

Town of Franklin

Ordinance on

Personal Care Establishments

- I) DEFINITIONS
 - A) AUTHORIZED AGENT: an employee designated by the Town of Franklin to enforce provisions of this ordinance.
 - B) BARBER: any person engaged in the practice of barbering.
 - C) BARBERING: cosmetic practices done upon the head, face and neck for the public, in accordance with Connecticut General Statutes, including: shaving, trimming beards, cutting hair, hairpieces or wigs, styling hair, hairpieces or wigs, massaging scalps, shampooing, dyeing, or applying oils, creams, lotions, tonics, antiseptics, powders, oils, or clays.
 - D) BARBERSHOP: any establishment used for the practice of barbering for the public.
 - E) BLOODBORNE PATHOGENS: pathogenic microorganisms that are present in human blood and can cause disease in humans, including hepatitis B, hepatitis C, and human immunodeficiency virus.
 - F) BODY PIERCER: any person engaged in the art of body piercing.
 - G) BODY PIERCING: the art of puncturing or penetrating the skin of another person with pre-sterilized single-use needles, and inserting pre-sterilized jewelry or other adornment into the opening, except that puncturing the outer perimeter and/or lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system shall not be included in this definition.
 - H) BODY PIERCING PARLOR: any establishment where body piercing is practiced.
 - I) CONNECTICUT GENERAL STATUTES: the laws with which all establishments shall comply.
 - J) COSMETICIAN: any person engaged in the practice of cosmetology.
 - K) COSMETOLOGY: the practice of cleansing, stimulating, manipulating, massaging, exercising or beautifying faces, necks, and hands.
 - L) CONTAMINATED: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

- M) **CRITICAL ITEMS:** those aspects of a procedure in a tattoo parlor, which, if violated, constitute an imminent hazard to health and safety, including a non-functioning or improperly used autoclave; the lack of a recorded monthly spore test; improperly sterilized or stored non-disposable instruments; the re-use of single-use items; improper scrub technique before or after a procedure; improper glove technique during a procedure; the lack of a hepatitis vaccination program; or tattooing an unemancipated minor without the written permission of a parent or guardian.
- N) **CRITICAL VIOLATIONS:** one or more of the following findings in a tattoo parlor: autoclave not in proper working order or in proper use; lack of a monthly spore test properly recorded; non-disposable instruments and equipment improperly sterilized or stored; re-use of single use items; improper operator scrub technique before and after a procedure; improper glove technique during a procedure; no hepatitis vaccination program in place; or tattooing an unemancipated minor under the age of 18 years without the written permission of the parent or guardian.
- O) **DEPARTMENT OF HEALTH: DEPARTMENT OF HEALTH:** the Town of Franklin agency overseeing personal care establishment applications and compliance.
- P) **DISINFECTANT:** a product registered with the Environmental Protection Agency with demonstrated bactericidal, virucidal and fungicidal properties used in accordance with the manufacturer's instructions.
- Q) **DISINFECTED:** the destruction of all vegetative forms of pathogenic agents by chemical and physical means.
- R) **EAR PIERCER:** any person who practices the art of ear piercing.
- S) **EAR PIERCING:** the art of puncturing the outer perimeter or the lobe of the ear with a pre-sterilized single-use stud-and-clasp system following the manufacturer's instructions.
- T) **EAR PIERCING PARLOR:** any establishment where ear piercing is practiced.
- U) **EXPOSURE INCIDENT:** a specific eye, mouth or other mucous membrane, non-intact skin or other parenteral contact with blood or other potentially infectious materials.
- V) **EQUIPMENT:** all machinery, fixtures, containers, vessels, tools, implements, furniture, display and storage areas, sinks, and other apparatus used in connection with the operation of the establishment.
- W) **FEE SCHEDULE:** the Bloodborne Pathogen Certificate, the License, and associated fees.
- X) **HAIRDRESSER:** any person engaged in the practice of hairdressing.

- Y) HAIRDRESSING: the practice of dressing, arranging, shampooing curling, waving, weaving, cutting, bleaching and coloring the hair and scalp of any person, in accordance with Connecticut General Statutes.
- Z) HOT WATER: water which is at a temperature of not less than 110 degrees F nor more than 120 degrees F, for use on clients and hands.
- AA) INFECTION: invasion and colonization of body tissues by pathogenic organisms.
- AB) INFECTIOUS WASTE: waste generated in the treatment or service of a human which is either or both: human pathological waste, including tissues that are removed during medical procedures, or human blood and bodily fluid waste, including liquid or dried.
- AC) MASSAGE THERAPY: the use of massage techniques to treat the body.
- AD) NAIL TECHNICIAN: any person engaged in the practice of manicures or pedicures, including trimming, shaping, filing, polishing, painting or enhancing nails, or applying artificial nails, using resins, plasticizers, solvents, pigments, creams, emollients, adhesives, or paints.
- AE) OPERATOR: any employee of a personal care establishment.
- AF) PARENTERAL: piercing mucous membranes or the skin barrier through such events as needlesticks, cuts or abrasions.
- AG) PERSONAL CARE ESTABLISHMENTS: any business offering personal services described in this ordinance, such as spas, barbershops, beauty salons, nail salons, cosmetology shops, piercing parlors, tattoo parlor or tanning parlors.
- AH) REGULATED WASTE: either blood or other potentially infectious materials, items that would release potentially infectious materials if compressed, pathological and microbiological wastes containing potentially infectious materials, or contaminated sharps.
- AI) SALON: any establishment used for the practice of hairdressing, manicures, pedicures, or cosmetology.
- AJ) SANITARY CONDITIONS: safe and clean conditions in an establishment that prevent the spread of communicable diseases and protect the public health and welfare.
- AK) SCARIFICATION: permanent modification to the human skin from the infliction of a wound by creating designs made up of scars produced by branding, cuttings, and other various means other than body piercing and tattooing.
- AL) SPA: any establishment used for the practice of personal care services, except for tattooing or piercing.
- AM) STERILIZATION: the process of destruction of all forms of microbial life by physical or chemical means.

AN) TANNING DEVICE: any equipment that emits radiation used for tanning of the skin, including sunlamps, booths, or beds.

AO) TANNING PARLOR: any establishment where tanning devices are used.

AP) TATTOO: an indelible mark made on the skin by pricking in coloring matter.

AQ) TATTOO ARTIST: any person applying a tattoo.

AR) TATTOO PARLOR: any establishment where tattooing is practiced.

AS) TEMPORARY LICENSE: a license issued to conduct a public demonstration, a fundraising event, or a public convention for a period not to exceed 14 days.

AT) TEMPORARY TATTOO PARLOR: any establishment that operates at a fixed location for a period of not more than 72 consecutive hours in conjunction with a single event or festival at an established locale.

AU) UNIVERSAL PRECAUTIONS: an approach to infection control in which all human blood and certain human bodily fluids are treated as if known to be infected with Hepatitis B, Hepatitis C, the Human Immunodeficiency Virus and other bloodborne pathogens.

AV) WORK STATION: a chair, countertop and floor space set aside for the purpose of serving a customer, including floor space for the operator.

AW) WORKING AREA: a separate room with more than one work station or a private room set aside to serve one customer at a time.

II) PURPOSE:

The purpose of this ordinance is to regulate sanitary conditions at personal care establishments in a way that will protect and promote public health, safety and welfare, and prevent the spread of disease, including viral, bacterial and fungal infections, in compliance with all state regulations.

III) INSPECTIONS

A) The authorized agent shall inspect each establishment at least once annually, and shall make as many inspections or re-inspections as deemed necessary, for the enforcement of this ordinance. Failure to pass inspection may result in suspension or revocation of the license or license

- B) The authorized agent, after proper identification, shall be permitted to enter, at any reasonable time, any establishment for the purpose of making an inspection to determine compliance with this ordinance.
- C) The authorized agent shall be permitted to examine records of the establishment, to obtain information pertaining to patrons and equipment, but not including financial records. There shall be a person knowledgeable of these records in the establishment during all hours of operation.
- D) Whenever the authorized agent conducts an inspection of an establishment, the findings shall be recorded on an inspection report form provided for this purpose, and a copy of such inspection report form shall be furnished to the owner or operator.
- E) Whenever the authorized agent conducts an inspection and observes that any of the requirements of this ordinance have been violated, the agent shall notify the owner or operator of such violations by means of the inspection report or other written notice. Such notification shall include the specific violation or violations observed and a reasonable amount of time for the correction of such.
- F) The authorized agent may, upon written notice to the owner or operator in charge, place an embargo on any item, substance or equipment that is determined to be or believed to be associated with the cause of illness or infection. It shall be considered unlawful to remove or alter such embargo without the permission of the agent, except by order of a court of competent jurisdiction.

IV) PERSONAL CARE ESTABLISHMENT REQUIREMENTS

- 1) When an establishment is constructed or remodeled, plans drawn in a minimum ¼- inch scale and specifications for construction must be submitted to the Department of Health for approval.
- 2) The plans must include, but are not limited to, description and location of work areas, equipment, sinks, counters, storage areas, toilet facilities, fixtures, waiting areas, and viewing areas.
- 3) All plans must be approved by the Department of Health prior to construction.
- 4) Establishments shall be in locations permissible under local zoning codes.
- 5) Written approval from the Franklin Zoning Enforcement Officer must be submitted with the plans.
- 6) There shall be no human habitation, food service, food preparation or other such activity which may cause potential contamination of work surfaces.

- 7) Floors shall be constructed of approved materials so as to be durable, easily cleanable, non-absorbent and free of holes. Floors shall be kept clean and in good repair. The juncture between the floor and wall shall be closed or covered to license effective cleaning.
- 8) Walls, ceilings and attached equipment shall be constructed of approved materials so as to be durable, easily cleanable, non-absorbent and free of holes. They shall be kept clean and in good repair and finished in a light color that will not conceal the presence of soil and debris.
- 9) Seats or tables to be used by clients shall be smooth, easily cleanable and non-absorbent. All seats and tables must be cleaned and disinfected prior to use by the next client. All walls with seats and tables placed against them must be sanitized prior to use of seats and tables by the next client.
- 10) All equipment shall be maintained in good repair.
- 11) There shall be adequate lighting of at least fifty foot-candles of illumination. Such illumination shall be reasonably free from glare and distributed so as to avoid shadows.
- 12) Ventilation shall be provided so as to prevent condensation and excess moisture, and to remove objectionable odors in such a manner that will not cause a public health nuisance.
- 13) The water supply shall be adequate, of a safe, sanitary quality, and from a source approved by the Department of Health. Hot and cold water under pressure shall be provided at all sinks.
- 14) Establishments shall provide an adequate toilet facility for the employees that complies with all applicable statutes, ordinances and regulations.
- 15) Toilet facilities shall be sanitary and easily cleanable. Toilet facilities shall be kept in a clean condition and in good repair. The doors for all toilet rooms shall be self-closing. Equipment and supplies shall not be used nor stored in the toilet facilities.
- 16) Soap, toilet paper, and single-use disposable towels shall be provided at each handwash sink. Common towels shall be prohibited. Each work station shall have a handwashing sink in close proximity with hot and cold potable running water for the exclusive use of the tattoo artist for the purpose of washing his or her hands and prepping clients.
- 17) All garbage and rubbish shall be kept in leak-proof, non-absorbent, easily cleanable, covered containers, which must be kept clean. Refuse containers inside the establishment shall be operated by a foot pedal. All garbage and rubbish shall be disposed of with sufficient frequency and in such manner as to prevent a public health nuisance.

- 18) Infectious wastes shall be disposed of in compliance with the Regulated and Infectious Waste requirements of this ordinance. All infectious and regulated waste must be disposed of by means of medical regulated waste containers and licensed medical waste disposal methods.
- 19) All needles and attached equipment shall be disposed of in sharps containers. The needles shall not be broken prior to disposal in the sharps container.
- 20) A written plan of disposal for regulated and infectious waste must be submitted to the Department of Health for approval prior to issuance of the license.
- 21) Effective measures shall be taken to protect against entrance, or presence, or breeding, of pests and rodents inside the establishment..
- 22) All openings into the outer air shall be effectively screened to prevent the entrance of flies.
- 23) Only poisonous and toxic materials that are required to maintain sanitary conditions and utilized in sterilization may be stored in the establishment. These materials shall be labeled and stored in such a manner as to not constitute a hazard to clients, employees, or equipment.
- 24) Only articles deemed necessary for the routine operation and maintenance of the establishment shall be permitted in the establishment.
- 25) No live animals shall be kept or allowed in the establishment, except service animals accompanying persons with disabilities.
- 26) Adequate facilities shall be provided for the storage of employees' clothing and personal belongings. This storage shall not be located in the work areas.
- 27) Material Safety Data Sheets shall be made available to the authorized agent upon request.
- 28) After each use on a patron, all electrical and non-electrical instruments shall be thoroughly cleaned to remove foreign matter, treated with a disinfectant, and stored in a protected manner until their next use.
- 29) Disinfectants shall be changed in accordance with the manufacturer's instructions to ensure complete disinfection. No sediment from the item being disinfected shall be allowed to remain in the bottom of the container. Disinfectants include quaternary ammonium compounds, alcohol, lubricant sanitizer, disinfectant spray, commercial formalin, bleach, anti-microbial additive, boiling water, and autoclaves. Ultraviolet disinfection is prohibited.

- 30) Disposable or single-use articles shall be disposed of in a waste receptacle after use on each client. All disposable or single-use articles that come into contact with blood shall be disposed of as infectious waste.
- 31) All sharp or pointed articles shall be disposed of as regulated waste.
- 32) An anti-microbial additive shall be placed in each foot spa or waterbath during use. After each client, foot spas and waterbaths shall be drained, disinfected, and dried, and after each day, foot spas and waterbaths shall have the filters removed and immersed in disinfectant and the entire spa or bath shall be flushed with low-sudsing soap and water.
- 33) Laundered or disposable towels shall be used for each client. All linens and towels shall be deposited in a covered cleanable receptacle after each use. Clean towels and linens shall be stored off the floor in a clean, protected location.
- 34) Sanitary strips or clean towels shall be placed around a client's neck so that the skin does not come into contact with a cape. Neck strips shall be discarded after each use. Capes shall be cleaned as often as necessary to ensure a sanitary condition and shall be stored off the floor between uses.
- 35) The headrest of chairs and massage tables shall be covered with a single-use disposable cover discarded after each use.
- 36) When only a portion of a cream, liquid, powder or other cosmetic preparation is to be removed from the container, it shall be removed in such a way as to not contaminate the remaining portion.
- 37) Multiple uses of cosmetic applicators is prohibited, including lipsticks, powder puffs, makeup brushes and makeup sponges.
- 38) Lotions and powders shall be dispensed from a sanitary self-dispensing container.
- 39) Eyebrow pencils shall be sharpened after each use.
- 40) Operators shall thoroughly wash their hands with soap and water after using the toilet, eating or smoking and before serving each patron, using soap or hand disinfectant.
- 41) Operators shall not eat at their work stations.
- 42) Operators shall wear clean, washable garments.
- 43) Combs and other instruments shall not be placed in the pockets of the operator.
- 44) Operators are prohibited from removing warts or moles.

45) Operators are prohibited from knowingly serving any client with impetigo, barber's itch, lice, nits or ringworm.

46) Operators shall have an exclusion policy for people with a communicable disease that may be transmitted through their services.

V) CERTIFICATION AND LICENSURE:

A) TATTOO PARLOR BLOODBORNE PATHOGEN CERTIFICATION:

- 1) In accordance with the Connecticut Public Health Code, the Connecticut General Statutes, and the Regulations of Connecticut State Agencies, no person shall engage in tattooing except a physician, an osteopathic physician, an advance practice registered nurse rendering service under the direction of a physician or osteopathic physician, a registered nurse rendering service under the supervision, control, and responsibility of a physician or osteopathic physician, a physician assistant rendering service under the supervision, control and responsibility of a physician, or a technician rendering service under the supervision of a physician or osteopathic physician in accordance with regulations adopted by the Connecticut Department of Public Health.
- 2) No person shall practice the art of tattooing within the Town of Franklin, without first obtaining the Bloodborne Pathogen Certificate from the Department of Health. This certificate will be presented upon completion of the Department of Health's Bloodborne Pathogen and Universal Precaution Seminar.
- 3) After successful completion, the tattoo artist shall receive a certificate which will be effective for one year from date of issue.
- 4) In order to renew the certificate, the tattoo artist shall apply for and attend the seminar on an annual basis.
- 5) The fee for the certificate shall be paid in full before the certificate is issued.
- 6) Each tattoo artist shall provide the Department of Health with information including name, home address, home telephone number, and location of the establishment in which s/he is employed before being issued a certificate.
- 7) The certificate shall be posted in a prominent location in the establishment where it can be observed by clients.
- 8) The certificate is not transferable between persons.
- 9) The Department of Health reserves the right to waive the certification requirement if the applicant has completed an equivalent bloodborne pathogen course approved by

the Department. The applicant must submit the name, date and location of the course, the contact person for course administration, course outline and certificate of completion to the Department.

- 10) Each tattoo artist shall provide the Department of Health with the proper documentation required by the Connecticut Public Health Code.

B) PIERCING PARLOR, TANNING PARLOR, AND TATTOO PARLOR LICENSURE:

- 1) No person or persons shall operate a parlor until a license has been issued by the Department of Health.
- 2) The license shall be issued by the Department of Health prior to opening and shall expire on July 1st of each year.
- 3) Any person who owns, operates or maintains a parlor in the Town of Franklin without a valid license shall be fined \$100.00. Such fine shall be in addition to the regular license fee and any other fees and penalties. Each day of operation in violation of this ordinance after receipt of notice shall be considered a separate offense. In addition, said violation shall be considered sufficient grounds for the denial of a pending license or subsequent license application by said violator or any partner, shareholder, director, officer, trustee or other fiduciary of said violator until corrected. Any applicant whose check is returned unpaid to the Department of Health shall be required to pay a returned check fee of \$25.00.
- 4) In order to receive a license, the parlor must meet all requirements set forth in this ordinance.
- 5) Each applicant shall provide the Department of Health with information including full name and address of the applicant, and whether the applicant is an individual, firm, association, partnership, limited partnership, limited liability partnership, company, limited liability company, corporation, trust or estate, and the full names and addresses of all partners, members, officers, representatives, fiduciaries, trustees, or receivers. Information shall also include establishment name, proposed hours of operation, names and exact duties of all employees, complete description of services, exact inventory of equipment, names of all manufacturers of establishment supplies, a copy of the written after-care instructions given to clients, and a copy of the informed consent form that each client must sign.
- 6) The license shall not be transferable between persons, places, or establishments. Any planned change in ownership or any planned renovation of a facility must be reported promptly to the Department of Health.
- 7) All plans for new construction or renovations must be submitted to the Department of Health.

- 8) The license shall be displayed in a prominent location within the establishment where it can be observed by patrons.
- 9) The parlor shall provide the Department of Health with the proper documentation required by the Connecticut Public Health Code.
- 10) The license may be revoked when, in the opinion of the authorized agent, unsanitary conditions or critical violations that constitute an immediate public health hazard exist.

C) TEMPORARY PARLOR LICENSURE:

- 1) Applicants for a temporary parlor license shall submit to the Department of Health all necessary documentation to attest to the ability of the proposed operation to substantially comply with the provisions of this ordinance. The application must be received no later than 15 days prior to the event and must be accompanied by all applicable fees. No license shall be issued without satisfactory inspection of the temporary facility by the Department of Health in advance of the event.
- 2) Applicants shall provide the Department of Health with the proper documentation required by the Connecticut Public Health Code.
- 3) Artists working at a temporary tattoo parlor shall meet the requirements of the Bloodborne Pathogen Certification.
- 4) The temporary parlor shall meet the requirements of the parlor license.
- 5) One person, business or corporation may not receive more than 4 temporary parlor licenses in one each calendar year.

D) LICENSES FOR SPAS, BARBERSHOPS, HAIR SALONS, NAIL SALONS, AND COSMETOLOGY SHOPS:

- 1) No person shall maintain or operate any spa, shop or salon without having a valid license issued by the authorized agent. Only a person who complies with the requirements of this ordinance shall be entitled to receive or retain such a license. An individual contractor renting space, including a work area or a work station, in any shop or salon shall receive and retain a valid license.
- 2) The license shall be issued by the Department of Health and shall be valid until July 1st of each year.
- 3) Any person who owns, operates or maintains a spa, shop or salon in the Town of Franklin without a valid license shall be fined \$100.00. Such fine shall be in addition to the regular license fee and any other fees and penalties. Each day of operation in violation of this ordinance after receipt of notice shall be considered a separate offense. In addition, said violation shall be considered sufficient grounds for the denial of a

pending license or subsequent license application by said violator or any partner, shareholder, director, officer, trustee or other fiduciary of said violator until corrected. . Any applicant whose check is returned unpaid to the Department of Health shall be required to pay a returned check fee of \$25.00.

- 4) Every spa, shop and salon must comply with local zoning regulations and all other applicable laws before being issued a license.
- 5) Each applicant shall provide the Department of Health with information including full name and address of the applicant, and whether the applicant is an individual, firm, association, partnership, limited partnership, limited liability partnership, company, limited liability company, corporation, trust or estate, and the full names and addresses of all partners, members, officers, representatives, fiduciaries, trustees, or receivers.
- 6) Every applicant for a license to operate a salon or shop shall pay an annual license fee. Any applicant whose check is returned unpaid to the Department of Health shall be required to pay a returned check fee.
- 7) No license shall be issued or renewed until a complete application has been submitted, the license fee has been paid and the applicant's salon or shop meets the requirements set forth in this ordinance and in all other state and local regulations. Any person who does not make application for the renewal of a license before the expiration date of the license but continues to operate the establishment shall be required to pay a penalty of \$10.00 per day each day beyond the expiration date of the license in addition to the regular license fee.
- 8) Licenses shall be valid until the expiration date unless suspended or revoked by the authorized agent, or unless the establishment changes owners or closes.
- 9) Licenses shall not be transferable from person to person or from location to location. Any planned change in ownership must be reported promptly to the Town of Franklin and such changes must be approved before a new operating license is issued.
- 10) Licenses must be displayed in a prominent location in the shop or salon where patrons can observe them.
- 11) A temporary license to operate a shop or salon may be granted for a period not to exceed fourteen days. A temporary license is required for conducting public demonstrations, fundraising events, or a public convention.

VI) PIERCING, TANNING AND TATTOO RECORDS:

- A) Each operator shall keep permanent records for each client, which shall consist of the name, address, and telephone number of the client, the date the procedure was performed, a photocopy of the legal document that certifies the client is at least 18 years of age or an emancipated minor, a description of the procedure, the area of the body on which the procedure was performed, a copy of the written after-care instructions, and a release form signed by the client that the records are accurate. Permanent records for each emancipated minor must contain photographic identification and a photocopy of the legal document declaring the emancipation.
- B) No operator shall pierce or tattoo an unemancipated minor under 18 years of age without the permission of the parent or guardian, signed by the parent or guardian. Photographic identification of the parent or guardian must be obtained by the operator and included in the permanent record.
- C) No operator shall allow an unemancipated minor under 16 years of age to use a tanning device without the permission of the parent or guardian, signed by the parent or guardian. Photographic identification of the parent or guardian must be obtained by the operator and included in the permanent record.
- D) The client shall sign an informed consent waiver with a photocopy of the waiver included in the permanent record. The waiver shall be approved by the Department of Health prior to the issuance of a license. The waiver shall include information on the nature of the procedure, reasonably foreseeable risks of the procedure, description of equipment used in the procedure and the sterilization process for the equipment, and, for tattoos, explanation of tattoo removal procedure. The client shall have the opportunity to ask questions and understand the contents in the waiver to his or her satisfaction.
- E) The parlor shall keep written records of maintenance and sanitation of operating equipment, including repairs of autoclaves and ultrasonic devices.
- F) The parlor shall keep written records of biological monitoring of sterilization devices conducted monthly, including spore tests prepared by an independent testing agency approved by the Department of Health.
- G) The parlor shall keep written records of Hepatitis B vaccinations for each employed tattoo artist or other employee who may come in contact with bloodborne pathogens. An employee may refuse Hepatitis B vaccinations, but a signed statement attesting to his or her refusal must be part of his or her record.
- H) The records must be maintained for two years and are to be made available to the Department of Health upon request. All records and signatures shall be written in ink. Failure to maintain proper records shall result in suspension or revocation of the license.

VII) PIERCING AND TATTOO PROCEDURES:

A) SKIN PREPARATION:

- 1) Only intact and healthy skin shall be pierced or tattooed.
- 2) The area of the skin to be pierced or tattooed shall first be washed with an anti-bacterial soap and hot water.
- 3) The area of the skin to be pierced or tattooed shall first be washed with an anti-bacterial soap and hot water, and then prepared for not less than 45 seconds with a povidone-iodine solution. (A 70-percent alcohol solution, applied for not less than 90 seconds, may be used as an alternative for clients sensitive to povidone-iodine.) Prior to all oral piercing, the client must rinse with an anti-bacterial mouthwash for not less than 60 seconds.
- 4) If the area where the tattoo is to be placed needs to be shaved, only safety razors with single-use blades shall be used.
- 5) The area then shall be scrubbed with a sterile gauze pad treated with 70 percent alcohol and allowed to air dry.
- 6) The use of styptic pencils and alum blockers is prohibited.
- 7) Any petroleum jelly or antiseptic ointment applied to the area shaved shall be applied in a sanitary manner, consisting of either sterile jelly or antiseptic ointment removed from the container and applied to the skin with a clean utensil or sterilized single-use collapsible metal or plastic tubes.
- 8) All preparation solutions shall be applied in a sanitary manner, and all cotton balls, cotton swabs, or other applicators shall be single-use. Only single-use toothpicks shall be used for marking in oral piercings.
- 9) Medical-grade anti-coagulants may be used if first approved by the Department of Health.
- 10) No person other than licensed physician, osteopathic physician or dentist shall employ the use of federally controlled substances, including topical, oral, parenteral, or inhaled anesthetics, while providing tattooing procedures.
- 11) Scarification, including branding, cuttings and other procedures other than body piercing and tattooing, is prohibited.

B) RESPONSIBILITIES OF THE PIERCER OR TATTOO ARTIST:

- 1) Prior to starting any procedure, and as often thereafter as may be necessary, the piercer or tattoo artist shall wash his or her hands and any exposed areas of the skin by

lathering with an anti-bacterial soap for at least 20 seconds, rinsing under hot water and then drying with a single-use disposable towel.

- 2) Disposable single-use examination gloves shall be worn for any procedure involving contact with the client's skin, hair and other body tissues. The gloves shall be changed whenever necessary to prevent contamination.
 - 3) The piercer or tattoo artist shall keep his or her fingernails clean.
 - 4) Excessive jewelry or cosmetics that may interfere with handwashing shall not be worn by the piercer or tattoo artist.
 - 5) Outer garments worn by the piercer or tattoo artist shall be clean.
 - 6) The use of tobacco, by either the client, piercer or tattoo artist, while engaged in the act of piercing or tattooing is prohibited. The use of tobacco shall be limited to areas physically removed from the work areas.
 - 7) The consumption of food or drink, by either the client, piercer or tattoo artist, while engaged in the act of tattooing is prohibited. The consumption of food or drink shall be limited to areas physically removed from the work areas.
- C) DYES AND STENCILS:
- 1) Only single-use and sterile stencils shall be used. Multi-use stencils are prohibited.
 - 2) Only non-toxic sterile dyes shall be used. Dyes and inks shall not be adulterated and shall only be used in accordance with the manufacturer's guidelines.
 - 3) For each client, dyes shall be transferred to a clean, single service container.
 - 4) If excessive dye must be removed from the skin, then only single-use tissues or sterile gauze shall be used.
 - 5) Any unused dye shall be discarded after each client.
 - 6) A list of dyes by manufacturer shall be submitted to the Department of Health. If a new manufacturer is to be used, the tattoo parlor shall notify the Department of Health in writing with an updated list.
- D) JEWELRY:
- 1) Jewelry to be placed in the client shall be of good-quality, corrosion-resistant, free of scratches or cuts, and designed for use in piercing. White or yellow gold, other than solid 14 carat or 18 karat, silver, or other corrosive metal-plated jewelry is prohibited.

- 2) All jewelry shall be sterilized, by either the manufacturer of the piercing establishment, prior to use on client. After sterilization, all packages containing jewelry shall be dated and kept in a sanitary manner. Jewelry worn by a person other than the client shall be sterilized prior to use.

E) EQUIPMENT:

- 1) All needles and needle bars shall be single-use only.
- 2) All needles and needle bars shall be sterilized prior to use.
- 3) A minimum of 25 ready-to-use, sterilized needles shall be provided at all times on site.
- 4) Only lead-free solder shall be used in conjunction with needles and needle bars.
- 5) Needle tubes shall be single-use; however, surgical stainless steel tubes may be used provided they are sterilized prior to each client.
- 6) After use on each client, the needle shall be disposed of in accordance with this ordinance.
- 7) All equipment used in the tattoo process shall be non-toxic, easy to clean, non-absorbent and corrosion resistant. Additionally, all equipment shall be sterilized and stored in accordance with these regulations.
- 8) No person shall perform an ear-piercing procedure with an ear-piercing instrument unless the instrument utilizes a single-use stud-and-clasp ear-piercing system, and under no circumstances shall an ear-piercing instrument be used on any body part other than the ear. Ear-piercing guns are prohibited.

F) STERILIZATION:

- 1) In every tattoo parlor, when single-use, pre-sterilized items are not used, a steam sterilizer, that meets the requirements of the United States Food and Drug Administration, shall be provided. Chemical sterilizers or alternate methods of sterilization may be used upon prior approval from the Department of Health. An ultrasonic cleaner constructed of stainless steel, that is resistant to chemical spills and cracking and is capable of uniform cleaning of equipment, shall be provided. All equipment to be sterilized shall be cleaned in the ultrasonic cleaner, according to the manufacturer's recommendations, then packaged in individual peel packs, arranged in the autoclave in accordance with the manufacturer's recommendations, and then sterilized in accordance with the manufacturer's recommendations. A temperature-sensitive autoclave tape shall be included in every load that is placed in the autoclave. This tape shall indicate that the requirements of this section have been attained before use of the equipment sterilized. A test using a biological monitoring system, that is

processed through a licensed laboratory, shall be conducted monthly to ensure the sterility of the autoclave. The Department of Health must be notified within 48 hours of the receipt of the test that indicates non-sterile conditions. After sterilization, all packages containing sterilized needles shall be stored in a sanitary manner. Packages shall be dated with the month, day and year of sterilization. Sterilized equipment shall be used within 8 months of the sterilization date or manufacturer's expiration date. All equipment shall remain in the sterilized packages until the time of the tattoo. These packages shall be opened in front of the client to be tattooed. When opening the package and assembling the equipment, the tattoo artist shall wear gloves that meet the requirements of this ordinance. All needles and equipment shall be stored and handled in a way that will prevent contamination.

- 2) In every piercing parlor, all instruments to be used during the piercing procedure which will come in contact with a body or bodily fluids, including thimbles, nail clippers, hairclips, scissors, pliers, forceps, needle holders, clothespins, and insertion tapers, must be kept sterilized and in a sterile manner prior to use. Corks, rubber bands, and other items that cannot be sterilized must be kept in a sanitary manner and be single-use only.

G) PIERCING AFTER-CARE:

- 1) The body piercer shall explain the after-care instructions to each client after completion of the piercing.
- 2) The body piercer shall inform clients that latex barriers are recommended whenever the client will be placing their piercing into the body or bodily fluids of another person.

H) TATTOO AFTER-CARE:

- 1) After completion of the tattoo, the area of the skin tattooed shall be washed with a hospital-grade germicidal solution or a 70 percent alcohol solution from a single-service container or applied with single-use applicators.
- 2) After air-drying, the tattooed area shall have petroleum jelly or anti-bacterial ointment applied using a sterile gauze, then a sterile gauze shall be applied to the tattooed area and affixed with adhesive tape.

I) NEEDLESTICKS:

- 1) Each tattoo parlor shall have a written protocol for needlestick accidents. This protocol shall include treatment of the area and reporting the needlestick to the supervising physician for further evaluation.
- 2) This written protocol shall be submitted for approval to the Department of Health at the time of application for the license.

VIII) PENALTIES:

A) REVOCATION:

- 1) The authorized agent may revoke the license of any person for serious or repeated violations of the provisions of this ordinance. Written notice of intent to revoke the license, setting forth the violation or violations, shall be delivered to the licensee at his or her establishment 10 days prior to such revocation. The licensee may file a request for a hearing with the Department of Health within 2 business days or receiving a notice of intent to revoke the license. If no request for a hearing is filed within 2 business days, the revocation of the license becomes final. A license may be suspended for cause pending its revocation or a hearing.
- 2) The Department of Health may suspend the license of any person or establishment if the owner or operator has made any material misrepresentation to the Department of Health, does not meet, or no longer meets, requirements in this ordinance, or has a history of non-compliance with this ordinance or the Connecticut Public Health Code. The licensee or operator shall receive written notice that the license is, upon service of the notice, immediately suspended, and that an opportunity for a hearing will be provided if a written request for such is filed with the Department of Health by the licensee with 2 business days following the service of the notice.
- 3) Hearings provided for by this ordinance shall be conducted by the Department of Health at a time and place designated by the Department of Health. Hearings shall be conducted within 5 days of receipt of a request for the same. A written report of the hearing decision shall be furnished to the licensee by the Department of Health.
- 4) A suspended license shall be reinstated when an inspection made by the Department of Health reveals that the conditions causing suspension have been corrected. The inspection shall be conducted within 10 days of a written request for license reinstatement, indicating how each condition has been corrected, and shall be signed by the licensee.

IX) VALIDITY:

- A) Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of said ordinance shall remain in full force and effect.

X) CONFLICT OF REGULATIONS:

A) In any case where a provision of this ordinance is found to be in conflict with a regulation of the State Department of Public Health or any other state law, on the effective date of this ordinance, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

XI) EFFECTIVE DATE:

A) This ordinance shall become effective November 21, 2012.

TOWN OF FRANKLIN

THE TOWN OF FRANKLIN IS AN EQUAL-OPPORTUNITY PROVIDER AND EMPLOYER

BARBER SHOP AND BEAUTY SALON SANITARY INSPECTION CHECKLIST

DATE _____ FACILITY _____

OPERATOR _____ OPERATOR LICENSE # _____

INSPECTOR _____ RATING _____

A SANITARY INSPECTION WAS CONDUCTED OF THE FACILITY ON THE DATE NOTED ABOVE.

THE FOLLOWING IS A REPORT OF THIS INSPECTION.

	SATISFACTORY	UNSATISFACTORY
BUILDING CONDITION:	_____	_____
VENTILATION:	_____	_____
LIGHTING:	_____	_____
LAVATORIES:	_____	_____
SINKS:	_____	_____
WATER SUPPLY:	_____	_____
SHOP CLEANLINESS:	_____	_____
PERSONAL CLEANLINESS:	_____	_____
HEALTH CERTIFICATION:	_____	_____
PRACTICES:	_____	_____
CHAIRS:	_____	_____
APPROVED DISINFECTANTS:	_____	_____
NECK STRIPS/CLEAN TOWELS:	_____	_____
CAPES:	_____	_____
CLOSED CABINETS:	_____	_____
CLOSED LAUNDRY CONTAINERS:	_____	_____
STORAGE SPACE:	_____	_____
PROHIBITED ITEMS:	_____	_____
ADDITIONAL REMARKS:		

TOWN OF FRANKLIN

THE TOWN OF FRANKLIN IS AN EQUAL-OPPORTUNITY PROVIDER AND EMPLOYER

SPA, NAIL SALON, TANNING PARLOR AND COSMETOLOGY SHOP SANITARY INSPECTION CHECKLIST

DATE _____ FACILITY _____

OPERATOR _____ OPERATOR LICENSE # _____

INSPECTOR _____ RATING _____

A SANITARY INSPECTION WAS CONDUCTED OF THE FACILITY ON THE DATE NOTED ABOVE.

THE FOLLOWING IS A REPORT OF THIS INSPECTION.

SATISFACTORY

UNSATISFACTORY

BUILDING CONDITION:

VENTILATION:

LIGHTING:

WATER SUPPLY:

LAVATORIES:

SINKS:

SHOP CLEANLINESS:

PERSONAL CLEANLINESS:

SPA/WHIRLPOOL CLEANLINESS:

FOOTBATH CLEANLINESS:

PRACTICES:

CHAIRS:

TABLES:

TANNING DEVICES:

MASSAGE TABLES:

MASSAGE TOOLS:

APPROVED DISINFECTANTS:

MULTI-USE TOOLS:

SINGLE-USE PUFFS/SPONGES:

CLOSED CONTAINERS:

CLOSED CABINETS:

CLOSED LAUNDRY CONTAINERS:

STORAGE SPACE:

PROHIBITED ITEMS:

ADDITIONAL REMARKS:

TOWN OF FRANKLIN

THE TOWN OF FRANKLIN IS AN EQUAL-OPPORTUNITY PROVIDER AND EMPLOYER

PIERCING AND TATTOO PARLOR SANITARY INSPECTION CHECKLIST

DATE _____ FACILITY _____

OPERATOR _____ OPERATOR LICENSE # _____

INSPECTOR _____ RATING _____

A SANITARY INSPECTION WAS CONDUCTED OF THE FACILITY ON THE DATE NOTED ABOVE.

THE FOLLOWING IS A REPORT OF THIS INSPECTION.

SATISFACTORY

UNSATISFACTORY

BUILDING CONDITION:

VENTILATION:

LIGHTING:

WATER SUPPLY:

LAVATORIES:

SINKS:

SHOP CLEANLINESS:

PERSONAL CLEANLINESS:

PRACTICES:

APPROVED DISINFECTANTS:

MULTI-USE TOOLS:

SINGLE-USE SUPPLIES:

DRESSINGS:

JEWELRY:

AUTOCLAVE:

CHAIRS:

TABLES:

SHARPS CONTAINERS:

CLOSED CONTAINERS:

CLOSED CABINETS:

CLOSED LAUNDRY CONTAINERS:

STORAGE SPACE:

RECORDS:

PROHIBITED ITEMS:

ADDITIONAL REMARKS:

TOWN OF FRANKLIN

THE TOWN OF FRANKLIN IS AN EQUAL-OPPORTUNITY PROVIDER AND EMPLOYER
APPLICATION TO OPERATE A PERSONAL CARE ESTABLISHMENT
(EXCEPTING TATTOO PARLORS AND PIERCING PARLORS)
ALL OPERATIONS MUST COMPLY WITH CONNECTICUT GENERAL STATUTES.

NAME OF ESTABLISHMENT: _____

ADDRESS OF ESTABLISHMENT: _____

TELEPHONE NUMBER: _____

OWNER: _____

ADDRESS OF OWNER: _____

TELEPHONE NUMBER: _____

OPERATOR (IF DIFFERENT FROM OWNER): _____

TYPE OF ESTABLISHMENT (CHECK ALL THAT APPLY): BARBER SHOP HAIR SALON NAIL SALON
 COSMETOLOGY SHOP TANNING PARLOR SPA

SERVICES TO BE OFFERED (CHECK ALL THAT APPLY): HAIRDRESSING HAIRCUTTING
 COSMETOLOGY MANICURES/PEDICURES MASSAGE THERAPY TANNING OTHER

DAYS AND HOURS OF OPERATION: _____

NUMBER OF STATIONS: _____

NUMBER OF LICENSED EMPLOYEES (INCLUDE COPY OF LICENSE FOR EACH): _____

TYPE OF DISINFECTION: CHEMICAL NON-CHEMICAL

DESCRIBE DISINFECTANTS USED: _____

SIGNATURE OF OWNER: _____

TO BE COMPLETED BY DEPARTMENT OF HEALTH:

FEE DUE: _____ DATE: _____ SIGNATURE: _____

TOWN OF FRANKLIN

THE TOWN OF FRANKLIN IS AN EQUAL-OPPORTUNITY PROVIDER AND EMPLOYER

APPLICATION TO OPERATE A PIERCING OR TATTOO PARLORS OR TEMPORARY BOOTHS

ALL OPERATIONS MUST COMPLY WITH CONNECTICUT GENERAL STATUTES.

NAME OF ESTABLISHMENT: _____

ADDRESS OF ESTABLISHMENT: _____

TELEPHONE NUMBER: _____

OWNER: _____

ADDRESS OF OWNER: _____

TELEPHONE NUMBER: _____

OPERATOR (IF DIFFERENT FROM OWNER): _____

TYPE OF ESTABLISHMENT: ____ PIERCING ____ TATTOOING

DAYS AND HOURS OF OPERATION: _____

NUMBER OF STATIONS: _____

NUMBER OF LICENSED EMPLOYEES (INCLUDE COPY OF LICENSE FOR EACH): _____

TYPE OF DISINFECTION: ____ CHEMICAL ____ NON-CHEMICAL

DESCRIBE DISINFECTANTS USED: _____

SIGNATURE OF OWNER: _____

TO BE COMPLETED BY TATTOO PARLOR APPLICANTS ONLY:

ALL OPERATIONS MUST COMPLY WITH CONNECTICUT PUBLIC HEALTH CODE 19A-92A-1

SUPERVISING PHYSICIAN: _____

ADDRESS OF PHYSICIAN: _____

TELEPHONE NUMBER: _____

DATE OF LAST INSPECTION BY SUPERVISING PHYSICIAN (INCLUDE COPY OF INSPECTION): _____

TO BE COMPLETED BY DEPARTMENT OF HEALTH:

FEE DUE: _____ DATE: _____ SIGNATURE: _____

TOWN OF FRANKLIN

THE TOWN OF FRANKLIN IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

APPLICATION FOR BLOODBORNE PATHOGEN CERTIFICATION

ALL APPLICANTS MUST COMPLY WITH CONNECTICUT GENERAL STATUTES.

NAME OF TATTOO ARTIST: _____

NAME OF TATTOO PARLOR: _____

OWNER OF TATTOO PARLOR: _____

TATTOO PARLOR ADDRESS: _____

MAILING ADDRESS, IF DIFFERENT: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY DEPARTMENT OF HEALTH:

FEE DUE: _____ DATE: _____ SIGNATURE: _____

TOWN OF FRANKLIN

THE TOWN OF FRANKLIN IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

APPLICATION FOR THE OPERATION OF A BED AND BREAKFAST

ALL OPERATIONS MUST COMPLY WITH CONNECTICUT PUBLIC HEALTH CODE SECTION 19-3-B42a7

NAME OF ESTABLISHMENT: _____

ADDRESS OF ESTABLISHMENT: _____

TELEPHONE NUMBER: _____

OWNER OF ESTABLISHMENT: _____

ADDRESS OF OWNER (IF DIFFERENT): _____

TELEPHONE NUMBER: _____

OPERATOR OF ESTABLISHMENT: (IF DIFFERENT): _____

ADDRESS OF OPERATOR: _____

TELEPHONE NUMBER: _____

____ TOTAL NUMBER OF BEDROOMS ____ TOTAL NUMBER OF GUEST ROOMS

____ TOTAL NUMBER OF FAMILY RESIDENTS ____ MAXIMUM NUMBER OF GUESTS

MEALS OFFERED (CHECK ALL THAT APPLY):

____ CONTINENTAL BREAKFAST ____ FULL BREAKFAST ____ BRUNCH

____ LUNCH ____ DINNER ____ OTHER ____ NONE

DATE OF MOST RECENT WATER TEST (INCLUDE COPY OF TEST): _____

DATE OF MOST RECENT SEPTIC SYSTEM PUMP (INCLUDE COPY OF SEPTIC PLAN): _____

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE DEPARTMENT OF HEALTH

FEE: _____ DATE: _____ SIGNATURE: _____