



pennsylvania

# XYZ Facility SOP - Example

**\*\*\*This example will not be accepted as "unique safety and operating procedures" for a facility. Facilities shall include all SOP's that are related to their individual facilities. \*\*\***

- 1. Minimally once annually.** Test each UV tanning bed timer and ensure accuracy is within +/- 10%. Complete the tanning timer test log and maintain the records in this facility.
- 2. Beginning of day.** Open facility and check tanning rooms, devices, protective eyewear and restrooms for cleanliness. Mix sanitizer solutions and test concentration.
- 3.** Check appointments, gather customer records and necessary paperwork, conduct administrative duties.
- 4.** Be courteous to arriving customers.
- 5. Existing customers.** Check their customer records to ensure they have not tanned within 24-hours. Sign them in with the required information; customers name, arrival date, arrival time, and duration of use. Explain the facility operations and their tanning session to them. Ensure the customer has approved protective eyewear. Direct them to their tanning room. When the client is ready, set the timer to the appropriate time to tan.
- 6. New customers.** Discuss the facility operations, explain services, etc. Explain how an indoor tanning device works. Give them a tour of the facility. Show the customer a tanning room and how the door locks work. Explain how to operate the radio, how to turn the tanning bed on when ready, how to shut the canopy, and where the emergency shut-off switch is located.
- 7.** Operator is required to check the customers Identification and ensure customer is 18 years of age or above to UV tan. **No person who is 17 years** of age shall be permitted to use a tanning facility without the written authorization of the person's parent or legal guardian which indicates that the parent or legal guardian consents to the use of a tanning facility by the person. No person who is 16 years of age or younger shall be permitted to use a tanning facility.
- 8.** Operator is required to provide each customer the approved **written warning statement** requiring a signature prior to their initial exposure. Ensure the customers read and complete the client card with all required information.
- 9.** Operator is required to recognize the skin type of the customer based on the **Fitzpatrick scale** and advise the customer accordingly in regard to maximum time of exposure.

**10.** Operators shall provide the customer with Free protective eye wear in order to use a tanning device. When a tanning device is in use, no other person shall be allowed to remain in the area unless the person has access to protective eye wear. Ask the customer if they want to purchase protective eye wear or utilize the facility's no cost protective eye wear.

**11.** Sign customer in with all required information, *customers name, arrival date, arrival time and duration of use.*

**12.** Inform the customer which clean and properly sanitized UV tanning room to use.

**13.** Operator sets the tanning bed timer to the proper time, not to exceed maximum exposure time allowed.

**14. Clean and sanitize** tanning devices, tanning rooms and protective eye wear, after each use.

**15. End of Day.** Check facility supplies daily. Ensure all customers have left the facility and that the facility is clean and secured.

**If an injury occurs:**

1. Check injury. Contact 9-1-1 if an Emergency.

2. Contact owner/manager.

3. Complete the Injury Report and submit to the PA Department of Health within 5 days of incident.

**CONTACT A MEMBER OF MANAGEMENT or XYZ IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES.**