



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(858) 505-6900 Fax: (858) 999-8920 fhdtmpevents@sdcounty.ca.gov
www.sdcountybodyart.org



TEMPORARY BODY ART EVENT SPONSOR APPLICATION PACKET

This packet includes instructions for an Event Sponsor to follow when applying for a Temporary Body Art Event Sponsor Permit with the County of San Diego, Department of Environmental Health and Quality (DEHQ). Thoroughly review all instructions and ensure all forms are complete before submitting. Applications that need to be revised and resubmitted are subject to a revision fee.

Who must have a Temporary Body Art Event Sponsor Permit? The person, or business entity seeking to organize an event where body art is performed on the public. Examples include body art expos, body art conventions or body art trainings where the location is not considered permanent. The sponsor must ensure that all practitioners who participate are registered with an approved local enforcement agency (such as San Diego County).

Who must have a Practitioner Registration? Any person who performs body art on another person.

A Practitioner Registration is valid for one year. San Diego County accepts valid Practitioner Registrations from other California jurisdictions for up to 5 days but not more than 15 days in a one-year period.

A Late Fee will be charged if permit applications are received less than 14 days prior to the event start date or must be revised after submitting.

Event Sponsors are responsible for ensuring that all practitioners are properly registered, have adequate access to hand washing stations, sharps containers for each booth, approved sharps disposal, trash and wastewater disposal, and restrooms. An approved Event Sponsor Permit must be on file before Practitioner Registration applications will be processed.

Please allow 30 days to process the applications for most events. The Event Sponsor is the key contact for our department and is held responsible for practitioner compliance with applicable regulations. We hope your event is successful and we thank you for your cooperation. If you have questions, please call the Temporary Event Coordinator at (858) 505-6809.

Complete the following checklist prior to submitting your application to DEHQ

TEMPORARY BODY ART EVENT SPONSOR RESPONSIBILITIES

- ☐ 1. Meet all criteria on Page 5 of this packet including Sponsor Requirements and Booth Requirements.
- ☐ 2. Submit applications and fees 30 days prior to event or sooner.
- ☐ 3. If you are serving food see requirements [for temporary food facilities](#).
- ☐ 4. Be familiar with the sections of the [Health and Safety code](#) that govern a body art temporary event.
- ☐ 5. Provide the Department with the following (at least 30 days prior):

Completed **Body Art Temporary Event Sponsor Application**

Booth and Practitioner List (see example on page 7) which includes:

- a. Booth Number or Location – which should be clearly defined on floor layout.
- b. Booth Name.
- c. Practitioner (Legal) Names for each booth.
- d. Registration Number received from the County of San Diego (or another California Enforcement Agency).
- e. Description of equipment used if considered atypical or uncommon (photos and detailed information).

Site Map including the **location** of:

- a. Each booth offering body art procedures.
 - b. Restrooms.
 - c. Practitioner-only hand wash stations.
 - d. Vendor supply locations.
- ☐ 6. The sponsor must ensure that all practitioners who participate in the event are registered with a Local Enforcement Agency (LEA) within the State of California, such as the County of San Diego, to engage in body art (tattooing, body piercing, or permanent cosmetics) and ensure that the practitioners are aware of their requirements on page 6 of this document. Practitioners without valid registrations will not be allowed to operate.
 - ☐ 7. The sponsor must collect all applications along with supporting documentation (certificate for bloodborne pathogens training, Hepatitis B immunization record or Declination form and photo ID) for each practitioner (not already registered) to submit to our department along with payment. The individual practitioner will not be able to apply for a registration themselves for this event and must go through the event sponsor for this. A description of this process along with a list of what is needed from each practitioner can be found on page 6 of this packet.
 - ☐ 8. Submit your permit application via email to fhdtempevents@sdcounty.ca.gov or in person at 5500 Overland Ave., Suite 170. San Diego, CA 92123 - Hours: M-F 8AM-4PM, closed for lunch 12PM-1PM.

A Late Fee will be charged if permit applications are received less than 14 days prior to the event start date or must be revised after submitting.

- ☐ 9. For more information, please visit www.sdcountybodyart.org.
- ☐ 10. Work closely with the Department of Environmental Health and Quality to assure a safe and successful event.



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BODY ART TEMPORARY EVENT SPONSOR APPLICATION

EVENT INFORMATION		
Name of Event: _____		
Event Start Date: _____	Event End Date: _____	
Event Location: _____		
Day/Time of Setup: _____	Hours/Days of Operation: _____	
SPONSOR INFORMATION		
Event Sponsor Name: _____	Phone: _____	
Sponsor Address: _____	Email Address: _____	
EVENT DETAILS		
Expected number of booths offering body art: _____	Expected number of practitioners offering body art: _____	
Will there be any body suspension demonstrations? ☐ Yes ☐ No	Expected number of body art supply vendor booths: _____	
Mobile Body Art Vehicle: ☐ Yes ☐ No If yes, SD County Permit Number: _____ *Ensure location of event is zoned to allow for mobile body art.	Have all body art practitioners been advised of the Health Department requirements for temporary events? ☐ Yes ☐ No Initials: _____	
Number of practitioners using uncommon tattoo equipment (examples: traditional Japanese and Maori, etc.): _____ *These items would need to have special approval to allow their use at the event. Technical information on these instruments should be supplied to the county for review at least 1 month before date of event. Additionally, the practitioner would need to have single-use items or provide verification of sterilization if equipment is reusable.		
Will there be a planning/safety meeting for body art participants? ☐ Yes ☐ No If yes, please complete the following: Meeting Date: _____ Meeting time: _____ ☐ AM ☐ PM Meeting location: _____ If not, state reason: _____		
Will there be any food vendors with this event? ☐ Yes ☐ No If yes, do all food vendors have the required current temporary food facility health permit? ☐ Yes ☐ No		
Water source: ☐ Small Water system ☐ Public ☐ Septic / Private Well	Waste Water Disposal: ☐ Public ☐ Septic / Private	Electrical Source: ☐ Public Utility ☐ Generator (s)
Are restrooms facilities within 200 feet? ☐ Yes ☐ No		Number of flush toilets: _____
Number of Artist-only Hand Wash Stations to be provided: _____		Number of public hand-washing facilities: _____
Licensed Medical Waste Disposal Co. Provided: ☐ Yes ☐ No Name of company: _____		
Method and frequency of garbage / trash disposal including pickup from booths: Method: _____ Frequency: _____		

PREFERRED LANGUAGE(S) SPOKEN OR READ/Idiomas Preferido(s) Hablados o Leídos

To help us identify outreach material language needs, what two languages are spoken or read in your facility?

Preferred Language/Idioma preferido: ☐ Arabic ☐ Chinese – Cantonese ☐ Chinese – Mandarin ☐ English ☐ Farsi ☐ Japanese ☐ Karen
☐ Korean ☐ Somali ☐ Spanish ☐ Tagalog ☐ Vietnamese ☐ Other _____

Preferred Secondary Language/Segundo idioma preferido: ☐ Arabic ☐ Chinese – Cantonese ☐ Chinese – Mandarin ☐ English ☐ Farsi
☐ Japanese ☐ Karen ☐ Korean ☐ Somali ☐ Spanish ☐ Tagalog ☐ Vietnamese ☐ Other _____

EVENT FEES

Make checks payable to: County of San Diego

Temporary Event Sponsor Base Fee \$798.00 \$ _____

Booth Rate # of booths _____ x \$93.00 \$ _____

Late Fee \$275.00 \$ _____

Total Amount Due \$ _____

Applicant Signature: _____

Date: _____

Print Name: _____

Dept Approval Signature: _____

Date: _____

BODY ART TEMPORARY EVENT REQUIREMENTS

SPONSOR REQUIREMENTS

1. Obtain all necessary permits to conduct business in the jurisdiction where the event will be held, including, but not limited to, valid permits issued by a local enforcement agency.
2. Shows, conventions and educational demonstration events must be held in a permanent building large enough to enclose the entire event.
3. Event must have access to a potable water supply.
4. Restrooms must have flush toilets supplied with toilet paper and hand wash sinks supplied with potable warm running water, soap and single-use paper towels.
5. Sharps waste containers are provided for **each** demonstration booth.
6. Frequent trash pickup from demonstration booths.
7. The name, telephone number and directions to an emergency room near the body art temporary event shall be posted in a conspicuous location.
8. Certain supplies must be available to body art practitioners at your event. The supplies that must be on-hand for purchase include, but are not limited to:
 - Disposable equipment: Pre-sterilized needles, pre-sterilized tubes, pre-sterilized piercing equipment (if body piercing is offered), ink caps.
 - Barrier materials: plastic machine bags, barrier film, clip cord coves, plastic wrap.
 - Personal protective equipment: nitrile gloves, sleeve guards, disposable aprons, dental bibs.
 - Skin and wound care items: single-use tubes of water based and petroleum-based lubricants and absorbent dressing materials.
 - Paperwork: standard client consent forms, medical history forms, aftercare instructions and single-use instrument logs shall also be available for the practitioner.
9. Commercial, self-contained, hand wash stations are required for every 2 booths (the exact number of handwash stations required will ultimately be determined based on floor layout, number of vendors, public walkways and ease of access for practitioners) that include the following:
 - a. Potable water dispensed from a free-flowing spigot.
 - b. An interior container to catch wastewater.
 - c. Hand cleanser dispensed from pump or motion activated container.
 - d. Single use paper towels.
 - e. The sink must be away from public access and signs posted that hand sinks are for practitioner's use only.

BOOTH REQUIREMENTS

1. At least 50 square feet for every practitioner working in that booth - for a maximum of 100 square feet.
2. Floor, tables and chairs must be non-porous and easily cleanable.
3. Used exclusively for performing body art.
4. Constructed with a partition of at least three feet in height separating the procedure area from the public.
5. Equipped with adequate light available at the level where the practitioner is performing body art.
6. Shall not allow animals within the confines of the booth except service animals, as defined by the federal Americans with Disabilities Act.
7. Shall have available alcohol-based hand rub dispensed from pump.

PRACTITIONER REQUIREMENTS

1. Current Registration. Practitioner must have current Certificate of Registration issued by County of San Diego (or another California LEA). Certificate may be displayed or in a folder. Note: If certificate is issued by a jurisdiction outside of San Diego, it is valid in San Diego for no more than five consecutive days, or 15 days total, in any one calendar year.
2. Photo Identification. Make available upon request by the inspector.
3. Equipment. Use only approved equipment; instruments that are not of safe design will not be allowed at the event and may be impounded. Unusual or atypical equipment can be approved by our department before the event by submitting photos and detailed information to our department (through the sponsor) for review. An instrument or other reusable item that comes in contact with non-intact skin (such as a tattoo) must be pre-sterilized. An instrument that is touched by the artist during a tattoo such as a machine or device used for tapping must be of smooth and non-absorbent material to ensure that they may be properly cleaned and disinfected between uses.
4. Use appropriate personal protective equipment while performing body art procedures.
 - a. At a minimum this includes the use of non-latex or nitrile gloves.
5. Practitioners shall properly cover or bag their tattoo machine and clip cord when in use and use barrier film or bags for other procedural items.
6. Practitioners shall not smoke, eat or drink while performing a body art procedure.
7. Practitioners shall clean and disinfect client chair, table and tattoo machine between clients.
 - a. Acceptable disinfectants are those that are EPA-registered and indicate on the label that they are effective against Hepatitis B and Hepatitis C. Some examples include (but are not limited to) "Opti-cide 3", "Madacide", and "EcoTru".

Instructions for Obtaining a Registration Number:

Complete the practitioner registration application and obtain Bloodborne Pathogens Training from a provider on our [Bloodborne Pathogens Approved Trainer List](#). You may obtain an updated list of trainers on our website at: www.sdcountybodyart.org. Submit the application with required fee, documentation of Hepatitis B vaccination (or [Body Art Hepatitis B Vaccination Declination form](#)) and a copy of your current (within the last year) Bloodborne Pathogens Training Certificate to the event sponsor who will forward it to the County of San Diego, Department of Environmental Health and Quality. Check with the event sponsor to see how they would like to receive your application fee from you.

The Practitioner Registration renews on an annual basis, if you do not need to maintain an annual registration with the County of San Diego and would like to avoid paying an annual fee, please check the appropriate box on the application, so the certificate is not automatically renewed and invoiced.

Registration applications submitted without fees will not be processed and the practitioners will not be allowed to work.

If you are applying for Registration for the first time, your Practitioner Registration will be delivered to you at your upcoming event or mailed to you at the address you provide.

If you have any questions, please call (858) 505-6809, or e-mail fhdtempevents@sdcounty.ca.gov.

EXAMPLE OF SPREADSHEET INFORMATION TO BE PROVIDED TO DEHQ WHICH INCLUDES INFORMATION FOR ALL PRACTITIONERS WORKING AT THE EVENT:

BOOTH LOCATION OR NUMBER (SEE SITE MAP)	BOOTH NAME	PRACTITIONER NAME/REGISTRATION NUMBER	PRACTITIONER NAME/REGISTRATION NUMBER	HOME STATE OR COUNTRY	TYPE OF EQUIPMENT USED
<i>Booth 1</i>	<i>Tattoo Kingdom</i>	<i>Joe Smith FBAP-001568</i>	<i>Samantha Jones LA-6576</i>	<i>San Diego Los Angeles</i>	<i>Rotary machines</i>
<i>Booth 2</i>	<i>Frank's Tatts</i>	<i>Frank Romanski LA- 5681</i>		<i>Los Angeles</i>	<i>Rotary & coil machines</i>
<i>Booth 3</i>	<i>Styx Tattoo</i>	<i>Ralph Styx FBAP-001798</i>	<i>Peter Blanche FBAP-001799</i>	<i>France</i>	<i>Coil machine</i>
<i>Booth 4</i>	<i>Island Tattoo</i>	<i>Ahulani Ho FBAP-000765</i>	<i>Peter Wong FBAP-001766</i>	<i>Hawaii</i>	<i>Moli – traditional Hawaiian “tapping” equipment (information submitted to DEHQ for approval)</i>
<i>Booth 5</i>	<i>Island Tattoo</i>	<i>Frank Anderson FBAP-000767</i>		<i>Hawaii</i>	<i>Coil machine</i>

BODY ART TEMPORARY EVENT SELF-INSPECTION CHECKLIST

Note: This check list should be provided at each booth during event set-up.

PRACTITIONER REQUIREMENTS FOR TEMPORARY EVENTS

This check list is designed for temporary event organizers and participating practitioners. This guidance document contains a list of requirements that practitioners are expected to understand and implement at a Temporary Body Art Event. These requirements will meet public health and safety standards established in California's Health and Safety Code Chapter 638 Safe Body Art Law (Section 119308, 119309, 119310, 119311, 119317 and 119318). **Compliance will be verified by staff.**

- ☐ **ALL PRACTITIONERS MUST HAVE A VALID PRACTITIONER REGISTRATION** *A registration is considered valid if it was issued from any jurisdiction within California; valid within one year of the issue date.*
- ☐ **PRACTITIONER REGISTRATION MUST BE VISUALLY DISPLAYED** *The registration must be present at the time of the event. Place your registration certificate in a location that is easily accessed such as a binder, within your portfolio or in a location that is easily seen. You will also need to provide a current photo ID upon inspection.*
- ☐ **NO FOOD OR DRINK** *No food, drink or tobacco products are allowed in the booth. Clients and practitioners must not eat or drink within the booth. If either you or your client would like to eat, drink or smoke, you must leave the booth area. **Remember, the booth is the procedure area.***
- ☐ **CLEAN ENVIRONMENT** *The only way to maintain a clean and sanitary environment in the procedure area is to be neat and organized. You should have only items necessary to apply your craft. Store personal effects out of the way and away from the work stations in the booth. Under the table is appropriate. Keep all trash generated in the lined waste can. Help notify the sponsor to maintain regular trash pick-up from your booth. **Remember, the booth is the procedure area.***
- ☐ **FORMS AND PAPERWORK** *You are required to have all necessary forms and documents to perform body art. These forms include, but are not limited to: Client Consent, Medical History, Aftercare Instructions, Client Procedure Log, and/or separate Procedure Log to **document the use of disposable instruments**, disposable instrument invoice, jewelry mill certifications, etc.*
- ☐ **WASH YOUR HANDS** ***It is your responsibility!** Wash and dry your hands with **soap and water** just prior to and after **every procedure**. Commercial handwashing stations have been provided. Make sure you know where your closest stations are. Notify the sponsor if your sink needs supplies or maintenance. Remember that hand sanitizer cannot take the place of hand washing. By washing your hands properly, and at the appropriate times, you will protect the health of both yourself and your consumer.*
- ☐ **PERSONAL PROTECTIVE EQUIPMENT** *For every procedure, put on a **new disposable bib or lap pad**, and **clean disposable examination gloves**. If the gloves are compromised either by touching objects outside of the client and direct work station, or develop a hole or rip, throw away that set, wash your hands and put on a new pair. If the gloves are removed before completion of the procedure, throw away that set, wash your hands and put on a new pair.*
- ☐ **TATTOO MACHINE** ***"Bag"** the tattoo machine, as well as the power cord, with a disposable plastic sheath. **Providing these barriers is not negotiable. Therefore, if you choose not to comply, you will not be able to participate.** Inspect and clean the machine after each use.*
- ☐ **SINGLE USE** *Needles, ink caps, gloves, aprons, paper towels, dental bibs, cord covers, machine bags, plastic wrap, stencils, marking pens or other coverings for chairs and workstations shall be single use. Document the use of disposable instruments, such as needle tubes in individual peel packs on the client procedure log, along with the date and name of the practitioner. **JEWELRY** used in a new piercing must pre-sterilized and stored in individual peel packs.*
- ☐ **RE-USEABLE INSTRUMENTS NO LONGER APPROVED FOR TEMPORARY VENUES** *Only disposable equipment such as grips and tubes are allowed to be used by body art practitioners at temporary events.*
- ☐ **DISINFECTION AND DECONTAMINATION** *Clean and disinfect all surfaces or objects in the work station that have been in contact with the client or materials utilized during the procedure with an industry standard disinfectant. Items include, but are not limited to, arm rests, chairs, trays, tattoo machines, etc.*
- ☐ **SHARPS WASTE** *A properly labeled container for sharps waste must be provided by the event organizer. Dispose of all used needles, razors, grommets and other sharps waste in the sharps container. Place the sharps container within arm's reach of the practitioners. Your sharps waste and container are to be properly disposed of by the event organizer at the conclusion of the event.*