

## **Ten Easy Ways to Comply with the Howard County Tanning Regulations**

### **1. Register your tanning facility each year.**

Go to the Health Department's website [www.hchealth.org](http://www.hchealth.org), click on the "Environmental Health" tab on the left side of the page and then on "Tanning Facilities." There you will find the required registration application, information on registration fees, and a registration update form should any registration information change throughout the year.

### **2. Request photo-identification from customers to verify their date of birth.**

Confirm, with a State or federal government-issued photo identification card, that potential customers are not less than 18 years old. A minor cannot use a tanning device in Howard County unless s/he provides you with a doctor's prescription.

### **3. Do not allow a person less than 18 years of age to use a tanning device unless s/he provides a doctor's prescription.**

A minor (i.e., a person under 18 years of age) shall not use a tanning device without a written prescription from the minor's physician. The prescription should specify the nature of the medical condition requiring the treatment, the number of visits allowed, and the time of exposure for each visit. Verify that the prescription is signed by the physician and includes the name, address, phone number, and academic degree (M.D. or D.O. only) of the prescribing physician. Keep the prescription for your records.

### **4. Operate your tanning devices as the manufacturer and the FDA recommend.**

Comply with all Food and Drug Administration (FDA) regulations and manufacturer specifications pertaining to the safe operation of a tanning device. Protect customers by limiting them to the maximum exposure time as recommended by the device manufacturer. Customers can supply their own protective eyewear, purchase it from the tanning facility, or use free protective eyewear if supplied by the tanning facility. Customers must agree to use protective eyewear when using a tanning device.

### **5. Clean and sanitize your facility, tanning devices, and any protective eyewear you supply.**

Keep your facility clean and in good repair. Provide sufficient lighting and clean linens (if provided to customers). In most cases, provide a clean, sanitary bathroom to customers. Sanitize each tanning device and any protective eyewear you provide customers after one use with a sanitizer recommended by the device manufacturer.

### **6. Warn your adult customers about the potential risks of indoor tanning.**

The regulations require that each customer sign a warning statement prior to each tanning session. You must use the warning statement provided by the Howard County Health Officer. You must also post warning signs in conspicuous areas including the waiting room and any room where a tanning device is located. A copy of the required warning statement, instructions for the

warning signs and a sample warning sign for your use are available for download at [www.hchealth.org](http://www.hchealth.org). On the left hand side of the page, click on “Environmental Health” and then on “Tanning Facilities.”

**7. Have at least one (1) attendant on duty for every ten (10) tanning devices or fraction of ten (10) tanning devices in use at the same time.**

For example, if you have 10 people using 10 tanning devices at the same time, you will only need one trained attendant on duty. If you have 11-20 tanning devices operating at the same time, you will need at least two trained attendants on duty. The number of trained attendants you must have on hand is directly related to the number of tanning devices that are operating at the same time. You may have 20 tanning devices on site but if only 5 are being used at one time, you will only need one trained attendant on duty.

**8. Keep Proper Injury Records**

If a customer calls your tanning facility to report an injury subsequent to using a tanning device in your facility, fill out an injury report form as required by the regulations. Give the Howard County Health Department access to these reports if requested. The required injury report form can be downloaded at [www.hchealth.org](http://www.hchealth.org). On the left hand side of the page, click on “Environmental Health” and then on “Tanning Facilities.”

**9. Train your attendants.**

The regulations require that each of your attendants complete approved training within 90 days of December 1, 2009. An approved training program is one that is recognized by the tanning industry that at a minimum includes the following topics: the operation and maintenance of equipment and safety aids; need and use of protective eyewear; skin typing; identification of potential photosensitizing drugs and other factors used to determine a customer’s exposure time; UV radiation and its effect on the skin and eyes; and applicable state and federal laws and regulations pertaining to the operation and use of a tanning device including 21CFR1040.20. If your attendants have already completed an approved training, that is sufficient. You should maintain a log with the name of each attendant and the approved training that each has completed together with a training certificate or any documentation indicating that s/he has completed the training.

**10. Keep good records**

A tanning facility shall keep a record of each customer's use of a tanning device. Such records shall be safely preserved on the registered premises for two (2) years. The record shall include the following: visit date; exposure time; name of the attendant; name and address of the customer; signed warning statements; any injury reports; and any physician prescription if record is that of a minor.

*If you have questions about the regulations, go to the Health Department’s website [www.hchealth.org](http://www.hchealth.org), click on the “Environmental Health” tab on the left side of the page and then on “Tanning Facilities.” Look for frequently asked questions and answers. If you still have questions, please call 410-313-1773.*