

Sample Tanning Facility Operating and Safety Procedures

64E-17.006(2)(b)(5), FAC, License and Fees states: “Applications for initial licenses shall be accompanied by the annual or prorated fee required in subsection (5) and shall contain at least the following information: 5. A copy of the facility’s operating and safety procedures.”

The following may be used as a guide to tanning facility operators to help in the production of operation and safety procedures for their facilities; however, the facility may include all procedures that are related to their individual facilities.

1. Open facility and check tanning rooms, devices, eyewear and restrooms for cleanliness. Mix sanitizer solutions and test concentrations.
2. Prepare for the 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 to determine prior tanning preferences and 24-hour wait period, explain the facility’s operations and their tanning session to them , after which direct them to the tanning room. Once the client is ready, set timer to 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 the facility. Show the client a tanning room. Show how the door locks and how to operate the music system and turn the bed on once they are ready, shut the canopy / booth door, and show them where the emergency cut-off switch is located.
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 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 approved protective eyewear and signs the eyewear statement. Advise them to remove contact lenses and to apply SPF 15 lip protection.
8. Check the user’s skin type and recommend proper exposure time and a schedule that will provide the best results.

9. Set the timer to the proper time, not to exceed the manufacturer's maximum time.
10. Record the date, length of exposure and name / initials of the employee who assisted the client on the client record.
11. Send the client into a clean and properly sanitized bed to tan.
12. Schedule the client's next appointment if applicable.
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, cleaner, 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
- Complete the DOH injury report and submit a copy to the county health department within five days.
- Call to check on client's condition.

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