

Illinois Department of Public Health
TANNING FACILITY WRITTEN OPERATING PROCEDURES OUTLINE

The Tanning Facility Permit Act [210 ILCS 145/1], Section 10(a)(5), requires all tanning facilities to submit a written copy of their “operating procedures to be used in the facility: as an attachment to the facility’s application for a tanning facility permit. The purpose of written operating procedures is to establish uniformity among all trained operators and to provide a list of what must be done to ensure compliance with the Act. The following outline highlights the areas each facility **must** minimally address in its tanning facility written operating procedures.

1	-	The procedure for annually giving the client a copy of the required written warning, as detailed at Section 795.250(a) of the Tanning Facilities Code. What procedure is the operator expected to follow to ensure that all clients are at least annually offered a written copy of the warning? This shall also include operators’ procedures for providing the warning information when the client is visually handicapped or otherwise unable to read.
2	- -	The procedure for proving and documenting whether the client is 18 years of age or over and able to tan on their own. The procedure for proving and documenting that the client is at least 14 years of age and legally able to tan. What method is the operator to use to prove and document the identity and age of the client? If the client is 14-17 years of age, the facility is responsible for obtaining the written consent of the client’s parent or guardian <i>at the facility, in the presence of the operator (who must be at least 18 years of age).</i>
3	-	The procedure the facility follows to handle the presence of children younger than 14 years of age that accompany a client. How are operators expected to handle the presence of unattended children who accompanied a client while the client is tanning?
4	-	The procedure the operator must follow to obtain client information on prescription and nonprescription medications, cosmetics and toiletries consumed or used prior to the start of each tanning session, and the procedure for informing clients about photoallergic, phototoxic and other photosensitizing substances taken orally or applied to the skin. What is the method the operator follows to have the client update information on Rx and OTC medications, cosmetics and toiletries prior to each tanning session?
5	-	The facility procedure for dealing with clients who use contact lenses. What instructions are operators expected to give to clients who use contact lenses prior to the clients’ tanning sessions? Does the operator instruct the client to continue to wear contact lenses throughout the tanning session, or does the operator instruct the client to remove contact lenses and store them in the client’s personal contact lens case?
6	-	The facility procedure for dealing with pregnant women who wish to tan. What is your facility’s policy related to pregnant or potentially pregnant women who wish to tan? What do you want your operators to do when a pregnant client comes to tan?
7	-	The operators’ method for ensuring and documenting that clients have not used the services of any tanning facility in the preceding twenty-four hours. What does the operator do to verify that the client has not tanned within the last 24 hours.
8	-	The system for maintaining complete and accurate records on clients’ use of the tanning facility. What information is collected at each client’s tanning session? When maintained electronically, the procedures shall describe data storage and back-up methods.
9	-	The operators’ procedures for instructing clients on how to use the tanning equipment. Each tanning unit has specific instructions for use. How do you ensure that operators cover all necessary information for each tanning unit?

10	-	The procedure for determining and recording the client's appropriate skin type, using the IDPH-provided skin type chart, and the accurate determination of the maximum exposure time for each tanning session for the specific tanning unit. What happens after the client calculates their skin type? What is the operator expected to do with the client's skin type information? How is the amount of time the client is to receive in the tanning unit to be determined?
11	-	The procedure for thoroughly documenting and promptly reporting tanning injuries, as specified in the Tanning Facilities Code, Section 795.200. What information pertaining to the injury is to be collected? what is the operator to do with the information after it is collected?
12	-	The procedures for conducting regularly scheduled maintenance of the tanning equipment, particularly as required by the manufacturer of each unit. Describe the various maintenance procedures to be conducted on each unit, particularly as recommended by the equipment manufacturer (such as: removal and cleaning of acrylic shield and lamps, cleaning of reflectors, mechanical inspection of units' fasteners, gas springs, timers, ac power cords, connections and acrylics). Who has responsibility for the maintenance procedures.
13	-	Procedures for the accurate preparation of the facility's sanitizing solution and a description of how it is to be tested. Sanitizing solution must be accurately prepared and tested at least once a day to ensure proper concentrations and stored in properly labeled containers. What sanitizing solution do you use? if a concentrate, how do you instruct your operators to mix the solution? What is the test method used by the operators? How does the operator accurately test the mixed solution?
14	-	A thorough description of equipment cleaning procedures. Facility operators, <u>NOT CLIENTS</u>, are responsible for cleaning and sanitizing tanning equipment after each use. Explain exactly what you expect your operators to clean and sanitize after each client's use of the tanning equipment.
15	-	A thorough description of eyewear sanitizing procedures (if the facility provides reusable eyewear for its clients). What kind of eyewear sanitizing solution is used in your facility? If a concentrate, what are the directions for mixing? How is the solution to be tested? What is the minimal time operators should allow eyewear to be immersed in the solution?
16	-	The procedure for cleaning and sanitizing the restroom (and shower area if provided). The facility's restroom(s) must be cleaned and sanitized at least once a day. Describe the specific tasks to be conducted in the cleaning and sanitizing of the restroom. who has responsibility for each task?
17	-	The method for laundering cloth towels after each use, if provided by the facility. Where are soiled towels to be stored prior to laundering? How often will they be laundered? Who has responsibility for laundering?
18	-	A thorough description of the procedures for the general cleaning of the tanning facility. Describe the various procedures for general cleaning of the tanning facility. Who has responsibility for the cleaning procedures?
19	-	The procedures for the operator to perform while assisting the inspector during an Inspection. The operator must have access to all information required by the inspector including (but not limited to) the client records, the operators' training records, the user manual for each piece of tanning equipment, and the compatibility documentation for lamp replacement.
20	-	A thorough description of the training method (the 'what' and 'how') to be used for each operator, covering the ten areas described in Section 795.180 of the Tanning Facilities Code. Operators may not be left unattended until training is completed. Rather than simply stating, "All operators will be trained...", explain the details of the plan to be followed to ensure that each operator will receive satisfactory training in each of the ten areas listed on page 27 of the IDPH "Legal Base" booklet.

Other facility-specific information may also be included in the written operating procedures.

IF ANY OF THE ABOVE ITEMS ARE NOT COVERED IN THE FACILITY'S WRITTEN OPERATING PROCEDURES PROVIDED TO THE DEPARTMENT, THEY WILL BE RETURNED TO THE FACILITY OWNER FOR COMPLETION.

THE FACILITY OPERATING PROCEDURES MANUAL IS TO BE PREPARED ON A TYPEWRITER OR WORD PROCESSOR.

HANDWRITTEN COPIES WILL NOT BE ACCEPTED

PLEASE REVIEW CAREFULLY BEFORE MAILING.

Remember to keep at least one copy of the procedures at the tanning facility for training purposes. Update the manual as your operating procedures are changed. All operators must be thoroughly trained on the contents of the manual prior to being allowed to operate independently. (77Ill. Adm. Code 795.180(a)(3)).

Questions concerning operators' responsibilities may be directed to the Illinois Department of Public Health, Division of Food, Drugs and Dairies, 525 West Jefferson Street, Springfield, IL 62761, 217-782-7532, facsimile 217-782-0943, TDD (for hearing-impaired use, only) 1-800-547-0466.