

Tanning Facility Operating and Safety Procedures

(Facility Name)

1. Open facility and check tanning rooms, devices, eyewear and restrooms for cleanliness. Mix FDA approved sanitizer solutions and test concentration.
2. Prepare for day's operation: check appointments, gather client records and necessary paperwork, conduct administrative duties.
3. As clients arrive, please be courteous.
4. When existing clients arrive, have them sign in. Check their records, explain the facility's operations and their tanning session to them, after which direct them to tanning room. Once the client is ready, set timer to the appropriate time.
5. If the client is new, discuss the facility, explain services, packages, etc. Explain how an indoor tanning device works. Give them a tour of facility. Show the client a tanning room. Show how the door locks. Explain how to operate the radio, how to turn the bed on when ready, how to shut the canopy, and show them where the emergency cut-off switch is.
6. Have the clients read and complete the client card. Make sure they have read the warning statement. Review the card for completeness. Make sure the client has signed and dated the card, recorded their birthday, stated that they are over 18 years old and/or recorded parental consent signature if under 18 years old.
7. Explain to the client the importance of protective eyewear. Make sure the client has **and uses** FDA approved protective eyewear. Advise them to remove contact lenses and to apply 15 SPF lip protection.
8. Check the user's skin type (Fitzpatrick Scale) and recommend an exposure time and a schedule that will provide the safest results.
9. Set the timer to the proper time, not to exceed the maximum time.
10. Record the date, length of exposure and the name and initials of the employee who assisted on the client record.
11. Send the client into a clean and properly sanitized bed to tan.
12. Schedule the client's next appointment.
13. Clean and sanitize tanning devices, eyewear and rooms after client's use.
14. Measure sanitizing solution concentration twice daily.
15. Check supplies daily (i.e., eyewear, lotions, cleaners, other products).
16. At the end of the day, check client records and documents, count down and clean facility.

If an injury occurs:

- Calm the client down, check injury.
- Call for medical assistance, if necessary.
- Contact owner/manager.
- Prepare an injury report and submit to the MS State Department of Health within 5 days.
- Call to check on client's condition.

If there are any questions regarding these procedures, please contact a member of management.

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