



STATE OF OREGON RADIATION PROTECTION SERVICES
TANNING PROGRAM
SELF INSPECTION CHECK LIST

Date of Self-Inspection: _____ Inspected by: _____

Facility Registration

- Each tanning device must have a current license (make sure the Rad-T number [yellow sticker] on the device matches the Rad-T number on the license)
- Each tanning device license is posted in public view

Notes: _____

Training of Personnel

- All operators have completed formal training from an approved vendor*
- All operators have a copy of their training certificate onsite

Notes: _____

Records & Reports

- Tanning device manuals are present at the facility (One for each type of bed)
- Timer test is completed for each device and recorded on the 'Tanning Device Timer Test & Emergency Button Record'* (Check for a +/- 10% accuracy)
- Emergency stop test is completed for each device and recorded on the 'Tanning Device Timer Test & Emergency Button Record'. Check to see that each emergency stop button is working
- Client cards are current and up-to-date
 - Signed and Dated (this is required once a year)
 - All of the questions answered (this is required once a year)
 - Skin typing has been done according to the current Fitzpatrick Skin Type Scale and each client's skin type number is recorded on the client card
 - Each client's date of birth is recorded, along with ID type
 - [Physician Recommendation Form](#) completed and on file for any client under 18

Notes: _____

Signs

- 'Notice to the Public' sign* must be posted in public view
- 'Persons Under 18' sign* must be posted in public view
- 'Warning' sign* must be posted within 1 meter (3 feet) of tanning device
- The 'Medication' list* must be available for consumers (posting ensures this)
- NOTE: Make sure signs are around eye level. Do not hide it behind plants, lotions or other items

Notes: _____

Sanitation

- Ensure that you are mixing an approved sanitizer between 400-800 parts per million (ppm)
- Test your sanitizer initially and then once a week to ensure proper concentration
- Test with the proper test strips (the scale must go up to 1,000 ppm)
- Employees must be cleaning the tanning equipment between each use with a clean towel each time
- For Beds:* Ensure that both the top and bottom acrylics are being cleaned by an operator between each use
- For Standup Units:* Ensure that all panels are being cleaned by an operator between each use
- Fans are working on all of the devices, and are kept clean of dust & debris
- The facility is maintained in a clean manner
- Paper towels or clean towels are provided to customers

Notes: _____

Equipment

- Each tanning device must have a label that warns of UV radiation and that protective eyewear is required (Note: If you cannot read any part of the label replace it)
- Ensure that lamp equivalency certifications are available for any aftermarket lamps (**Tip:** On the form highlight the lamps you installed and the lamp the tanning device requires)
- A remote timer is required for each tanning device and is to be operated by staff only
- Maintain tanning devices to minimum requirements of manufacturer
 - shocks are in good working order
 - all the lamps are working
 - all of the fans are clear of dust and working
 - acrylics are clean & free of cracks & damage & that no screws are missing

Notes: _____

Advertising

- Do not use wording such as “Safe”, “Safe Tanning”, “No Harmful Rays”, “No Adverse Effect”

Notes: _____

Questions? Contact:

RPS, Tanning Bed Program; 800 NE Oregon Street, Suite 640; Portland, OR 97232

Phone: 971-673-0490 | **Fax:** 971-673-0553 | **Web:** www.healthoregon.org/rps

* Forms, signs, and lists are available online at www.healthoregon.org/tanning

Note: ALL RECORDS AND FORMS MUST BE AVAILABLE FOR INSPECTOR REVIEW AT THE TIME OF INSPECTION!