



## **Body Art Sponsor Operations Plan Checklist**

This Operations Plan Checklist is provided to guide the temporary event sponsor to ensure the plan meets the County's requirements. This plan should be an all-inclusive document describing how the sponsor intends to meet the requirements of Article 5 of California's Safe Body Art Law.

A complete event operations plan must be submitted a minimum of thirty days (30) prior to the date of the planned event.

**Below are the items required to be addressed in the plan or provided as an attachment.**

### **1. SCHEMATIC DRAWING OF THE EVENT FACILITY FLOOR PLAN**

**The drawing must show the general layout of the facility and include:**

- A.** The booth and workstation locations
- B.** Company name(s) and assigned booth or vendor number
- C.** Locations of potable water supply and booth wastewater discharge points
- D.** Location of commercial hand washing stations
- E.** Bathroom locations
- F.** Location of eye wash stations
- G.** Locations of posted information for the nearest emergency room
- H.** If applicable, the location of any decontamination/sterilization area(s). This area shall include autoclave, ultrasonic cleaner, hand washing station, and shall be located a minimum of five (5) feet away from the nearest procedure area (workstation).

### **2. PARTICIPATING PRACTITIONER/COMPANY LIST**

**The list shall be comprised of:**

- A.** Each participating company
- B.** The corresponding booth or vendor number
- C.** Mailing address including postal zip code
- D.** Email
- E.** Phone Number
- F.** Name of the responsible party for each company within the booth

### **3. SHARPS DISPOSAL**

- A.** Include a copy of the disposal agreement from a registered Medical Waste disposal company for the event's sharps container pick up and disposal
- B.** Discuss the method of sharps handling and disposal



- C. Discuss properly labeled containers and proper storage of containers
- D. Discuss proper signage
- E. Review the location of the secure designated accumulation area for the transport containers and pickup schedule

#### 4. BOOTH REQUIREMENTS

Provide in your schematic drawing all booth dimensions (booth permit is based on a size of 10' x 10' or 100 square feet with a maximum of two [2] practitioners) and 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). Also describe your partition types, height, configurations for booths, and spaces between booths.

#### 5. FORMS AND DOCUMENTS

**Discuss the availability of all required forms:**

- A. Client consent
- B. Medical history
- C. Aftercare instructions
- D. Client procedure log
- E. Disposable instrument use log
- F. Sterilization log (for the decontamination/sterilization booth)
- G. Provide copies of documents the sponsor may provide

#### 6. EMERGENCY INFORMATION

Post the name, telephone number, address, and directions to the nearest emergency room in a conspicuous location.

#### 7. HAND WASH AREAS

Describe how and where your handwash stations will be positioned to provide coverage throughout the event.

**Handwash areas shall be equipped with a commercial, self-contained hand wash station that consists of:**

- A. Liquid soap
- B. Single-use paper towels
- C. A storage capacity of five (5) gallons or more of potable water
- D. A trash receptacle



## 8. RESTROOMS

Discuss the available restroom facilities as shown on the schematic drawing.

**Restrooms must have flush toilets supplied with:**

- A. Toilet paper
- B. Handwash sinks supplied with hot and cold potable water
- C. Soap
- D. Single-use paper towels
- E. Trash receptacles

## 9. BACK-UP SUPPLIES

Provide a description of the support facilities and supplies for practitioners and vendors including single-use supplies for practitioner purchase and use. List the name and location of the vendor(s) providing these services and a list of available supplies.

## 10. TRASH REMOVAL FREQUENCY

Provide the method of removal and disposal of trash from the booths and throughout the event location. Document the frequency on a maintenance log.

## 11. VENUE AGREEMENT

Provide a copy of the agreement between the sponsor and the venue. Also include the venue contact name, phone number, and email address.

## 12. LIGHTING

Discuss how adequate lighting will be provided and available at the level where the practitioner is performing body art.

## 13. NO FOOD, DRINK, OR TOBACCO PRODUCTS

Discuss how this requirement will be communicated and enforced.

## 14. WATER MANAGEMENT

Describe how wastewater will be removed and potable water recharged for portable handwash stations at a frequency that will provide uninterrupted use. Document the frequency on a maintenance log.