BOSTON PUBLIC HEALTH COMMISSION

ENVIRONMENTAL HEALTH OFFICE

TANNING FACILITY INSPECTION CHECKLIST

Required by 105 CMR 123 Regulation

Boston Public Health Commission Inspection Form			
Inspection Date:		**Inspector Name:**	
Establishment Name:			
Address:			
Phone Number:			
Reason for Inspection:	❑ **Pre-operation inspection or Permit renewal application** *[Permit Number: _____ Exp. Date: _____]* ❑ **Complaint** *[Complaint Number: _____]* ❑ **Post-violation follow-up** *[Complaint Number: _____]* ❑ **Other** _____		

Instructions: *The inspection visit is an opportunity to share information with the facility owner/manager and to answer questions. Make sure to use each item on the checklist as an educational opportunity to answer any questions facility staff may have about the issue. Check off each item below as it is observed as either "pass" if the facility satisfies the requirement or "fail" if the facility or staff do not meet minimum requirements, or N/A if not applicable. Use the notes section to elaborate on failed items or note deficient conditions/broken equipment/missing items.*

Reg. or Req.	General Operations		Pass	Fail
Section Instructions: *Conduct an initial visual inspection of the facility.*				
123.006D	The salon has a copy of its most recent BPHC Tanning Facility Permit posted in a visible location			
Reg. or Req.	**Operator Training and Responsibilities**		**Pass**	**Fail**
Section Instructions: *After introducing yourself as a BPHC inspector, interview the trained operators at the facility to explain or answer questions about the following items.*				
123.003A3	A trained operator is present at facility during all times of operation			
123.003A2	No employees are younger than 18 years old			
123.003A4	All operators are trained and can demonstrate accurate knowledge on the correct operations of tanning facility and devices, including:	Photosensitizing agents that may produce abnormal or increased skin sensitivity (ask the operator to explain cautions provided to clients)		
		Recognition of injuries from overexposure		
		Effects and risks of UV radiation		
		That no person under the age of 18 is permitted to tan		

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123.003A6 **123.003F4**		Protective eyewear usage		
		Emergency injury procedures (should be able to describe calling for medical assistance and the requirement to report and maintain records of injuries for at least one year that include: the name of the affected individual, name and location of tanning facility, nature of injury, name and address of individuals healthcare provider (if any), and other relevant information, and all reports are submitted within five business days to BPHC)		
		Describe proper operation of the tanning devices		
		Describe proper disinfection of all surfaces within tanning devices which come in contact with customers between each use using a US EPA registered disinfectant		
		Skin types and determining tanning session durations for all customers based on skin type and previous tanning exposure		
		Not exceeding tanning exposure times listed by each device's manufacturer		
Reg. or Req.	**Documentation and Record Keeping**		**Pass**	**Fail**
Section Instructions: *Review customer and facility records for accuracy and compliance with below requirements.*				
123.003D4	Copies of most recent application and current license information must be maintained at the facility and available for review by inspectors and customers upon request			
123.003D1 **123.003A1** **123.003A6**	Records of each customer's tanning session which include the date, skin type determination, tanning times, and device use	Are kept for a minimum of one year		
		Show that no customer younger than 18 years old is allowed to use the facility		
		Show that recommended exposure times are not exceeded		
123.003D2 **123.003A8**	Upon first use, and every six months after, each customer is provided a written warning statement with required language, and obtains a signature by each customer they understand the warning. These acknowledgement records are maintained on property for a minimum of one year and available upon request.			
123.003D3	Records for each device's recommended maximum exposure times are maintained on property for a minimum of one year and available upon request			
123.003A5	A list of trained operators is maintained and available upon request			

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123.003A7	Copies of tanning device user manuals are available and provided to Inspectors and all customers upon request			
123.003E	All customer injury reports or complaints must be maintained and include the name of the affected individual, name and location of tanning facility, nature of injury, name and address of individuals healthcare provider (if any), and other relevant information, and all reports are submitted within five business days to BPHC			
123.005C	Each piece of tanning equipment is listed on the facility's most recent permit application	Total number of tanning equipment matches the permit application		
		Types and brands of tanning devices match the permit application		
		Lamp wattage of each device matches the permit application		
Reg. or Req.	**Facility Operations Requirements**		**Pass**	**Fail**
Section Instructions: *Conduct a visual inspection of the facility and each individual device. If any single device fails an item, mark the item as "Fail" and note the device.*				
123.003B1	Warning signs are posted and clearly visible within 3 feet of each tanning device, printed in white on a red background, with all capital letters at least 3/8" high and all lowercase letters at least 3/16" high on 8.5x11" paper			
123.003B2	Each device has a warning placed either directly above or below the exposure schedule stating, "Skin Type I individuals (always burns, never tans) should never use tanning devices."			
123.003B3	All tanning devices must comply with FDA and other national regulations, including:	Emergency power switch accessible to the customer, as required by FDA Regulations (21 CFR § 1040.20(c)(3))		
		Each device includes a timer which has an accuracy of +/-10% of the maximum time interval		
		Timer cannot be set beyond manufacturer's maximum exposure recommendation		
		Stand-up booths (if present) have handrails, physical barriers or other markings to indicate the proper exposure distance between UV lamps and customer skin **N/A:**		
		Stand up booths (if present) are constructed to withstand a fall of a customer and have doors that open outwardly and are constructed with rigid material **N/A:**		
		Stand-up booths (if present) have non-slip floors **N/A:**		

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		Physical barriers are in place to protect users from injury (e.g. touching hot or broken lamps)		
		Internal temperature of the tanning device does not exceed 100° F while operating		
		No broken, burned out, or defective bulbs are present in the device		
		Replacement lamps and filters meet the specifications of the intended tanning device		
123.003C	Protective eyewear is available to customers that is single use or, if reusable, is properly sanitized before each use, using a sanitizing agent registered by the US EPA specifically for protective eyewear. Signage states that all customers must use eye protection at all times while using a tanning device.			
123.003F5	Tanning device ventilation provides 20 cubic feet per minute per occupant			
Reg. or Req.	**Facility Sanitation**		**Pass**	**Fail**
Section Instructions: *Conduct a visual inspection to assess the status of the sanitation and cleanliness of the facility.*				
123.003F1	Toilet and handwashing facilities are available to all customers			
123.003F1	Toilet and handwashing facilities are clean and santiary at time of inspection and contain liquid soap, paper towels, and a trash receptacle for used towels			
123.003F1	Sinks have hot water that reaches at least 110F (43C) and not greater than 130F (54C)			
123.003F2	Customers have access to potable drinking water at all times			
123.003F3	Paper or cloth towels are provided to each customer, and cloth towels are washed and sanitized between each use			
123.003F7	Shower floors are constructed of non-absorbent, non-slippery materials (without rubber mats or duckboards) with a floor that slopes towards a drain *(Mark "N/A" if no showers at facility)*	**N/A:**		
123.003F6	All showers, if provided, have hot water between 100F (38C) and 112F (44C) *(Mark "N/A" if no showers at facility)*	**N/A:**		
123.003F6c	All showers are clean and santiary at the time of inspection (*Mark "N/A" if no showers at facility*)	**N/A:**		
123.003F7	The interior of the facility is well maintained in good repair, and in an overall safe, clean, sanitary condition free of dirt and rubbish			

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Inspection Results:

- ☐ **Pass**
  - ☐ Permit Inspection Passed
  - ☐ No Violations/Hazards
  - ☐ In Compliance
  - ☐ Violation/Hazard Corrected
- ☐ **Incomplete**
- ☐ **Fail / Notice of Violation Issued**
  - ☐ Violation/Hazard Found
  - ☐ Warning Issued for Violation
  - ☐ Fine Issued for Violation

Corrective Actions to be taken:

_____ _____

Inspector Signature *Date* *Facility Representative Signature* *Date*

_____ _____

Print Print

Last updated: 11/17/2026