



NORTH CAROLINA RADIATION PROTECTION SECTION Quick Reference Guide

Website address: www.ncradiation.net

OPERATING PROCEDURES FOR TANNING FACILITIES

15A NCAC 11 SECTION .1400

According to 15A NCAC 11 .1418(h), registrants of tanning equipment shall certify that all operators are trained in procedures for the correct operation of the tanning facility and equipment. These procedures are designed to meet the minimum requirements for registration. Additions may be incorporated into the content of these procedures to conform to individual business needs.

Protocol: To ensure that tanning facility owners/management will develop policies to enact procedures requiring operators to be trained on the correct use of tanning equipment. These procedures shall include, but are not limited to, the following:

I. CRITICAL HEALTH AND SAFETY ISSUES

- 1) The registrant shall ensure that protective eyewear provided by the facility is sanitized before each use. A consumer is not responsible for sanitizing eyewear that is supplied by the facility. The use of an EPA registered disinfectant is recommended. **READ THE DISINFECTANT LABEL THOROUGHLY AND FOLLOW DIRECTIONS.** Eyewear should be cleaned prior to disinfection to remove the buildup of mascara, etc. The eyewear must be thoroughly wet with a properly mixed solution and the solution must remain on the eyewear for the time recommended by the disinfectant directions for use. All disinfectant residues must be removed by thorough rinsing with uncontaminated tap water to prevent a chemical exposure to the skin or eyes. Sanitized eyewear should be stored in a manner that prevents contamination but not in an airtight container.
- 2) **AFTER EACH CONSUMER USE**, a facility employee should properly sanitize the tanning bed. The use of an EPA registered disinfectant is recommended. **READ THE DISINFECTANT LABEL THOROUGHLY AND FOLLOW DIRECTIONS.** The entire surface of the acrylic must be completely wet with a properly mixed solution. The solution must remain on the surface for at least the minimum time stated in the directions for use, **THIS STEP MUST BE CARRIED OUT AFTER EACH CONSUMER USE.** A consumer may clean the tanning bed for personal satisfaction but is not responsible for sanitizing the unit. In addition to this daily regimen, a thorough “deep” cleaning of the acrylics should be performed each day prior to the beginning of the day’s tanning sessions and at the end of each day.

II. INSTRUCTION TO CONSUMERS

- 1) Prior to initial exposure, a tanning facility operator shall provide each consumer the opportunity to read a copy of the warning sign (consumer statement) specified in Rule .1414(b) and sign a statement that the information was fully understood. For illiterate or visually impaired persons unable to sign their name, the statement shall be read by the operator, in the presence of a witness, and the witness and the operator shall sign the statement. The Consumer Statement is required to be read and signed at the initial visit; however, the operator may wish to present it to the consumer for renewal yearly or at chosen intervals. These are important documents. The facility insurance agent or attorney can advise regarding the number of years these documents must be retained.
- 2) The operator shall require that a minor (under the age of 18) and the parent or legal guardian to sign a consent form acknowledging use of tanning equipment. In addition to parental or legal guardian consent, persons thirteen years or younger may not utilize tanning equipment without a written prescription from the child's medical physician specifying the nature of the medical condition requiring the treatment, the number of visits, and the time of exposure for each visit. (A complete copy of Senate Bill 657, "Restrictions on use and operation of tanning equipment," effective October 1, 2004, is available at www.ncradiation.net/documents)
- 3) The operator shall determine the consumer's skin type and suitability for tanning equipment use. This is determined through obtaining a client profile which includes questions concerning skin type, medications, skin sensitivity and personal medical information. It would be advantageous to use a written client profile and update it on a regular basis. Sample skin typing questions are available on our website.
- 4) The operator shall inform the consumer of the dangers of photoallergic reactions and photosensitizing agents. Under certain conditions, a pathological skin reaction may occur even with normally sensitive skin. Certain chemical substances contained in various drugs, perfumes, foods, or cosmetics can result in a photo-toxic or photo-allergic reaction. Caution must be exercised when exposing any individual ingesting or topically applying drugs for treatment. If in doubt, have the consumer consult their doctor prior to tanning. A list of medications is available on our website.
- 5) Suitability of consumer use shall be determined by means of all relevant information and the client profile. The exposure duration should meet the recommendations of the FDA product labeling at time of manufacture. The consumer should be advised to follow the recommended exposure schedule and the manufacturer's operating procedures to prevent overexposure. Exposure duration versus skin type should be carefully monitored. Only a trained operator shall determine the recommended exposure for each consumer.
- 6) A trained operator shall always set the tanning unit's timer. Never allow a consumer to stay in the tanning unit longer than the manufacturer's recommended exposure time.

- 7) The operator shall instruct the consumer as to the location and proper operation of the tanning unit's emergency cut off switch.
- 8) The operator shall instruct the consumer in the use of compliant protective eyewear. The eyewear should be so attached to facilitate use at all expected body positions or angles. Proper vision shall be maintained to ensure consumer can locate the emergency cut off switch. An eye and skin counter mat may be downloaded from our website.
- 9) If applicable, recommend that the consumer remove contact lenses while tanning. It has been determined that the eye may become dehydrated during a tanning session, thus removal of contact lenses will be advantageous.
- 10) Consumers diagnosed to have cataracts or skin cancer should avoid the use of tanning equipment. In addition, those who have had **any** type of eye surgery should consult a physician prior to tanning.
- 11) Consumers with current or previous health conditions should consult their physician prior to using tanning equipment. Consumers with serious disorders or diseases of the skin should be discouraged in using tanning devices.
- 12) Advise the consumer to remove all makeup, lotions, or sunscreens prior to tanning. Many of these products may aid in skin photosensitivity or aggravate a pre-existing condition.
- 13) The operator shall ensure that the consumer is alert prior to and after completion of a tanning session.
- 14) Consumers should be instructed not to tan indoors and outdoors within the same 24-hour period.
- 15) Consumers wishing to tan nude should limit the exposure time to one-third of the recommended exposure time until skin pigmentation (color) gradually matches the rest of the body.
- 16) Operators should restrict tanning equipment use by pregnant women. Those individuals wishing to tan should consult their physician prior to tanning.
- 17) Consumers shall be instructed in the proper use of tanning equipment, including raising the canopy to its highest extent by using either the manual handle or use of an electrical lift switch and unlatching the canopy to lower it to the desired position (usually 2-3 finger widths from the highest point of the body).
- 18) If a tanning unit incorporates a facial tanner, the certified operator shall describe how the option is to be used correctly.

Special Note: The facial tanner should not be used if the filter plate is damaged broken, or missing..

- 19) The consumer shall be instructed as to how to contact the operator if a problem occurs.

- 22) The registrant shall maintain a record of each consumer's total number of tanning visits, dates, and duration of tanning exposures. A sample of a consumer record may be downloaded from our website.

III. TANNING EQUIPMENT MAINTENANCE

- 1) The tanning facility registrant shall ensure replacement of defective or burned out ultraviolet lamps or filters with a type specified by the manufacturer. Replacement lamps shall have accompanying FDA information (user instructions) to determine compatibility. More information about lamp compatibility is available on our website.
- 2) The registrant shall ensure replacement of ultraviolet lamps at the frequency specified by the manufacturer of the product.
- 3) The registrant shall periodically check the tanning equipment and timers to ensure correct operation. The timer must be remotely located and not accessible to client manipulation. The timer shall not have an error greater than plus or minus 10 percent of the maximum timer interval. The timer shall meet FDA compliance standards at date of manufacture.

RECOMMENDATIONS

- 1) In addition to the requirement specified in section I-2, the tanning equipment should be completely wiped and cleaned (top and bottom) on a daily basis.
- 2) After 100 hours of use the acrylic sheet should be cleaned on the under side, as well as dusting or cleaning the lamps and reflectors.
- 3) After 250 hours of use the lamps should be removed and the reflectors polished.
- 4) After the frequency of lamp use has been met requiring complete lamp replacement, a major tear-down is in order, including but not limited to:
 - a) Check each tanning units(s) timer to ensure no deviation exists more than plus or minus 10 percent of the maximum timer setting.
 - b) Remove and clean all acrylic sheets.

- c) Remove lamps and discard; clean reflectors.
- d) Remove access plates or open access compartments to gain access to the internal electrical components. Using vacuum brush attachment, carefully clean components, with particular attention given to cleaning the ballasts. Check to ensure all electrical connections are tight. Inspect all electrical wiring insulation, if discoloring exists, call your service agent for further information.
- e) Remove the cooling fans and clean blades, screens, and filters. In addition, any vents should be completely cleaned for proper system ventilation.
- f) Check, tighten all nuts, bolts, and screws.
- g) Check, tighten and lubricate any automatic lift systems on a regular basis. For standup booths, all moving parts and hinges should be cleaned and lubricated.
- h) Inspect all lamp sockets to ensure retaining spring strength.
- i) Replace fans and secure access plates.
- j) Replace reflectors and install new lamps.
- k) Fully inspect acrylic sheeting for damage or scratches prior to reinstallation. Most acrylic manufacturers recommend a specified replacement time, check with your supplier. Check for equipment electrical ground.
- l) All equipment maintenance should be documented in a maintenance log. Dates, type of maintenance performed, and individual's name or signature performing maintenance should be part of the information contained in the log. An equipment maintenance log may be downloaded from our website to assist in recordkeeping.

IV. CONSUMER REPORTS OF ACTUAL OR ALLEGED INJURY

- 1) The registrant shall ensure a policy is enacted to address the handling of consumer complaints of personal injury. The tanning facility operator(s) shall be familiar with these procedures.
- 2) The registrant shall submit to the agency a written report of injury for which medical attention was sought or obtained from the use of tanning equipment within five (5) working days of occurrence. A consumer injury report form may be downloaded from our website.

- 3) The registrant shall design a reporting system in accordance with requirements of Rule .1418(c); include all information required. The consumer injury report policy shall incorporate the following:
 - a) The name of the injured person;
 - b) The tanning facility's name and address;
 - c) Diagnosed or documented injury type for either actual or alleged consumer injury, and
 - d) All other relevant information involving the consumer injury. The date, exposure time, medical reports, operator comments, etc. shall be a part of the written report sent to the agency.

V. TANNING OPERATOR TRAINING

- 1) In all cases, the registrant shall certify that each tanning operator is trained in at least the requirements listed in Rule .1418(h).
- 2) Effective May 1, 1993, the registrant shall not allow operation of tanning equipment by individuals who have not completed the formal training covering the topics outlined in Rule .1418(h). The registrant shall maintain records of operator training

VI. EMERGENCY PROCEDURES

In case of an equipment malfunction:

- 1) Turn off the unit immediately.
- 2) Take the client away from the area.
- 3) Assess the client's condition.
- 4) If necessary, assist the client in gaining medical attention.
- 5) Report the incident to facility management.
- 6) Contact a registered service provider for repairs.
- 7) Keep the unit out of service until the defect is corrected.
- 8) In case of consumer injury in which medical attention was sought or obtained, complete and file a consumer injury report with the Agency within five working days.

In case of client overexposure:

- 1) Assist the client in gaining medical attention.
- 2) Report the incident to facility management.
- 3) Complete and file a consumer injury report with the Agency within five working days.

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