



## Customer Records Guidelines

Shall be maintained for 2 years and include all of the following information:

Client consent form shall be obtained prior to all procedures and shall include, but not be limited to, the following:

1. Name, address and current phone number of the client
2. Date (s) of the procedure
3. The type and location of the body art
4. Sterilization date or package/lot number used during the procedure
5. Source/manufacturer and lot number of ink, pigment or dyes if any are used in procedure
6. Advising the client that tattoos and permanent cosmetics should be considered permanent, that it can only be removed with a surgical or laser procedure and that any effective removal may leave scarring.

The following information shall be obtained by the body artist from the customer, indicating if the client has had any of the following:

1. Diabetes
2. Communicable disease
3. Hemophilia
4. Skin diseases, skin lesions
5. Allergies or adverse reactions to pigments, dyes, disinfectants or soaps
6. History of epilepsy, seizures, fainting or narcolepsy
7. Taking anticoagulants or other medications that thin the blood and/or interferes with blood clotting
8. Any other information that would aid the manager/body artist in the client's body art healing process evaluation.