



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 license (make sure serial numbers on the beds match the serial numbers on the license).
- Ensure that each tanning device license is posted in public view.
- Ensure that the expiration date on the facility license is current.

Notes: _____

Training of Personnel

- Two operators from each tanning facility with 5 or more beds must attend a formal training
- Ensure that operator training certificates are present in the facility
- Ensure that the 'Informal Operator Training' form* is current.

Notes: _____

Records & Reports

- Tanning device manuals are present at the facility. (One for each type of bed)
- Ensure that maintenance logs* for each bed are current AND present at the facility.
- Ensure that a timer test is conducted on each bed ONCE A YEAR, and that it has been recorded on the maintenance logs. (Check for a +/- 10% accuracy)
- Ensure that 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)

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.
- NOTE: Make sure signs are around eye level. Do not hide it behind plants, lotions or other items.

Notes: _____

Sanitation

- Your sanitizer must be on the list of Approved Sanitizers*.
- Ensure that you are mixing the sanitizer to the required 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)
- Ensure that staff are cleaning the tanning equipment between each use.
- For Beds:* Ensure that both the top and bottom acrylics are being cleaned.
- For Standup Units:* Ensure that all panels are being cleaned.
- Ensure that the fans on each of the units are kept clean of dust and debris.
- Ensure that the facility is maintained in a clean manner.
- Ensure that clients are provided with paper towels or a clean towel.

Notes: _____

Equipment

- All tanning device lamps must have an acrylic cover. (This includes stand up units).
- Stand-up units must have a handrail for consumers to hold onto during operation.
- 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 after market 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.
- Each timer must work and be accurate within + or - 10%
- An emergency shut-off mechanism must be operational for each tanning unit.
- Maintain tanning devices to minimum requirements of manufacturer
 - Ensure shocks are in good working order,
 - Ensure all the lamps are working
 - Ensure all of the fans are clear of dust and working,
 - Ensure there are no screws missing from the acrylics.

Notes: _____

Advertising

- Do not use wording such as “Safe”, “Safe Tanning”, “No Harmful Rays”, “No Adverse Effect”
- Do not advertise or promote packages labeled as “Unlimited”

Notes: _____

Questions? Contact:

Radiation Protection Services, Tanning Bed Program
800 NE Oregon Street, Suite 640; Portland, OR 97232
Phone: 971-673-0490; **Web:** www.healthoregon.org/rps

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

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