



## SPONSOR APPLICATION PLAN CHECKLIST

This plan checklist is provided to guide the temporary event sponsor/operator to obtain the temporary event permit and demonstration booth permits that will meet public health and safety requirements established in Health and Safety code (H&S) Code also known as the Safe Body Art Act (SBAA). This application package is required to be submitted a **minimum of 30 (thirty days)** prior to the date of the planned event.

### REQUIRED ATTACHMENTS

- A Schematic Drawing of the Temporary Event Facility Floor Plan** - Must show the general layout of the facility to include: the demonstration booth locations, assigned number and company name, potable water supply, and booth wastewater discharge location. If providing commercial hand washing stations, a station shall be located within 10 feet of each demonstration booth, bathroom locations, eye wash station, posted information for the nearest emergency room, and if applicable the decontamination/sterilization area. This area shall include: autoclave, ultrasonic cleaner, hand washing station, and shall be located a minimum of 5 feet away from the nearest procedure area (demonstration booth).
- 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.
- Sharps Disposal** - A copy of the disposal agreement from an approved disposal service for the sharps.
- Demonstration Booth Requirements** - Provide a schematic drawing showing the booth dimensions (*booth permit is based on a size of 10' x 10' or 100 square feet with a maximum of 2 practitioners*), 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*), hand washing equipment (*hand wash equipment shall meet requirements of H&S Code Section 119317(g)*). Please indicate if commercial hand washing stations will be provided (*station locations shall be identified on the temporary event floor plan*). Hand washing stations shall be equipped with single dispensed paper towels and liquid soap.
- Support Facility and Supply Plan** - A written plan to address sponsor requirements as specified in H&S Code Section 119318(c). The plan shall address the following items:

**Sharps Disposal:** H&S Code Section 119318(c)(3): Discuss the method of sharps handling and disposal (*properly labeled, portable sharps containers in each demonstration booth and decontamination area*)

**Forms and Documents:** H&S Code Section 119318(c)(8)(l): Discuss availability of all necessary forms i.e. Client Consent, Medical History, Aftercare Instructions, Client



Procedure Log, Disposable Instrument Use Log, Sterilization Log (*for the decontamination /sterilization booth*)

**Emergency Information:** H&S Code Section 119318(d): The name, telephone number, and directions to the nearest emergency room, posted in a conspicuous location.

**Hand Wash Maintenance:** H&S Code Section 119317(c)(6): 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. Document the frequency on a maintenance log.

**Restrooms:** H&S Code Section 119318(c)(2): Discuss the available rest room facilities for compliance with this section.

**Backup Supplies:** H&S Code Section 119318(c)(8): Availability of single use supplies for practitioner purchase and use.

**Trash Removal Frequency:** H&S Code Section 119318(c)(5): Provide method of removal and disposal of trash from the demonstration booths. Document the frequency on a maintenance log.