



## **APPROVAL REVIEW PROCEDURES FOR TEMPORARY EVENTS**

Complete the body art time limited event application.

A current copy of certifications for first aid and blood borne pathogens must be provided for all artists. Do not submit copies of expired certifications.

Provide records of completion of courses or seminars in body art or written statements of attestation by individuals offering body art apprenticeships that all artists has received sufficient training of adequate duration to completely perform body art services. (A copy of apprenticeship certificate for all artists)

Provide a copy of your aftercare guidelines for each provided service.

Provide a copy of your customer record sheet (must include the patron's name; address; date of the service; colors and manufacturer of all inks, dyes, or pigments used; jewelry used, including size, material composition, and manufacturer; and placement of the procedure).

### **REQUIRED FOR ALL OPERATORS (checking the box means you will have these items at the event)**

- Sharps container
- EPA registered disinfectant
- Gloves (nitrile preferred)
- Trash can with covered lid
- Single use razors for shaving
- Single use marking instruments
- Soap, water, and antiseptic solution for cleaning procedure area
- Permanent or temporary hand washing facility must be present in the booth
- Single-use gauze squares, cotton ball or square or cotton swab for washing completed area must be available
- All equipment (needles, needle bars, cartridges, clamps, tubes, etc.) must be disposable or pre-sterilized/pre-packaged  
On-site autoclaving will not be permitted.

### **FOR TATTOO ARTISTS**

- Sterile, non-occlusive, single use dressing and non-allergenic tape for covering completed tattoo
- All inks/pigments must be commercial and not out of date

### **FOR BODY PIERCERS**

- Alcohol-free, antiseptic mouthwash for oral piercings
- All jewelry must be pre-sterilized, pre-packaged and dated
- All jewelry used for new piercings must be made of compliant titanium, steel, solid 14/18 karat white or yellow gold, niobium, or platinum and mill certificates provided for all jewelry

**\*All equipment and procedures must comply with OAC 3701-9\***



**Environmental Health Division**

**scph.org**

**BODY ART TIME LIMITED EVENT APPLICATION**

**INSTRUCTIONS: If this application is for a tattoo convention, contact the event organizer for application instructions**

1. Complete the application.
2. Fee is \$80. Payment must be made in the form of cash, credit card, money order or cashier check (no personal checks accepted):
3. Return signed application and fee payment to: Summit County Public Health  
1867 W Market Street  
Akron, OH 44313  
Attn: Environmental Health Division

**Time-Limited Event Information**

Event Name		Start Date- End Date and Operating Hours Of Event	
Event Address			
City	State	Zip Code	
Event Contact Name		Event Contact Phone Number	

**Body Art Business Information**

Name of Body Art Business		Business Phone Number	
Business Address			
City	State	Zip Code	
Owner/Operator Name		Owner/Operator Phone Number	
Name Of Artist Attending	Service Offered Tattooing [ ] Body Piercing [ ]		
Name Of Artist Attending	Service Offered Tattooing [ ] Body Piercing [ ]		
Name Of Artist Attending	Service Offered Tattooing [ ] Body Piercing [ ]		

*\*List additional artists with services on the reverse side*

**Authorization**

<p><b>I hereby certify that I am the operator, owner or authorized representative of the above tattoo and/or body piercing establishment and intend to comply with all requirements established by Sections 3730.01-3730.11 of the Ohio Revised Code and Chapter 3701-9 of the Ohio Administrative Code.</b></p>	
Name	
Signature	Date



1867 West Market St. | Akron, OH 44313-6901 | P: (330) 926.5600 | TF: (877) 687.0002 | F: (330) 923.6436

**Environmental Health Division**

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**PLANNED LAYOUT OF THE TIME LIMITED EVENT**

Provide a floor plan drawing (to scale) showing the total area to be used for the event including location of entrances/exits, hand washing sinks and restroom facilities. Include in the area used for Body Art services a layout of all equipment with light fixtures. **If this is part of a convention, provide a detailed drawing of your booth only.**



## Summit County Public Health

1867 West Market Street ♦ Akron, Ohio 44313-6901  
Phone: (330) 923-4891 ♦ Toll-free: 1 (877) 687-0002 ♦ Fax: (330) 923-6436

[www.scph.org](http://www.scph.org)

### Credit Card Payment Instructions

Summit County Public Health accepts major credit cards for payment of the temporary food license fee. A credit card service fee of \$3.00 for purchases of \$100 or less (or 2.5% for purchases of \$100.01 or more) will be added to the license fee by Official Payments Corporation.

If you choose to use a credit card for your temporary food permit you may pay during the front desk hours of operation which are Monday through Friday from 8:00 am to 4:00 pm:

- 1) In person at the Fairway Center Building C front desk counter located at 1867 W Market St., Akron.
- 2) By e-mail and phone. The completed application must be scanned and e-mailed to [ehpayments@schd.org](mailto:ehpayments@schd.org) then call 330-926-5600 to provide the credit card payment information to a member of our staff.
- 3) By fax and phone. The completed application must be faxed to 330-923-6436 then call 330-926-5600 to provide the credit card payment information to a member of our staff.

By giving your verbal authorization, you hereby confirm your acceptance of the service fee charged by Official Payments and agree to pay the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your credit card.

Please call 330-926-5600 if you have any questions.

# **Example** HANDWASHING STATION

*Use it OFTEN!*

Use **CLEAN** water jugs:

1. **SANITIZE** with 2 tbsp unscented bleach in 1 gallon of water – **SLOSH** to cover all surfaces.
2. Let **STAND** 5 minutes and **DRAIN**. **DO NOT RINSE!**
3. **FILL** with approved drinking water

