform all body art procedures in accordance with Universal Precautions set forth by the U.S Centers for Disease Control and Prevention.
- B. A practitioner shall refuse service to any person who may be under the influence of alcohol or drugs.
- C. Practitioners who use ear-piercing systems must conform to the manufacturers directions for use, and to applicable U.S. Food and Drug Administration requirements. No practitioner shall use an ear piercing system on any part of the client's body other than the lobe of the ear.
- D. **Health History and Client Informed Consent.** Prior to performing a body art procedure on a client, the practitioner shall:
  - (1) Inform the client, verbally and in writing that the following health conditions may increase health risks associated with receiving a body art procedure:

- a. history of diabetes;
    - b. history of hemophilia (bleeding);
    - c. history of skin diseases, skin lesions, or skin sensitivities to soaps, disinfectants etc.;
    - d. history of allergies or adverse reactions to pigments, dyes, or other sensitivities;
    - e. history of epilepsy, seizures, fainting, or narcolepsy;
    - f. use of medications such as anticoagulants, which thin the blood and/or interfere with blood clotting; and
    - g. any other conditions such as hepatitis or HIV.
  - (2) Require that the client sign a form confirming that the above information was provided, that the client does not have a condition that prevents them from receiving body art, that the client consents to the performance of the body art procedure and that the client has been given the aftercare instructions as required by section 7(K).
- E. A practitioner shall maintain the highest degree of personal cleanliness, conform to best standard hygienic practices, and wear clean clothes when performing body art procedures. Before performing body art procedures, the practitioner must thoroughly wash their hands under running water with liquid soap, then rinse hands and dry with disposable paper towels. This shall be done as often as necessary to remove contaminants.
- F. In performing body art procedures, a practitioner shall wear disposable single-use gloves. Gloves shall be changed if they become pierced, torn, or otherwise contaminated by contact with any unclean surfaces or objects or by contact with a third person. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client, and hands shall be washed in accordance with section (E) before the next set of gloves is put on. Under no circumstances shall a single pair of gloves be used on more than one person. The use of disposable single-use gloves does not preclude or substitute for hand-washing procedures as part of a good personal hygiene program.
- G. The skin of the practitioner or client shall be free of rash or infection. No practitioner affected with boils, infected wounds, open sores, abrasions, weeping dermatological lesions or acute respiratory infection shall work in any area of a body art establishment in any capacity in which there is a likelihood that that person could contaminate body art equipment, supplies, or working surfaces, with body substances or pathogenic organisms. Practitioner and client shall adhere to all current technology, standards and practices in dealing with communicable diseases.

- H. Any item or instrument used for body art that is contaminated during the procedure shall be discarded and replaced immediately with a new disposable item or a new sterilized instrument or item before the procedure resumes.
- I. Preparation and care of a client's skin area must comply with the following:
  - (1) Any skin or mucosal surface to receive a body art procedure shall be free of rash or any visible infection.
  - (2) Before a body art procedure is performed, the immediate skin area and the areas of skin surrounding where body art procedure is to be placed shall be washed with soap and water or an approved surgical skin preparation. If shaving is necessary, single-use disposable razors or safety razors with single-service blades shall be used. Blades shall be discarded after each use, and reusable holders shall be cleaned and autoclaved after use. Following shaving, the skin and surrounding area shall be washed with soap and water. The washing pad shall be discarded after a single use.
  - (3) In the event of bleeding, all products used to stop the bleeding or to absorb blood shall be single use, and discarded immediately after use in appropriate covered containers, and disposed of in accordance with 105 CMR 480.000.
- J. Petroleum jellies, soaps, and other products used in the application of stencils shall be dispensed and applied on the area to receive a body art procedure with sterile gauze or other sterile applicator to prevent contamination of the original container and its contents. The applicator or gauze shall be used once and then discarded.
- K. In performing dermal and genital piercing, a practitioner shall use sterile technique; including the use of sterile gloves.
- L. The practitioner shall provide each client with verbal and written instructions on the aftercare of the body art site. The written instructions shall advise the client:
  - (1) On the proper cleansing of the area which received the body art;
  - (2) To consult a health care provider for:
    - a. unexpected redness, tenderness or swelling at the site of the body art procedure;
    - b. any rash;
    - c. unexpected drainage at or from the site of the body art procedure;
    - d. a fever within 24 hours of the body art procedure.
  - (3) Of the address, and phone number of the establishment.

A copy shall be provided to the client. The Board shall make a model set of aftercare instructions available.

- M. Contaminated waste shall be stored, treated and disposed in accordance with 105 CMR 480.000: Storage and Disposal of Infectious or Physically Dangerous Medical or Biological Waste, State Sanitary Code, Chapter VIII. Proper disposal of hazardous and biological waste is mandatory.

**8. Exposure Incident Report**

- A. An Exposure Incident Report shall be completed by the close of the business day during which an exposure has or might have taken place by the involved or knowledgeable body art practitioner for every exposure incident occurring in the conduct of any body art activity.
- B. Each Exposure Incident Report shall contain:
- (1) a copy of the application and consent form for body art activity completed by any client or minor client involved in the exposure incident;
  - (2) A full description of the exposure incident, including the portion of the body involved therein;
  - (3) Instrument(s) or other equipment implicated;
  - (4) A copy of body art practitioner license of the involved body art practitioner;
  - (5) Date and time of exposure;
  - (6) A copy of any medical history released to the body art establishment or body art practitioner; and
  - (7) Information regarding any recommendation to refer to a physician or a waiver to consult a physician by persons involved.

**9. Injury and/or Complication Reports**

A written report of any injury, infection complication or disease as a result of a body art procedure, or complaint of injury, infection complication or disease, shall be forwarded by the operator to the Board which issued the permit, with a copy to the injured client within three working days of its occurrence or knowledge thereof. The report shall include:

- A. The name of the affected client;
- B. The name and location of the body art establishment involved;
- C. The nature of the injury, infection complication or disease;



- D. The name and address of the affected client's health care provider, if any;
- E. Any other information considered relevant to the situation.

**10. Complaints**

- A. The Board shall investigate complaints received about an establishment or practitioner's practices or acts, which may violate any provision of the Board's regulations.
- B. The Board finds that an investigation is not required because the alleged act or practice is not in violation of the Board's regulations, then the Board shall notify the complainant of this finding and the reasons on which it is based.
- C. If the Board finds that an investigation is required because the alleged act or practice may be in violation of the Board's regulations, the Board shall investigate and if a finding is made that the act or practice is in violation, the Board shall apply whatever enforcement action is appropriate to remedy the situation and, notify the complainant of its action.

**11. Application for Body Art Establishment Permit**

- A. No person may operate a body art establishment except with a valid permit from the Board.
- B. The applicant for, or holder of, a Body Art establishment permit shall be a minimum of 18 years of age.
- C. Body Art establishment permits shall be valid from the date of issuance and shall expire at the end of the current calendar year unless revoked sooner by the Board.
- D. Application for a new permit, or a permit which has lapsed, or been suspended, or revoked, for a Body Art establishment shall require the following.
  - (1) Full compliance with the current applicable regulations.
  - (2) Completion of the prescribed application form, submitted no later than 30 days prior to the request issuance date.
  - (3) Full payment of the establishment application fee.
  - (4) Payment of the fee for the Body Art establishment permit is due upon issuance of a permit.

- E. Renewal of a Body Art establishment permit, which has not lapsed, shall require the following:
  - (1) Full compliance with the current applicable regulations
  - (2) Completion of the prescribed application form, submitted no later than 30 days prior to the requested issuance date.
  - (3) Payment of the fee for the Body Art establishment permit is due upon issuance of a permit, thereafter annually
- F. The holder of a Body Art establishment permit shall notify the Board of any changes in the following information no less than five (5) days prior to the effective date of such changes, where applicable:
  - (1) Name, address, telephone, email and website of:
  - (2) the Body Art establishment
  - (3) operator of the establishment
  - (4) each of the Body Art practitioner (s) working at the establishment
  - (5) Identification of autoclave equipment used in the establishment including manufacturer, model number, year of manufacture, serial number, as applicable
  - (6) Exposure report plan
  - (7) Such additional information as the Board may reasonably require
- G. Fees established by the Board for Body Art establishment permits shall be available and posted in the Board of Health office.
- H. A permit for a Body Art establishment shall not be transferable from one place or person to another.
- I. The Body Art establishment will be inspected by a Board of Health agent biannually prior to the approval of establishment permit

**12. Application for Body Art Practitioner Permit**

- A. No person shall practice body art or perform any body art procedure without first obtaining a practitioner permit from the Board.
- B. A practitioner shall be a minimum of 18 years of age.
- C. The Board shall issue two separate types of Body Art Practitioner permit: a permit for body piercing, and a permit for tattooing, branding or scarification. A permit holder may hold one of these types of permit, or may hold both.
- D. Body Art Practitioner permits shall be effective on the date of issuance and shall expire at the end of the current calendar year unless revoked sooner by the Board.

- E. Application for new permit, or a permit which has lapsed, or been suspended or revoked, for the practice of a type of Body Art, shall require the following:
- (1) Full compliance with the current applicable regulations.
  - (2) Completion of the prescribed application form submitted no later than 30 days prior to the requested issuance date.
  - (3) Full payment of established application fee.
  - (4) Payment of the fee for the practitioner permit is due upon issuance of a permit.
- F. Renewal of a Body Art Practitioner permit, which has not lapsed, shall require the following:
- (1) Full compliance with the current applicable regulations.
  - (2) Completion of the prescribed application form submitted no later than 30 days prior to the requested issuance date.
  - (3) Payment of the fee for the practitioner permit is due upon issuance of a permit, thereafter annually by December 31st of each year
- G. Practitioner Training and Experience
- (1) In reviewing an application for a practitioner permit, the Board may consider experience, training and/or certification acquired in other states that regulate body art. Also, the Board may consider substitution or waiving of qualification requirements in individual cases, as it deems appropriate within the intent of the regulation.
  - (2) Training for all practitioners shall be approved by the Board and at a minimum, shall include the following:
    - a Bloodborne pathogen training program (or equivalent) which includes infectious disease control; waste disposal; hand-washing techniques; sterilization, equipment operation and methods; and sanitizing, disinfecting and sterilization methods and techniques. Examples of courses approved by the Board include "Preventing Disease Transmission" (American Red Cross) and "Bloodborne Pathogen Training" (U.S. OSHA). Training/courses provided by professional body art organizations or associations or by equipment manufacturers may also be submitted to the Board for approval in the sole discretion of the Board; and
    - b Current certification in First Aid by the American Red Cross or equivalent organization.

- c Current certification in CPR (Cardiopulmonary resuscitation) by the American Red Cross or equivalent organization.
  - d The applicant for a body piercing practitioner permit shall provide documentation, acceptable to the Board, that s/he completed a course on anatomy, completed an examination on anatomy, or possesses an equivalent combination of training and experience deemed acceptable to the Board, in the sole discretion of the Board.
- (3) All applicants shall submit evidence satisfactory to the Board of at least 1750 hours actual experience in the practice of performing body art activities of the kind for which the applicant seeks a body art practitioner permit to perform. Experience obtained within or outside of the Commonwealth, under the direct supervision of a practitioner holding a full license/permit for Body Art of the same type. Examples of evidence satisfactory to this Board include W2 forms, and certification from a state or regionally accredited training program of an appropriate type.
- (4) Applicants for Permanent Make-up only who do not have any of the above documents may instead provide all of the following:
- (a) Certificate of successful completion/passing a training course of at least 100 hours of instruction time and certified/accredited by either the American Academy of Micropigmentation (AAM) or the Society of Permanent Cosmetic Professionals (SPCP). The applicant must also provide documentation of the training course including the training institution contact information, documentation of AAM or SPCP certification/accreditation, and a copy of the course curriculum (schedule or table of contents only, not complete materials) showing that the course content includes, at a minimum:
    - i. Overview of relevant anatomy and physiology
    - ii. Sanitation, hygiene and disinfection including infection control and needle stick procedure
    - iii. Taking a client's medical history and contraindications to body art
    - iv. Equipment operation and maintenance
    - v. Anesthetics
    - vi. Color theory and aesthetics
    - vii. Detailed training on each procedure
    - viii. Hands-on practice of at least three (3) complete procedures (two eyebrows is a single procedure) on living clients
  - (b) A signed letter from a licensed Body Art Practitioner (including a copy of that artist's license) stating that the applicant has completed at least 200

hours of apprenticeship including 30 hours of observing procedures being performed and at least 50 completed supervised procedures on clients. All documentation must be deemed acceptable to the Board, in the sole discretion of the Board

- H A practitioner's permit shall be conditioned upon continued compliance with all applicable provisions of these rules and regulations.
- I The Board shall establish fees for applications and permits for Body Art Practitioners. These fees will be posted and available in the Board of Health Office.
- J The holder of a Body Art Practitioner permit shall notify the Board of any changes in the following information no less than five (5) business days prior to the effective date of such changes, where applicable:
  - a name
  - b home or work address
  - c email address
  - d website
  - e certification in First Aid or CPR
  - f such additional information as the Board may reasonably require

### **13. Guidelines for Apprenticeship Program**

The minimum requirements of the Body Art Practitioner Permit Apprenticeship Program shall be the following:

- A. The Body Art Practitioner Permit Apprentice Program for Tattoo Artists shall consist of no less than 1750 combined documented hours of observation and supervised instruction.
  - (1) LEVEL I: Minimum of 50 hours of direct observation and a minimum of 50 cycles of workstation preparation and clean-up. More details on Level I requirements can be reviewed in section 13.I. of apprenticeship guidelines.
  - (2) LEVEL II: Minimum of 850 hours practicing body art under direct supervision. During this phase, tattoos must start as small, simple, single color pieces and progress to medium sized (~5" x 5"), more complicated pieces or moderate difficulty.
  - (3) LEVEL III: Minimum of 850 hours practicing body art under indirect supervision. During this phase the apprentice can complete more complicated pieces involving the blending of multiple colors, custom designs, cover-up work and fine-line `tattooing. More details on Levels II and III can be reviewed in section 13.K. of apprenticeship guidelines.

- B. The Body Art Practitioner Permit Apprentice Program for Body Piercing Artists shall consist of no less than the following:
- (1) 80 hours of observation, including but not limited to preparation, sanitization, clean up, piercing and aftercare.
  - (2) Set up of 50 piercings; setting up piercing station with correct tools, needles, jewelry and other supplies needed.
  - (3) After completing steps (a) and (b) may proceed under supervision with the following piercings:
    - Navel (5)
    - Nipples (5 pair)
    - Ears (5 of each type, total of 58)
      - Lobes, helix, forward helix, daith, tragus, scaffold, conch, rook, anti-tragus, snug, transverse lobe. In addition, three lobe piercings on a child under age two
    - Nose (10)
    - Septum (5)
    - Dermal (5) including at least 1 pair
    - Tongue (10)
    - Lip and lip area piercings (30 total) \*all same application
      - Including but not limited to labret, medusa, Monroe, snake bites, spider bites, angel bites, cyber bites, dolphin bites
    - Genitals – Male or Female (minimum of 3)
  - (4) Body piercing apprentice is required to work under supervision of Permitted Body Art Practitioner (Piercer) for a minimum of one year.
- C. The Permitted Body Art Practitioner Apprenticeship Program must occur in the Body Art Establishment currently permitted within the Town of Athol.
- D. The Permitted Body Art Practitioner Apprentice must be conducted under the direct supervision and guidance of a Body Art Practitioner, who holds a current Permit for Body Art activity conducted within the Town of Athol.
- E. The Body Art Practitioner shall notify the Town of Athol, Health Agent in writing that he/she intends to supervise a permitted apprentice. If more than one Body Art Practitioner intends to supervise the body art apprentice, a written request must be received from each practitioner. Notification must be made with each new apprentice applicant.
- F. Any applicant for a Body Art Apprentice Permit for tattooing must adhere and comply with all requirements of the Town of Athol Body Art Establishments and Practitioners as it applies to tattooing.

- G. Any applicant for Body Art Apprentice Permit for Body Piercing must adhere and comply with all requirements of the Town of Athol Body Art Establishments and Practitioners as it applies to piercing.
- H. The Health Department requires each Body Art apprentice must meet the requirements of the Town of Athol Rules and Regulations for Body Art, Section 12: Application for Body Art Practitioner Permit prior to filing an application for an apprenticeship with the Town of Athol. An apprentice may be exempt from Section 12 G (3) ONLY, as it is the intent of the apprenticeship program to meet this requirement.
- I. Prior to conducting any form of body art upon any clients or person, the apprentice must complete 50 Hours of Direct Observation in which the apprentice should directly observe tattooing techniques of Professional Tattoo Practitioners. Attention should be paid to preparation and clean-up procedures, sanitation and sterilization techniques, exposure control techniques practiced by the tattoo practitioner, handwashing and glove use, machine maintenance, skin surface preparation and tattoo skills of the professional practitioner. Observation can only be done with the consent of the client. Following the first 50 hours of Direct Observation, the apprentice must complete 50 cycles of Workstation Preparation and Clean-up. Some of these workstation preparation and clean-up cycles can be completed during the direct observation hours after the apprentice has learned workstation preparation and clean-up skills. After completion of these observation hours and workstation preparation and clean-up cycles and before any body art can be conducted by the apprentice the Apprenticeship Task Requirement Check List must be submitted to the Town of Athol Board of Health for sign off and approval.
- J. Each apprentice must maintain a Body Art Apprentice Time Sheet stating the date, time worked, training activity conducted and total hours. The time sheet must be signed and dated by both the apprentice and the permitted Body Art Practitioner(s) named on the application as supervising the apprentice. Copies of the apprentice task sheets and apprentice time logs must be kept on file at the permitted establishment for three years after the completion or termination of the apprenticeship and made available for review upon requests by agents of the Town of Athol Board of Health. All originals must be submitted to the Athol Board of Health upon termination or completion of the apprenticeship. Copies of such time logs and any other documents regarding apprenticeship may be requested at any time by the Athol Board of Health or its agents.

- K. The Permitted Body Art Practitioner(s) named on the application as supervising the apprentice shall be observing and be present in the same room as the apprentice at all times when the apprentice is practicing on a client, until the apprentice has completed the first 850 hours of the required 1750 direct contact apprenticeship hours. If at the time of completion of the first 850 hours, the Permitted Practitioner(s) named on the apprenticeship application as a supervisor judge the apprentice to be competent to practice under any circumstances, direct observation will no longer be required however, the Permitted Practitioner must be present in the Permitted Establishment and available to assist the apprentice at all times when the apprentice is practicing on a client.
- L. An apprentice must notify and advise any client or person, prior to conducting any form of Body Art activity:
  - a. That he/she is in fact an apprentice and is acting and practicing under the supervision and permit of a Body Art Practitioner within the permitted establishment.
  - b. Must obtain the client or person's written consent. This written consent must be affixed to the Health History and Client Informed Consent Forms as required in Section 7.D. of the Town of Athol's Regulations for Body Art.
- M. No Permitted Body Art Practitioner may accept supervision of apprenticeships beyond what they can responsibly manage and supervise as well as what the establishment can maintain pursuant to these Guidelines and the Town of Athol Regulations for Body Piercing, but in no case have more than 2 apprenticeships at one time. The Town of Athol Board of Health reserves the right to cease any and all apprenticeship programs at a particular establishment if it so determines that the program endangers an individual client or person or have the potential to endanger or have the potential to be injurious to the client, persons or the public.
- N. Violation of these apprenticeship guidelines by a licensed establishment or practitioner shall be considered a violation of the Body Art Regulations of the Town of Athol, and based on said violation the Athol Board of Health may suspend, deny or revoke the license of said establishment or practitioner in the reasonable discretion of the Board and in accordance with said Regulations. Additionally, the Board shall have such other recourse as is available to it pursuant to said Regulations or under other applicable law.

**14. Grounds for Suspension, Denial, Revocation, or Refusal to Renew Permit**



- A. The Board may suspend a permit, deny a permit, revoke a permit or refuse to renew a permit on the following grounds, each of which, in and of itself, shall constitute full and adequate grounds for suspension, denial, revocation or refusal to renew:
- (1) any actions which would indicate that the health or safety of the public would be at risk;
  - (2) fraud, deceit or misrepresentation in obtaining a permit, or its renewal;
  - (3) criminal conduct which the Board determines to be of such a nature as to render the establishment, practitioner or applicant unfit to practice body art as evidenced by criminal proceedings resulting in a conviction, guilty plea, or plea of nolo contendere or an admission of sufficient facts;
  - (4) any present or past violation of the Board's regulations governing the practice of body art;
  - (5) practicing body art while the ability to practice is impaired by alcohol, drugs, physical disability or mental instability;
  - (6) being habitually drunk or being dependent on, or a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects;
  - (7) knowingly permitting, aiding or abetting an unauthorized person to perform activities requiring a permit;
  - (8) continuing to practice while his/her permit is lapsed, suspended, or revoked; and
  - (9) having been disciplined in another jurisdiction in any way by the proper permitting authority for reasons substantially the same as those set forth in the Board's regulations;
  - (10) other just and sufficient cause, which the Board may determine, would render the establishment, practitioner or applicant unfit to practice body art.
- B. The Board shall notify an applicant, establishment or practitioner in writing of any violation of the Board's regulations, for which the Board intends to deny, revoke, or refuse to renew a permit. The applicant, establishment or practitioner shall have seven (7) days after receipt of such written notice in which to comply with the Board's regulations. The Board may deny, revoke or refuse to renew a permit, if the applicant, establishment or practitioner fails to comply after said seven (7) days subject to the procedure outlined in Section 15.
- C. Applicants denied a permit may reapply at any time after denial. But will be required in subsequent application to demonstrate change of circumstance that would justify approval.
- D. The Board may summarily suspend a permit pending a final hearing on the merits regarding revocation of the permit if, based on the evidence before the Board, it is

determined that a permit holder is an immediate and serious threat to the public health, safety or welfare. The suspension of this permit shall be effective immediately upon written notice of such suspension of the Board.

#### **15. Procedure for Hearings**

- A. The Board shall hold a hearing for the purpose of suspension, revocation, denial, or refusal to renew a permit.
- B. The holder of a Body Art Establishment permit or a Practitioners permit shall be given written notice of the Board's intent to hold a hearing relating to the permit in question.
  - (1) Written notice shall be served through a certified letter sent return receipt, or by a constable, or by and agent of the Board.
  - (2) The notice shall include the date, time and place of the hearing, and the permit holder's right to be heard.
- C. The Board shall hold the hearing no later than 30 calendar days from the date the written notice is received.
- D. In the case of a suspension of a permit as noted in section 13, a hearing shall be scheduled no later than 30 calendar days from the date of the suspension.

#### **16. Severability**

If any provision contained in the Town of Athol regulations is deemed invalid for any reason, it shall be severed and shall not affect the validity of the remaining provisions.

#### **17. Fine for Violation**

Any violation of any provision of these Rules and Regulations shall result in a fine and may result in a license suspension, revocation or denial of permit. The fine for a violation of any provision of these Rules and Regulations shall be \$300.00 per offense in the Board's discretion. Each day that a violation continues shall be deemed to be a separate offense. Repeated offenses or failure to correct may result in permanent license revocation.

**18. Non-Criminal Disposition**

In accordance with MGL chapter 40, section 21D and whoever violation any provision of these Rules and Regulations may be penalized by non-criminal disposition.

**19. Effective Date**

These rules and regulations shall be effective as of \_\_\_\_\_

Regulations voted into effect and dated by Athol Board of Health