



Body Artist Plan Review Application

If you have questions or need further assistance please contact us. Please mail, email or deliver application to:
RiverStone Health - Environmental Health Services
123 South 27th Street Billings, MT 59101
Phone: 406-256-2770 Fax: 406-256-2767 www.riverstonehealth.org

Procedures offered by applicant (check all that apply):

☐ Tattooing ☐ Permanent Cosmetics ☐ Body Piercing ☐ Ear Lobe Piercing Only

Are you a guest artist? ☐ No ☐ Yes, will start offering services on _____ and end on _____
(date) (date)

Applicant Information:

Licensee Legal Name _____

Age _____ Date of Birth _____ Photo ID # _____

Business Phone _____ Cell Phone _____ E-mail _____

Home Mailing Address: _____

Previously licensed? ☐ No ☐ Yes, License # _____ Last calendar year licensed _____

Training Certification Dates:

Bloodborne Pathogen expires: _____

Basic First Aid expires: _____

Sanitation Quiz passed: _____

Establishment Information:

Name _____

License Number _____ Owner _____

Location Address _____ City _____

Mailing Address (if different than above) _____

City _____ State _____ Zip Code _____

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION:

- ☐ Photo ID copy
- ☐ Consent form and client record form(s)
- ☐ Sketch of procedure area layout showing locations of sinks, supply cabinets, equipment, etc.
- ☐ Post Exposure Plan (needle stick procedure; sample exposure plan available from RiverStone Health)
- ☐ Most recent spore test results from certified lab (if autoclave used)
- ☐ Training certificates in Basic First Aid, Bloodborne Pathogens & Sanitation Quiz. Complete the quiz at <https://dphhs.mt.gov/publichealth/EHFS/BodyArt/BodyArt> (the password is **MTbodyart**)

**Please make a ✓ (check mark) next to all items verified.
If an item does not apply, then write "N/A" (not applicable).**

Work Room

Work Room is separated from the waiting room and other areas by a:

☐ Standard door ☐ Half-door ☐ Chain/rope ☐ Other: _____

☐ Animals are not allowed except for trained service dogs

☐ 50-foot candles of light is available at level of procedure (spot-lighting is ok)

Handwashing sink is:

☐ Within work room ☐ Within ____ ft. from the doorway and the doorway has a two-way self-closing door.

**The handwashing sink needs to be accessible to artist at all times, not in a restroom
and cannot be used for any other purpose.**

☐ Handwashing sink provides hot and cold water and is stocked with soap, paper towels, and a garbage can located next to hand sink

☐ Equipment and procedure surfaces and finish materials are smooth, easily cleanable and non-absorbent

Flooring is smooth, non-absorbent, and constructed of **(check all that apply):**

☐ Tile ☐ Vinyl ☐ Epoxy ☐ Sealed Concrete ☐ Other: _____

Floors are wet mopped daily using **(check all that apply):**

☐ Wet mop ☐ Flat mop ☐ Steam mop ☐ Spray mop

☐ Disposable mop pads ☐ Reusable mop pads

Equipment and Supplies

☐ Equipment, tools, and jewelry are clean, in good condition and rust-free. Defective, dull or expired items are not used

☐ Gloves are non-latex, designed for medical use, and used only once.

Gloves are made from: ☐ Nitrile ☐ Vinyl ☐ Other: _____

☐ Needles are used only once, and then discarded directly in a sharps container. Needles are not bent or broken before disposal

Sharps containers are:

☐ Mailed to a licensed sharps disposal company in a box provided by the company

☐ Picked up by a licensed infectious waste disposal company

☐ Brought to a secure site and picked up by a licensed infectious waste disposal company

Name of licensed sharps/infectious waste disposal company: _____

☐ Work tables, counter tops, and client contact surfaces are washable, in good repair, cleaned and disinfected between clients

Disinfectant used: _____ Contact time: _____

☐ Any equipment or tool that comes into contact with the client is stored in closed, clean containers or cabinets

☐ Tables, trays and equipment are not shared between artists serving different clients at the same time

Sterilization of Equipment and Jewelry

Instruments that come into contact with blood or body fluids during tattooing or piercing will be **(check all that apply)**:

- ☐ Individually wrapped, autoclaved, and marked with autoclave date and artist initials
 - ☐ Autoclave packaging has indicator strip
 - ☐ Other indicator is used; specify _____
- ☐ From the supplier individually wrapped and sterile with expiration dates and lot codes

Piercing jewelry is **(check all that apply)**:

- ☐ Individually wrapped, autoclaved, and marked with autoclave date and artist initials
 - ☐ Autoclave packaging has indicator strip
 - ☐ Other indicator is used; specify _____
- ☐ From the supplier individually wrapped and sterile with expiration dates and lot codes

If using an autoclave, please provide the following information:

Autoclave manufacturer: _____ **Model number:** _____

Cycle time: _____ min **Temperature:** _____ °F/C **Pressure:** _____ PSI

Spore testing company name: _____

Attach a copy of the most recent spore test results.

Cleaning and Ultrasonic Use

Non-disposable instruments will be cleaned with appropriate detergent and rinsed with potable water using **(select all the apply)**:

- ☐ A designated sink with hot and cold running water that is large enough to submerge equipment
- ☐ An ultrasonic unit used in accordance with manufacturer's specifications.

Type of detergent used for cleaning non-disposables: _____

Skin Preparation, Aseptic Technique, and Aftercare

- ☐ Gloves, marking devices, and disposable razors are used only once.
- ☐ Before the procedure, the skin is thoroughly dampened with an antiseptic using clean cotton, gauze or tissue


Antiseptic used: _____

- ☐ Tattoo design or piercing location will be transferred or marked using **(check all that apply)**:

- ☐ Single-use transfer paper
- ☐ Single-use marker
- ☐ Single-use toothpick and ink
- ☐ Other sanitary method: _____

- ☐ If the artist sustains a needle stick, the artist will follow their post exposure plan, **submit this plan**

Handling and Disposal of Biomedical Waste

- ☐ Solid waste (other than sharps) possibly contaminated with blood or other bodily fluid is placed in a garbage container labeled "BIOHAZARD" or , lined with a **strong leak proof plastic bag**, tied to prevent leakage for handling and transported safely to the dumpster. Some waste is considered contaminated but not "infectious", examples are gloves, tissues, or ink cups

Consent Forms

- ☐ Client signs a consent form before each procedure (even if a returning customer)
- ☐ Parent or legal guardian signs in person for any client under the age of 18 and stays onsite for entire procedure.
- ☐ If piercing clients under the age of 3, a choking hazard warning is given to the parent or legal guardian
- ☐ Records, including consent forms, client records, and spore test results kept for a minimum of 3 years and are available for review by the health department.

License Requirement and Display

- ☐ License is displayed in view of clients once it is received. Note: The license is not transferable. This means if you move to a new location, you must apply for a new license. If you remodel your building, add work areas, or change plumbing, you must contact the health authority for a review and approval of your changes.

_____ (initial) I certify that I have never had a professional license denied or cancelled, or voluntarily surrendered, cancelled, forfeited, or failed to renew a professional or occupational license. I have not had an agency initiate or complete disciplinary action against a professional license I have held. If I have, a description of the incident is enclosed.

_____ (initial) I fully understand that approval of these plans and approval of this license is not a grant of licensure for any activities beyond the scope of the rules found in Rule #5 pertaining to tattooing and body piercing including, but not limited to, any activities that may constitute medical procedures or medical practice.

_____ (initial) I understand that approval of these plans and specifications by the health authority does not indicate compliance with any other code, law or regulation that may be require, such as building code permits and inspections, fire and life safety inspections, and other business licenses. If you sharing space at an establishment that has activities regulated by the Board of Barbers and Cosmetologists, contact them for guidance.

_____ (initial) I certify that the information included above is complete and correct. I understand my failure to provide complete, accurate, and truthful information on the application may be grounds for cancellation or denial of this license application.

Signature _____ Date _____

Approval of these plans and specifications by the health authority does not mean compliance with any other code, law or regulation that may be required. Approval of these plans does not constitute endorsement or acceptance for other artists. A pre-opening inspection with equipment will be necessary to determine compliance with the rules governing tattooing and/or piercing establishments.

Frequently Asked Questions

Q. Is a license required for tattooing, cosmetic tattooing, body piercing, or ear piercing in Montana?

A. Yes, a license has been required since 2007. (Title 50, Chapter 48, subchapter 1 MCA and ARM Title 37, Chapter 112, subchapter 1)

Q. If I tattoo or pierce for no charge, do I still need a license?

A. Yes. Offering the services of tattooing, cosmetic tattooing, body piercing or ear piercing on any person, other than yourself, requires a license in Montana.

Q. Once I have my license for tattooing or piercing, can I tattoo or pierce at a client's home, another business, or an event?

A. A license is valid for only one location. Tattooing and piercing are not allowed in a client's home or other unlicensed establishments where conditions of sanitation can greatly vary. A separate license is required when tattooing or piercing at a temporary event, such as a concert or rally.

Q. Where can I get the required training for General Sanitation, First Aid and Bloodborne Pathogens?

A. General Sanitation – pass the State-administered Sanitation Quiz

- Go to Montana Department of Health and Human Services-Food and Consumer Safety Section website. <http://dphhs.mt.gov/publichealth/FCSS/BodyArt>
- Under “Information for Artists: click on **General Sanitation Quiz**. The password is **MTbodyart**. Complete the Quiz. You will receive an email informing you of pass/fail.
- This certificate does NOT expire.

Bloodborne Pathogen and Basic First Aid

- Training may be completed in-person or online. There are many online classes available.
- Training course must be OSHA compliant
- Artists and operators must maintain current certificates by renewing when necessary. Follow certifying organization guidelines for expiration and renewal.

Q. Are there any other requirements for professional skills and technique?

A. Neither state nor local regulations outline training requirements beyond those above. It is highly recommended, however, that operators and artists complete training in the practice of tattooing and or piercing from a reputable source.

A license must be obtained before a person can operate a Body Art Establishment or perform Body Art.