

**South Dakota Cosmetology Commission
SALON SELF-INSPECTION CHECKLIST**

Conducting an occasional self-inspection will help you remain in compliance. This may also reduce or eliminate any problems before an inspection. **IT IS THE LICENSEE'S RESPONSIBILITY TO KNOW AND FOLLOW ALL RULES AND REGULATIONS.** The Commission inspectors will be completing one report for the salon/booth which will include all licensees. See our website at cosmetology.sd.gov for further information or call (605) 773-6193.

The following guidelines should assist you with your self-inspection. All these requirements are for the protection of the clients and licensees. The answers to all questions should be "YES".

Items 1-9 will be automatic failures if not in compliance.

1. Is the salon/booth currently licensed and the license conspicuously displayed?
Are all working licensees currently licensed, and the license conspicuously displayed at the workstations?
Individuals should also have a valid government photo ID available matching the name on their license(s).
Is the address on the salon/booth license correct?
A salon/booth license is only valid for the physical address on the original application.
Is the original license posted?
Photocopies are illegal.
Are the Health, Safety, and Infection Control Rules/Regulations displayed in a conspicuous place?
An updated version of this document is enclosed with all salon/booth licenses and permits when mailed.
Is an Unregulated Services sign posted (if applicable)?
Unregulated services include body piercing, massage, tattooing, tanning, permanent hair removal, permanent makeup, professional photography, etc.
2. Is the fire extinguisher the correct type (ABC, 5 lbs, charged) and easily accessible?
Should be mounted on the wall.
3. Is there a first aid kit with blood spill procedures available? (Blood spill procedures are mailed with permits)
Only one first aid kit is required in each salon and should be easily available to all licensees.
4. If microdermabrasion, electric file, or eyelash extension services are offered, is the licensee certified?
Microdermabrasion, electric file, or eyelash extension services require special continuing education.
Microdermabrasion machines should be a closed-loop system & electric nail files should be designed for use on a human nail.
5. Is there a disinfecting agent available at each workstation? Can be spray or other.
6. Does the agent state that it stops bactericidal, virucidal, and fungicidal activity and is EPA registered?
Bleach can be used if mixed daily.
7. Are the containers large enough for proper disinfection?
All non-electrical items being disinfected must be completely immersed. Booth licensees must have their own containers.
8. Is the wet disinfection fresh, clean, and free from contaminants such as skin, hair, and dirt?
9. Is the pedicure bowl cleaned and disinfected after each client? Is the screen drain for the pedicure foot spa being cleaned and disinfected daily?

GENERAL SAFETY AND INFECTION CONTROL

10. Are the floors, walls, ceilings, vents, and fixtures clean and in good repair?
Floors should be clean of hair, nails, and other debris after each client.
11. Does all plumbing provide hot and cold running water and a connection to a central sewage system and in good working order?
12. Are all electrical outlets used appropriately?
Outlets should be safe according to local electrical ordinances. Outlets should not be overburdened with extension cords.
13. Is the ventilation system sufficient to keep the area free from odors? If applicable, is a mechanical exhaust system being used for nail services?

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14. Is there a clean and sanitary restroom with a working toilet available for use by the public? If the restroom is used as a storage area, are all items stored properly and in a safe, clean manner? Are liquid soap and paper towels or a hand dryer available?
15. Are harmful supplies and chemical stored properly?
Harmful supplies should be housed either in a closed cabinet or a separate room not accessible to the public.

STATIONS

- 16 – 18. Are all stations (hair, nail, and esthetics) clean and safe to use?
Unless a person is working on a client, stations should be clean of hair, nails, and debris. Chairs should not have hair, nails, products, dirty towels, dust, etc. Chairs should not have broken legs or ripped covers.
19. Are waste containers available, closed, labeled, and emptied at least daily?
20. Are all sinks clean and disinfected immediately after use?
Sinks should not have hair, dirt, or soap scum.
21. Are hand sanitizer or hand-washing facilities available for use by licensees and the public?
22. Are cleaned and disinfected implements and tools stored in clean, closed, labeled containers?
23. Are clean towels stored in clean, closed, and labeled containers?
24. Are soiled towels, linens, and implements stored in closed and labeled containers?

EQUIPMENT

25. For hair services, are all scissors, brushes, combs, rollers, picks, clips, rods, pins, etc. to be used on a client either new or clean and disinfected of all hair and debris?
26. If applicable, are coverings used to prevent direct contact of a client's scalp or hair with wigs or hairpieces?
27. Are clean capes used on each client? If reusing a cape, are clean towels or new neck strips used between cape and skin?
28. For nail services, are all files, buffers, brushes, products, etc. to be used on a client clean and disinfected?
29. For esthetics services, are all linens, bowls, brushes, etc. to be used on a client clean and disinfected?
30. Are single-use articles disposed of after being used on one client?
Certain items cannot be washed and disinfected, therefore they cannot be used again on subsequent clients. Please refer to the Health, Safety, and Infection Control Rules/Regulations for a list of one-time use items.
31. Are all products clean, closed, and labeled correctly, including wax?
32. Are fluids, semifluids, creams, and powders kept in clean, closed, and labeled containers?
33. Is dispersal equipment being used to disperse products?
Spatulas, bowls, pumps, spray dispensers, etc. should be used to disperse products, do not "double dip".
34. Is wax being distributed with a clean implement for each dipping?
Wax, including paraffin wax, and wax equipment should be free of debris or dispersal equipment.
35. Is all electrical equipment (clippers, files, curling irons, facial machines, etc.) clean and disinfected after each service?
36. Are all attachments for electrical equipment stored in a clean, closed, and labeled container?

PRIVATE RESIDENCES (Home salons)

37. Does the salon have an entrance separate from the private living quarters? Is the salon area separate from all private living areas? Is the salon only used as a salon?
Salon area cannot be used as storage, cooking, sleeping or living areas.

OTHER

38. No prohibited products (MMA), services (ultrasound), or equipment (callus shavers) are being used/available?
Nail salons are **NOT** providing waxing services? *Nail salons are not licensed to provide waxing services.*
Is the salon size at least 120 sq. ft. for the first licensee and 60 additional sq ft. per additional licensee?