



## **Secretary of State**

Professional Licensing Boards Division  
237 Coliseum Drive  
Macon, Georgia 31217-3858  
478.207.1430

**Cathy Cox**  
SECRETARY OF STATE  
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**Mollie Fleeman**  
DIVISION DIRECTOR  
Professional Licensing Division

## **THE GEORGIA STATE BOARD OF COSMETOLOGY**

Martha Harris, Chairperson  
October 19, 2005

9:00 am            Meeting Called To Order

Minutes Reviewed

Executive Director's Report

Old Business

New Business

Meeting Adjourned



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## **THE GEORGIA STATE BOARD OF COSMETOLOGY**

Martha Harris, Chairperson  
October 19, 2005

### Summary

Martha Harris called the meeting to order.

The Executive Director presented a report.

Old Business was conducted.

An Executive Session was conducted.

Applications were reviewed.

The meeting was adjourned.

A meeting of the Georgia State Board of Cosmetology was conducted Wednesday – October 19, 2005 at the Professional Licensing Boards Division office site.

Those present were:

**From The Board**

**Martha Harris, Chairperson**

**T Kay Kendrick**

**John Siggers**

**Don Westbrook**

**Betty Carlisle**

**From The Staff**

**Eleanor Surrency, Executive Director**

**Janet Jackson, Assistant State Attorney General via Telephone**

**Angela Price, Board Secretary**

Martha Harris established a quorum and called the meeting to order at 9:15 am.

**Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously** to approve the recommendations from the October 12, 2005 Committee meeting.

**Executive Director's Report**

Eleanor Surrency's report included the following:

1. Submitted a request from Dr. Ajayi regarding master cosmetology examination dates.

**Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously** to cancel the December 5<sup>th</sup> and 6<sup>th</sup>, 2005 master cosmetology examinations and schedule an examination for December 12, 2005.

2. Submitted proposal to reschedule the December 2005 Cosmetology Board meeting.

**Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously** to reschedule the December 7, 2005 board meeting to December 14, 2005.

3. Submitted revised Cosmetology Salon application and checklist for Board review.

4. Submitted copy of correspondence sent to Management companies of shopping malls and Flea markets in Georgia regarding licensing of Kiosks, Carts and/or Cubicles as Cosmetology Salons or Shops.

**Betty Carlisle moved, Wanda Brooks seconded, and the Board voted unanimously unanimously to enter Executive Session in accordance with O.C.G.A. c43-1-2(k) and 43-1-9(h) to deliberate on applications and enforcement matters and to receive information on applications and investigative reports. Voting in favor of the motion were Kay Kendrick, Cynthia Stein, John Siggers, Betty Carlisle, and Don Westbrook.**

**The Board concluded Executive Session in order to vote on these matters and to continue with public session.**

**Kay Kendrick moved, Martha Harris seconded, and the Board voted unanimously** to request the State Attorney General's office to begin proceedings to revoke the license of BOTGBA/salonkiosk.

**Kay Kendrick moved, John Siggers seconded, and the Board voted unanimously** to dismiss the citation against HXB&B/salon and request that the salon is re-inspected.

**Martha Harris moved, Betty Carlisle seconded, and the Board voted unanimously** to approve the license for PW/school.

**Martha Harris moved, Don Westbrook seconded, and the Board voted unanimously** to submit a request for a meeting of Kay Kendrick and John Siggers with the Division Director on a examination date to discuss continuing education concerns.

The Board instructed the Executive Director to invite Cathy Linton to appear the November 9, 2005 Board meeting to discuss salon sanitation concerns.

Board members instructed Craig Fluck to request addition examination dates for the Esthetician exam and to include breaks during testing.

Martha Harris called for discussion of the following rules:

130-2-.03, 130-2-.06, 130-2-.09, 130-2-.11, 130-3-.01, 130-3-.04, 130-3-13, 130-4-.01, 130-4-.03, 130-4-.04, 130-4-.06, 130-4-.08, 130-5-.01, 130-5-.02, 130-5-.05, 130-5-.08, 130-5-.09.

Kay Kendrick moved, John Siggers seconded, and the Board voted unanimously that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objective of **O.C.G.A. §43-10-1(4)(D), 43-10-2(2) and 43-20-9(a)** and that it is not legal or feasible to meet the objectives of **O.C.G.A. §43-10-1(4)(D), 43-10-2(2) and 43-20-9(a)** to adopt or implement differing actions for business as listed at **O.C.G.A. §50-13-4(3)(A), (B), (C), & (D)** and that the formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned, and operated in the field of Cosmetology, Nail Care, and Esthetics.

**Kay Kendrick moved Don Westbrook seconded, and the Board voted unanimously** to post revised administrative rules as follows:

**130-2-.03 License to Operate a School, Ownership, or Relocation.**

**Amended.**

(1) A license to operate a school carries with it the approval of the Georgia State Board of Cosmetology and is valid only for the owner or owners specified on the original application for the school ~~and no other person~~. Any request for expansion, relocation, school or owner's name change ~~change of school's location~~ must comply with statutory and regulatory provisions applicable to new schools.

(2) Any person, firm, corporation or establishment which accepts, directly or indirectly, compensation for teaching more than one person any branch of cosmetology will be classified as a school and will be required to comply with all the provisions of the Georgia laws and rules and regulations of the Board.

(3) Any person, firm, corporation or establishment licensed hereunder shall furnish to the Georgia State Board of Cosmetology a copy of the school rules and regulations at the time of application for a school license, and in the event any such rules and regulations are thereafter changed, a copy of same shall be filed with the Board.

(4) Each school is required to notify the Board within ten (10) days, in writing, of any change in its supervising instructor or instructors.

(5) Schools shall be required to supply each student with a basic kit containing sufficient implements for the learning of cosmetology, esthetics, or manicuring as listed below and a current copy of the sanitation rules and regulations of the Georgia State Board of Cosmetology. Such schools are required to comply with all sanitation rules adopted by this Board and shall instruct the

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students in the importance of complying with all ~~sanitary~~ sanitation rules and regulations of this Board. (a) The basic kit for cosmetology students shall contain the following:

1. ~~basic combs~~ mannequin with hair at least 6-7 inches long
2. ~~scissors~~ basic combs
3. ~~razor and blades~~ scissors/shears and thinning shears
4. ~~brushes~~ razor with guard and disposable blades
5. ~~rollers~~ brushes
6. ~~clips~~ rollers
7. ~~comb-out capes~~ clips
8. ~~perm rod~~ protective capes
9. ~~curling iron~~ disposable neck strips
10. ~~blow dryer~~ perm rods and end papers
11. ~~manicuring kit~~ marcel curling iron
12. ~~tweezers~~ blow dryer
13. consumable supplies for hair services
14. extension materials
15. hackle or drawing board
16. ~~thinning shears~~ esthetics kit
17. ~~standard textbook~~ manicuring kit
18. ~~one (1) workbook~~ standard textbook
19. ~~fumigant for each kit~~ one (1) workbook
20. ~~esthetician kit~~ fumigant for one (1) dry sanitizer kit
21. A current copy of the sanitation rules and regulations of the Georgia State Board of Cosmetology

(b) The basic kit for esthetics ~~students~~ shall contain the following:

1. tweezers
2. comedone extractors
3. cleansers
4. liquid and bar soap
5. skin fresheners (toners)
6. astringents
7. moisturizers
8. emollient creams
9. foundation
10. ~~corrective sticks~~ concealer
11. blusher
12. lipstick
13. powder
14. eye shadow
15. mascara
16. eyeliners
17. eyebrow pencils
18. ~~sponges~~ Professional pencil sharpener
19. ~~standard textbook~~ disposable sponges and applicators; q-tips, round cotton pads, rectangular rolled cotton and cotton balls
20. ~~one (1) workbook~~ one (1) dry sanitizer per kit
21. ~~fumigant for each kit~~

(c) The basic kit for manicuring, pedicuring, and sculptured nails ~~students~~ shall contain the following

1. ~~closed cotton container~~ nail station and chair with adequate light
2. ~~manicure tray~~ proper paraffin wax machine
3. Wet Disinfection container for complete submersion of implements
4. ~~small glass implements container~~ Sealed Container with dry disinfectant for storage of disinfected implements
5. ~~two (2) emery boards~~ Supply Tray
6. ~~metal pusher~~ Finger bowl with nail brush
6. ~~manicure scissors~~ Closed container with cotton
8. ~~buffer~~ Nail Implements (disinfection required)
- a. steel cuticle pusher
- b. metal nail file
- c. manicure scissors
- d. cuticle nippers

- e. acrylic nippers
- f. fingernail clipper
- g. toenail clipper
- h. spatula
- i. tweezers and metal tongs
- 9. ~~orangewood stick~~ Nail care supplies (Disposable items)
  - a. Emery boards
  - b. Nail buffers
  - c. ~~orangewood sticks~~
  - d. foot file or paddle
  - e. ~~pedicure slippers~~
- 10. ~~cuticle nipper~~ Nail polish
  - a. colored nail enamel
  - b. base coat and top coat
- 11. ~~nail file~~ Polish remover
- 12. ~~standard textbook~~ Cuticle remover and cuticle oil
- 13. ~~one (1) workbook~~ hand cream
- 14. ~~fumigant for kit~~ Mannequin hand and/or practice fingers
- 15. ~~finger bowl~~ Materials for acrylic sculptured nails
- 16. ~~nail brush~~ Pedicure supplies
  - a. footbath
  - b. antiseptic foot spray
  - c. liquid soap
  - d. massage lotion
  - e. paraffin wax
- 17. ~~spatula~~
- 18. ~~toe nail clipper~~

(6) All schools of cosmetology, ~~esthetician schools~~ Esthetics, and ~~schools of a Nail e-Care~~ shall maintain a library which includes at least one each of the following:

medical dictionary, book on first aid, book on cosmetic chemistry, history book on hair styles, history book on esthetics, history book on nail care, book on basic nutrition ~~and basic hormones~~, book on theory and practices of beauty culture, book on theory and practices of esthetics, book on theory and practices of nail care, book on personality and charm, book on primary art form and sketching, etc., ~~and~~ at least one book on business management and current rules and regulations of the Georgia State Cosmetology Board.

(7) All schools must ~~be properly lighted and well ventilated~~ have proper lighting and ventilation. (8) All schools must have a supply of clean, ~~sanitary~~ drinking water, and separate toilet facilities for male and female students ~~and provide sufficient beauty equipment for the number of students enrolled~~.

(9) All schools must ~~post the rules and regulations furnished by the Board in a prominent place in each school~~.

(10) When, and if, the school's enrollment increases beyond its capacity of properly caring for the original fifteen (15) students as to classroom, lockers, equipment and floor space, the school shall, for the purpose of good student training, public protection and safety, ~~enlarge such school to meet the needs of the number of students enrolled~~.

(11) When closing a cosmetology, ~~manicuring nail care~~, or esthetician school, the Board shall be notified in writing of the closure and all student records shall be released to the Board no later than 30 days prior to the closure date.

Authority O.C.G.A. Sec. 43-10-8. **History.** Original Rule entitled "License to Operate a School" adopted.

F. and eff. June 30, 1965. **Amended:** ER. 130-2-0.2-.03 adopted. F. Apr. 11, 1983; eff. Apr. 5, 1983, the date of adoption. **Amended:** Permanent Rule adopted. F. Aug. 11, 1983; eff. Aug. 31, 1983. **Repealed:**

New Rule entitled "License to Operate a School, Ownership, or Relocation" adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986. **Amended:** F. Sept. 11, 1991; eff. Oct. 1, 1991.

### 130-2-.06 Student and Apprentice Records

(1) (a). A weekly work sheet completed signed in black ink by the student and the instructor ~~or the apprentice and the supervising licensee~~ shall be kept for each student ~~or apprentice~~ indicating the number of hours of training in each subject. This work sheet shall be subject to review by the inspector at any time.

(2) (b) Student attendance records, and grades ~~and financial records~~ must be maintained in the school as part of the permanent record for each student for a period of five (5) years. ~~Licensees who supervise apprentices must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, current and available to the Georgia State Board of Cosmetology for inspection at all times.~~

~~(3) ©Progress Reports on students' hours, attendance, and grades and financial status shall be current and submitted by the school to the Georgia State Board of Cosmetology each January 1, April 1 and September 1 and shall be made available for inspection by the Georgia State Board of Cosmetology at all times. Should a student withdraw for any purpose, a notarized transcript reflecting total school hours for that student shall be submitted to the Georgia State Cosmetology Board within thirty (30) days. Progress reports on apprentices' hours of performance and training in the shop or salon shall be submitted to the Board by the supervising licensee on January 1, April 1, and September 1.~~

(4)(d) Each school shall have a curriculum guide and lesson plan as used by each instructor for each course taught. Such curriculum guides and lesson plans shall be made available to the Georgia State Board of Cosmetology for inspection at all times.

(e) Certification of completed training shall be included with the examination application.

(2) (a). A weekly work sheet completed signed in ink by the apprentice and the salon/shop owner/manager shall be kept for each apprentice indicating the number of hours of training in each subject. This work sheet shall be subject to review by the inspector at any time.

(b)-salon/shop owners/managers must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, current and available to the Georgia State Board of Cosmetology for inspection at all times.

~~© Progress reports on apprentices' hours of performance and training in the shop or salon shall be submitted to the Board by the salon/shop owner/manager on January 1, April 1, and September 1.~~

~~(d) © If an apprentice leaves for any purpose, a notarized transcript reflecting the total number of hours accumulated shall be submitted to the Georgia State Cosmetology Board within thirty (30) days.~~

(d) Certification of completed training shall be included with the examination application.

Authority O.C.G.A. Sec. 43-10-12.; 43-10-14 **History.** Original Rule entitled "Application for Instructor Trainee License" was filed on February 25, 1986; effective March 17, 1986. **Repealed:** New Rule entitled "Student and Apprentice Records" adopted. F. Jul. 20, 1993; eff. Aug. 9, 1993.

### **130-2-.09 Application for Apprentice License. Amended.**

(1) Any person at least 17 years of age desiring to train as an apprentice in a cosmetology, skin care or nail care shop or salon, under the direct supervision of a master cosmetologist, esthetician, or nail technician, who holds a current Georgia license and has been licensed at least thirty-six (36) months, may make application for an apprentice license using the form furnished by the Georgia State Board of Cosmetology.

(2) Apprentice hours are accumulated according to the actual number of credit/clock hours of performance and training in the shop or salon after being registered with the Board as an apprentice. It is the responsibility of the ~~supervising master cosmetologist, esthetician or nail technician~~ salon/shop owner/manager to keep an accurate record of the apprentice credit/clock hours. ~~The master salon/shop owner/manager shall submit to the Board quarterly reports of credit hours accumulated by the apprentice on January 1, April 1, and September 1.~~

Credit WILL NOT be allowed for any hours received prior to registering with the Board.

Credit hours are defined in Rules 130-3-.02, 130-3-.06 and 130-3-.08.

(3) Apprentice training is required as follows:

#### **Minimum No. of Months Minimum No. of Hours**

Cosmetologist 18 3,000

Esthetician 18 2,000

Nail Technician 8 ~~1,000~~ 1050

(4) Each time the apprentice changes master cosmetologist, esthetician or nail technician, or shop/salon; a new application must be filed with the Board office. ~~Master, salon/shop owner/manager~~ must notify the Board that this apprentice is not training in the salon/shop under them the master licensee and submit a notarized transcript of total hours accumulated by apprentice within 30 days of termination of apprenticeship.

(5) The maximum time for holding an apprentice license(s) is four (4) years.

(6) The ~~master cosmetologist~~ salon/shop owner/manager shall be required to supply each apprentice with the basic materials for the learning of cosmetology, esthetics, or ~~manicuring~~ nail technology as listed below and ~~such master cosmetologist licensee~~ is required to comply with all ~~sanitation~~ sanitary rules adopted by this Board and shall instruct the apprentice in the importance of complying with all ~~sanitary~~ sanitary rules and regulations of this Board.

(a) The basic materials for the cosmetology apprentice shall consist of the

1. station ~~(dresser with mirror);~~

2. ~~sanitation~~ disinfection container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant; dry disinfectant

~~3. basic combs;~~ 3. mannequin with hair at least 6-7 inches long

~~4. scissors; shears.~~ 4. basic combs

~~5. razor and blades;~~ 5. scissors/shears and thinning shears

~~6. brushes;~~ 6. razor with guard and disposable blades

~~7. rollers;~~ 7. brushes

8.clips;- 8.rollers  
9.comb-out capes;- protective cape, towels, neck strips 9.clips  
10.perm rods;- 10.protective capes  
11.curling iron;- 11.disposable neck strips  
12.blow dryer;- 12. perm rods and end papers  
13.tweezers;- 13.marcel curling iron  
14.thinning shears;- 14.blow dryer  
15consumable supplies for all hair services  
16. extension materials  
17. hackle or drawing board  
15.standard textbook;- 18.esthetics kit  
16.one (1)work book;- 19.mancuring kit  
17.nail technician materials;- 20.standard textbook  
18.esthetician materials- 21.one (1) workbook  
22. .fumigant for one (1) dry sanitizer kit  
21. A current copy of the sanitation rules and regulations of the Georgia State Board of Cosmetology  
(b)The basic materials for the esthetics apprentice shall consist of the following:- (b)The basic kit for esthetics shall contain the following  
1.station;- towels, linens- 1.tweezers  
2.sanitation -disinfection container which allows for complete submersion of cosmetology implements in a hospital-grade disinfectant;- dry disinfectant comedone extractors  
3.tweezers;-cleansers  
4.cleansers;- liquid and bar soap  
5.liquid and bar soap;- skin freshners (toners)  
6.skin fresheners;- astringents  
7.astringents;- moisturizers  
8.comedone extractors;-emollient creams  
9.moisturizers;- foundation  
10.emollient creams;- concealor  
11.foundation;- blusher  
12.corrective sticks;-lipstick  
13.blusher;- powder  
14.lipstick;- eye shadow  
15.powder;- mascara  
16.eyeshadow;- eyeliners  
17.mascara;- eyebrow pencils  
18.eye liners;- Professional pencil sharpener  
19.eye brow pencils;-disposable sponges and applicators; q-tips, round cotton pads, rectangular rolled cotton and cotton balls  
20.sponges;-one (1) dry sanitizer per kit  
21.standard textbook;  
22.one (1)workbook-  
(b)The basic kit for esthetics students shall contain the following:  
1.tweezers  
2.comedone extractors  
3.cleansers  
4.liquid and bar soap  
5.skin freshners (toners)  
6.astringents  
7.moisturizers  
8.emollient creams  
9.foundation  
10.concealor  
11.blusher  
12.lipstick  
13.powder  
14.eye shadow  
15.mascara  
16.eyeliners



17.eyebrow pencils

18.sponges Professional pencil sharpener

19.standard textbook disposable sponges and applicators; q-tips, round cotton pads, rectangular rolled cotton and cotton balls

20.one (1)workbook one (1) dry sanitizer per kit

21.fumigant for each kit.

(c)The basic materials for the nail technician apprentice shall consist of the following: (c)The basic kit for manicuring, pedicuring, and sculptured nails students shall contain the following:

1.station with adequate light adjustable lamp; nail station and chair with adequate light

2. proper paraffin wax machine

3.sanitation ~~disinfection~~ container which allows for complete submersion of cosmetology implements in a hospital grade disinfectant; ~~dry disinfectant~~ Wet Disinfection container for complete submersion of implements

4.closed cotton container; ~~towels~~ Sealed Container with dry disinfectant for storage of disinfected implements

5.manicure tray; Supply Tray

6.two (2)emery boards; ~~buffer~~ Finger bowl with nail brush

7.metal pusher; Closed container with cotton

8.manicure scissor; Nail Implements (disinfection required)

a. steel cuticle pusher

b metal nail file

c. manicure scissors

d. cuticle nippers

e. acrylic nippers

f. fingernail clipper

g. toenail clipper

h. spatula

i. tweezers and metal tongs

8.~~buffer; cuticle softener; cuticle oil~~ Nail care supplies (Disposable items)

a. Emery boards

b. Nail buffers

c. orangewood sticks

d. foot file or paddle

e. pedicure slippers

f. toe separators

9.~~orangewood sticks; Nail polish~~

10.~~cuticle and acrylic nippers; Polish remover~~

11.~~nail file; Cuticle remover and cuticle oil~~

12.~~finger bowl; Hand cream~~

13.~~nail brush; Mannequin hand and/or practice fingers~~

14.~~spatula; Materials for acrylic sculptured nails~~

15.~~toenail clipper; Pedicure supplies~~

a. footbath

b. antiseptic foot spray

c. liquid soap

d. massage lotion

e. paraffin wax

16.materials for artificial nail applications for the following:

(i)sculpted nails;

(ii)silk nail wraps.

17. pedicure supplies

(i)pedicure bath

(ii) disinfectable foot files

(iii) toenail clipper

(iv) antiseptic / antifungal foot spray

(v)soap

(vi) foot powder

(vii) pedicure slippers

17-18.nail polish:

(i)colored;

(ii)base and topcoats.

- 18.cuticle conditioner and cuticle oil;
- 19.standard textbook;
- 20.one (1)workbook.

(7)Apprentice training shall include the curriculum required for students ~~at~~ in the respective levels of cosmetology, esthetics, or nail technician.

(8)A student enrolled in a Board approved school prior to July 1,2000 may register with the Board as an apprentice for the purpose of earning additional credit hours required by law after July 1,2000,if the student satisfies all of the following conditions:

- (a)the student has graduated from a Board approved school; and
- (b)the student has completed the total number of school credit hours that were required prior to July 1,2000 to become licensed as an esthetician or nail technician in Georgia; and
- (c)the student is required by law to complete additional credit hours to be eligible for examination in Georgia; and
- (d)the student registers with the Board as an apprentice, and substantially complies with the provisions of this Rule with the exception of paragraph three (3)regarding the maximum number of hours for apprentice training; and
- (e)the additional credit hours earned by the student while registered as an apprentice shall:
  - 1.comply with the curriculum stated in the Rules for obtaining an esthetician or nail technician license; and
  - 2.be completed in no more than four (4)months from the date of registration by the student as an apprentice; and
  - 3.total no less than 250 additional credit hours in esthetics or total no less than 205 additional hours in nail care.

Authority O.C.G.A.Secs.43-10-2,43-10-9,43-10-14 **History.**Original Rule entitled "Application for Apprentice License " adopted.F.Feb.25,1986;eff.Mar.17,1986.**Amended:**F.Sept.11,1991;eff.Oct.1,1991.**Repealed:**New Rule of same title adopted.F.Jan.12,2001;eff.Feb.1,2001.**Amended:**F.June 19,2002;eff.July 9,2002.

### **130-2-.11 Application for Cosmetology, Esthetician, or Manicurist ~~NailShop or Salon License~~ Salon/Shop. Amended.**

- (1)Any person or person desiring to operate a ~~shop/salon~~ salon/shop shall make application for a license using the form furnished by the Georgia State Board of Cosmetology and shall meet all the requirements of the law and the requirements of the Board.
  - (2)Any ~~shop or salon~~ salon/shop must be registered with the Board prior to its opening. Change of ~~salon or shop~~ salon/shop ownership must be registered with the Board by filing an application for licensure within thirty (30)days of the purchase of said ~~salon or shop~~ salon/shop. Business names of ~~shop or salon~~ salon/shop must include the word salon or shop and must not contain terms which would tend to mislead the public as to the operation of cosmetology establishment.
  - (3)~~Shop or salon~~ salon/shop license must be displayed in a conspicuous place in the reception area of the registered shop or salon salon/shop so as to be easily read by customers.
  - (4)It shall be unlawful to allow pets in ~~shops or salons~~ salons/shops.
  - (5)~~Shops or salons~~ salons/shops shall comply with rules for sanitation, health and disinfectants in Chapter 130-5 of the Rules of Georgia State Board of Cosmetology.
  - (6)~~Sanitary~~ Sanitation rules and regulations governing cosmetology ~~shops~~ salons/shops in the State of Georgia shall be posted in a conspicuous place in the reception area of the shop or salon salon/shop so as to be easily read by customers.
- Authority O.C.G.A.Sec.43-10-11. **History.**Original Rule entitled "Application for Cosmetology, Esthetician,or Manicurist Shop or Salon License " adopted.F.Feb.25,1986;eff.Mar.17,1986.  
**Amended:**F.Oct.20,1995;eff.Nov.9,1995

### **130-3-.01 Cosmetology School Equipment. Amended.**

- (1)Each school desiring to teach cosmetology must provide the following minimum equipment:
  - (a)**School Signs:** front entrance sign must clearly indicate type of school; posted licenses for the school and each instructor; Student Sign:— sign must be displayed at front entrance reading: "Service by Students Only"; sign at front entrance prohibiting pets (except seeing eye dogs); Georgia State Board of Cosmetology Sanitation Regulations For Salons and Schools; exit sign;
  - (b)secured metal filing cabinets for school and student records;
  - (c)sufficient chalkboards;
  - (d)one (1)~~wet sterilizer~~ disinfectant container for each work station;
  - (e)a minimum of four (4)shampoo basins for enrollment up to fifteen (15)students, and one (1)additional shampoo basin for each additional fifteen (15)students or fraction thereof;
  - (f)each kit must contain a fumigant;
  - (g)three (3)facial chairs or cushioned massage tables;
  - (h)a minimum of seven (7)hair dryers for enrollment up to fifteen (15)students and one (1)additional dryer for each additional five (5)students;
  - (i)work stations with mirrors for each individual student;
  - (j)sufficient waste containers for soiled or disposable towels;
  - (k)~~fifteen (15)mannequins; one (1)for each additional five (5)students; one (1) mannequin per student~~

- ~~(1) one (1) dry sterilizer per four (4) stations; one closed container per station with one (1) dry sterilizer for clean implements only~~
  - (m) closed towel cabinets to adequately store clean linens;
  - (n) locker space for personal items must be furnished each student;
  - ~~(o) Student Sign:— sign must be displayed at front entrance reading: "Service by Students Only";~~
  - ~~(p) sign at front entrance prohibiting pets (except seeing eye dogs);~~
  - (o) school minimum floor space: 3,000 sq. ft.;
  - (p) four (4) manicuring tables with two (2) chairs at each table, and implements as specified on Nail Care Equipment;
  - (q) audio visual aids.
  - (2) All of the above equipment must be standard beauty equipment and maintained in good working condition at all times.
  - (3) Any cosmetology school desiring to teach a separate course in esthetics or nail care and having more than fifteen (15) students in each such course must provide all necessary equipment and supplies for each such school student listed in.
  - (4) Grandfather principals are applicable to existing schools.
- Authority O.C.G.A. Sec. 43-10-2. **History.** Original Rule entitled "Equipment" adopted. F. and eff. June 30, 1965. **Amended:** F. Aug. 2, 1967; eff. Aug. 21, 1967. **Amended:** ER. 130-3-0.3-.01 adopted. F. Apr. 11, 1983; eff. Apr. 5, 1983. **Amended:** Permanent Rule entitled "Cosmetology School Equipment" adopted. F. Aug. 11, 1983; eff. Aug. 31, 1983. **Amended:** F. Aug. 21, 1984; eff. Sept. 10, 1984. **Repealed:** New Rule of the same title adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986.

### **130-3-.04 Esthetician School Equipment. Amended.**

- (1) Each esthetician school must provide the following minimum equipment:
  - (a) **School Signs:**— front entrance sign must clearly indicate type of school; posted licenses for the school and each instructor;
  - Student Sign:**— sign must be displayed at front entrance reading: "Service by Students Only"; sign at front entrance prohibiting pets (except seeing eye dogs); Georgia State Board of Cosmetology Sanitation Regulations For Salons and Schools; exit sign;
  - (b) secured metal filing cabinets for school and student records;
  - (c) sufficient chalkboards;
  - (d) one lavatory bowl for enrollment up to fifteen students;
  - (e) eight facial chairs or cushioned massage tables;
  - ~~(f) one work station or position per two students;~~
  - (f) one work station or position per two students;
  - ~~(g) one set of facial equipment per each two work stations or positions to include manual, mechanical, or electrical apparatus (at least one each of the following): electrical heating mask, steamer, brushing, vacuum ionization, glass electrode or high frequency galvanic or cathodic current (prohibited faradic), decrustation machine, spray or mister, one magnification lamp;~~
  - (g) one set of facial equipment per each two work stations or positions to include manual, mechanical, or electrical apparatus (at least one each of the following): electrical heating mask, steamer, brushing, vacuum ionization, glass electrode or high frequency galvanic or cathodic current (prohibited faradic), decrustation machine, spray or mister, one magnification lamp;
  - ~~(h) (h) sufficient trays for facial supplies;~~
  - ~~(i) (i) one dry sterilizer per two work stations or positions;~~
  - ~~(j) (j) one covered waste paper basket container for soiled or disposable towels; also, container for soiled linen;~~
  - ~~(k) (k) locker space must be furnished for each student;~~
  - ~~(l) (l) one properly lighted make-up area;~~
  - (m) one head form or chart per class;
  - ~~(n) student sign:— sign must be displayed reading "Service by Students Only";~~
  - (n) sign at front entrance prohibiting pets;
  - (o) school minimum floor space — 1800 sq. ft.;
  - (p) audio visual aids;
  - (q) wet sterilizer disinfectant container for each station;
  - @ closed cabinet for clean linen;
  - (s) separate rest rooms for males and females;
  - (t) adequate ventilation; proper lighting;
  - (u) The basic kit for esthetics shall contain the following:
    - 1. tweezers
    - 2. comedone extractors
    - 3. cleansers
    - 4. liquid and bar soap
    - 5. skin freshners (toners)

6.astringents

7.moisturizers

8.emollient creams

9.foundation

10.concealer

11.blusher

12.lipstick

13.powder

14.eye shadow

15.mascara

16.eyeliners

17.eyebrow pencils

18. Professional pencil sharpener

19disposable sponges and applicators; q-tips, round cotton pads, rectangular rolled cotton and cotton balls, wooden spatula, muslin strips

20.one (1) dry sanitizer per kit

(w)hot and cold running water;

(x)facilities for clean sanitary drinking water;

(y)library.

(2)All of the above equipment must be standard equipment and maintained in good working condition at all times.

(3)Each cosmetology school desiring to specialize in esthetics and having more than 15 students in the specialized course is required to obtain necessary equipment listed in this chapter.

Authority O.C.G.A.Sec.43-10-2. **History.**Original Rule entitled "Instructor Requirements " adopted.F. and eff.June 30,1965.**Repealed:**New Rule of same title adopted.F.Aug.2,1967;eff.Aug.21,1967.

**Amended:**ER.130-3-0.3-.04 adopted.F.Apr.11,1983;eff.Apr.5,1983,the date of adoption.**Amended:** Permanent Rule entitled "Esthetician School Equipment " adopted.F.Aug.11,1983;eff.Aug.31,1983. **Repealed:**New Rule of same title adopted.F.Feb.25,1986;eff.Mar.17,1986.

### **130-3-.13 Posting of Licenses, Rules, Inspection Reports and Citations.**

(1)Each Cosmetology, Esthetic, and/or Nail Care School shall post in ~~a conspicuous place~~ the reception area the current school license issued to them by the Georgia State Board of Cosmetology.

(2)Each school shall post in ~~a conspicuous place~~ the reception area the Georgia State Board of Cosmetology rules and regulations, the ~~sanitary sanitation~~ regulations, and the most recent inspection report ~~or citation~~.

(3)~~All student permits shall be posted in a conspicuous place for public view on school premises. A complete current copy of the rules and regulations(Ga. Code 43-10-.01 through 43-19-.19 and Administrative Rules 130-1-.01 through 130-11-.01) must be available.~~

(4)~~All Master licenses and Master Instructor(s), Esthetician Instructor(s) and Manicurist Instructor(s) licenses issued to licensees by the Georgia State Board of Cosmetology must be posted in a conspicuous place~~ the reception area for public view on school premises

(5). Student Sign:— sign must be displayed at front entrance reading: "Service by Students Only";

(6)sign at front entrance prohibiting pets (except seeing eye dogs

+Authority O.C.G.A.Sec.43-10-2. **History.**Original Rule entitled "Posting of Licenses, Rules, Reports and Citations " adopted.F.July 20,1993,eff.Aug.9,1993.

### **130-4-.01 Quarters. Amended.**

(1)All establishments wherein cosmetology, nail technology or esthetics is practiced or taught within the State of Georgia must provide suitable ~~quarters~~ facilities equipped to give adequate services, subject to inspection by constituted representatives of the Georgia State Board of Cosmetology.

(2)A beauty establishment shall have a permanent and definite location in which the profession of cosmetology, manicuring nail technology or esthetics is practiced in accordance with the rules and regulations of the Georgia State Board of Cosmetology. All mobile units, including mobile homes, trailers, and motor homes, shall not be licensed as manicurist nail technology, esthetician or beauty cosmetology salons/shops unless they meet all requirements of this Board and are permanently anchored on the ground with wheels detached.

Authority Ga.L 1963,Sect.5,p.47. **History.**Original Rule entitled "Quarters" was filed on June 30,1965.

**Amended:**Filed March 17,1969;effective April 5,1969.**Amended:**Rule repealed and a new Rule of the same title adopted.Filed February 25,1986;effective March 17,1986.**Amended:**F.Oct.20,1995;eff. Nov.9,1995.

#### **130-4-.03 Premises. Amended.**

Space used for a cosmetology establishment must be separated by tight, ceiling high Partitions, ~~from residence rooms.~~ And have separate restrooms and a separate outside entrance if in a residence. Authority Ga.L.1963,Sect.p.47.**History.**Original Rule entitled "Premises"was filed on June 30,1967. Amended:Filed March 17,1969;effective April 5,1969.Amended:Rule repealed and a new Rule of the same title adopted.Filed February 25,1986;effective March 17,1986.

#### **130-4-.04 Cleanliness. Amended.**

Walls, ceiling, floors, furniture and equipment must be kept free from dust, dirt and debris. All equipment must be kept in proper and safe working order. Authority Ga.L.1963,Sect.5,p.47.**History.**Original Rule entitled "Cleanliness"was filed on June 30, 1965.**Amended:**Filed March 17,1969;effective April 5,1969.**Amended:**Rule repealed and a new Rule of the same title adopted.Filed February 25,1986;effective March 17,1986.

#### **130-4-.06 Apprentices. Amended.**

~~No cosmetology shop or salon shall have in training more than one apprentice for each cosmetologist licensed at the master, esthetician or manicurist level. More than one apprentice is permissible if affirmatively shown to the Georgia State Board of Cosmetology that the apprentice will be denied the opportunity of learning the profession of cosmetology, provided that~~ The salon/shop owner/manager may temporarily designate a qualified registered master to supervise the registered apprentice in the absence of the registered master licensee provided that such master licensee has had at least 36 months experience and has held a certificate of a master for at least 36 months (O.C.G.A.43-10-14(a),the burden of proof for establishing that an apprentice would be denied the opportunity to learn the profession, thus justifying the assignment or temporary assignment for more than one apprentice to a duly licensed master meeting the 36 month experience and licensing criteria, shall be deemed to have been met, under such circumstances when the supervising master is absent from the salon/shop for a limited duration of time (such as, for example, due to an illness, jury duty, military leave, a vacation, an errand, a temporary leave of absence, or a leave under the Federal "Family and Medical Leave Act"), and a duly licensed alternate master is present on the premises of the salon/shop to supervise the apprentice. Authority O.C.G.A.Sec.43-10-9.**History.**Original Rule was filed on May 23,1969;effective July 2, 1969,as specified by the Agency.**Amended:** Filed September 12,1969;effective October 21,1969,as specified by the Agency.**Amended:**Filed January 23,1975;effective February 12,1975.**Amended:**Filed September 15,1978;effective October 5,1978.**Amended:**Rule repealed and Emergency Rule 130-4-0.4-.06 adopted.Filed on April 11,1983;effective April 5,1983,the date of adoption,to remain in effect for a period of 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule,as specified by the Agency (Emergency Rule 130-4-0.4-.06 expired on August 2,1983.)**Amended:**Rule repealed and a new Rule of the same title adopted.Filed August 11,1983;effective August 31,1983.**Amended:**Rule repealed and a new Rule of the same title adopted.Filed February 25,1986;effective March 17,1986.

#### **130-4-.08 Posting of Licenses, Rules, Inspection Reports and Citations.**

(1)Each ~~shop or salon~~ salon/shop shall post in a conspicuous place the ~~reception area a current salon or shop license~~ salon/shop license issued to them by the Georgia State Board of Cosmetology or copy of current online verification of licensure.  
(2)Each person employed in ~~shop or salon~~ salon/shop shall post at their work stations, the current license/permit issued to them by the Georgia State Board of Cosmetology or the Georgia State Board of Barbers or copy of current online verification of licensure.  
(3)~~Shops or salons~~ Salons/Shops shall have posted at all times a copy of the most recent inspection report, ~~or citation.~~  
(4)~~Shops or salons~~ Salons/Shops shall comply with rules for sanitation, health and disinfectants in Chapter 130-5 of the Rules of Georgia State Board of Cosmetology.  
(5)Sanitary rules and regulations governing salons or shops in the State of Georgia shall be posted in a conspicuous place in the shop or salon so as to be easily read by customers. Authority O.C.G.A.Sec.48-10-11.**History.**Original Rule entitled "Posting of Licenses"was filed on February 25,1986;effective March 17,1986. **Repealed:** New Rule entitled "Posting of Licenses,Rules, Reports and Citations"adopted.F.Jul.20,1993;eff.Aug.9,1993.

#### **130-5-.01 Shampoo Equipment.Amended.**

Shampoo bowls must be thoroughly cleansed and ~~kept clean~~ sanitized. Authority O.C.G.A Sec.43-10-6.**History.**Original Rule entitled "Pets"was filed and effective on June 30,1965. **Amended:**Rule repealed and a new Rule entitled "Shampoo Equipment"adopted.Filed February 25, 1986;effective March 17,1986.

### **130-5-.02 Linens.**

Towels /linens, after being used once, must be placed in a closed container until properly laundered.

Clean towels must be kept in a closed cabinet/container/closet (except for linens designated for use on current patrons.

Authority O.C.G.A Sec.43-10-6.**History.**Original Rule entitled "Linens"was filed on February 25,1986;  
effective March 17,1986.

### **130-5-.05Cleaning and Recommended Disinfection of Implements Approved by The Georgia Department of Human Resources, Environmental Health Section. Amended.**

(1) All multi-use tools, implements, and equipment used for Cosmetology that come in contact with a client, ~~sanitized by using recommended disinfectants approved by the Georgia State Department of Health.~~ must be cleaned and disinfected after each use by complete saturation or immersion for at least 10 minutes in an EPA registered, Hospital grade disinfectant according to the manufacturer's directions. Each salon must include wet and dry disinfectant sanitizers

(a ) Multi-use items constructed of nonporous materials such as metal, glass, or plastic for use on more than one client include, but is not limited to the following items: nail clippers, cuticle nippers, cuticle pushers, scissors, shears, reusable nail forms, manicure and pedicure bowls, foot files, glass, metal and fiberglass files, metal drill bits, tweezers, comedone extractors, brushes, combs, clips, non- disposable pencil sharpeners, and any other metal tools/non-porous implements not listed above

(b) Single use items must be discarded after being used one time. These items include: Buffers, emery boards, nail files, sleeves and sanders for electric files, orangewood/birchwood sticks, wooden applicator sticks or spatulas, porous foot files, pedicure slippers and toe separators, disposable gloves, paraffin liners, cotton balls, cotton strips or swabs, neck strips and muslin strips

#### (2) Wet Disinfection Standards

(a) After cleaning, all tools, implements and equipment must be disinfected by complete saturation or immersion (enough solution to cover all surfaces of the item) for 10 minutes in an EPA registered, Hospital grade disinfectant that is bactericidal, virucidal, fungicidal and pseudomonacidal. The disinfecting solution must be changed daily and mixed according to manufacturer's directions.

(b) All tools, implements that come in contact with blood or body fluids must be disinfected by complete immersion for a minimum of 10 minutes in an EPA registered disinfectant that is effective against HIV-1 and Human Hepatitis B Virus, or tuberculocidal that is mixed and used according to the manufacturer's directions.

#### (3) Dry Storage Standards

(a.) All disinfected tools and implements must be stored in a sanitary manner in a covered container. It must be labeled (Disinfected tools and Implements.) An EPA approved dry disinfectant may be used.

(b) Soiled and dirty tools and implements must be stored in a separate (properly labeled) covered container and not used again until properly cleaned and disinfected according to (1) (a) above.

#### (4) Hand Washing

(a) Hand washing between each client is required. An anti-bacterial soap is recommended to sanitize the hands and the exposed portions of arms before providing services and after smoking, drinking, eating and using the restrooms.

#### **(5) PEDICURE EQUIPMENT CLEANING & DISINFECTING PROCEDURES:**

A. For all Pedicure Equipment that holds water including sinks, bowls, basins, pipe-less and whirlpool spas:

AFTER EACH CLIENT:A. All Pedicure units must be cleaned with a chelating soap or detergent with water to remove all visible debris, then disinfected with an EPA-Registered Hospital grade bactericidal, fungicidal, virucidal and pseudomonacidal disinfectant used according to manufacturers instructions. (At least 10 minutes disinfection required) If your pipe-free foot spa has a foot plate, remove it and clean beneath it as well. Rinse and wipe dry.

AT THE END OF EACH DAY OF USE:

B. All filter Screens in the Whirlpool Pedicure Spas or Basins must be sanitized. All visible debris in the screen and the inlet must be removed and cleaned with a chelating soap or detergent and water. This applies for all types of foot spas. ( For pipe-free systems remove the jet components or foot plate and remove any debris.)

The Screen, jet, or foot plate must then be completely immersed in an EPA-registered Hospital Grade Bactericidal, fungicidal, virucidal and pseudomonacidal disinfectant used according to manufacturers instructions. Replace the screen, jet, or foot plate. Flush the system with warm water and low-sudsing soap for 5 minutes, rinse and drain.

NEXT:

Fill the basin with clean water and the correct amount of EPA registered disinfectant. Circulate the solution through foot spa system for 10 minutes. Turn unit off. Let the solution remain in the basin for at least 6 to 10 hours. In the morning, before the first client, drain and flush the system with clean water.

ONCE EACH WEEK:

C. After completing the required cleaning procedures for the end of the day fill the Basin with water and one teaspoon of 5.25% bleach for each gallon of water. Circulate the solution through the Spa system for 5-10 minutes. Let the solution sit overnight (at least 6-10 hours). The following morning, before the first client, drain and flush the system.

SPECIAL NOTE: A RECORD OR LOG BOOK WITH DATE AND TIME OF ALL PEDICURE EQUIPMENT CLEANING AND DISINFECTING PROCEDURES MUST BE KEPT CURRENT AND MADE AVAILABLE FOR REVIEW UPON CLIENT AND OR INSPECTORS REQUEST.

Authority O.C.G.A.Sec.48-10-6.**History.**Original Rule entitled "Cleaning of Implements"was filed on February 25,1986;effective March 17,1986.**Repealed:** New Rule of same title adopted.F.Jul.20,1993; eff.Aug.9,1993.

**~~130-5-.08 Recommended Disinfection Approved by the Georgia Department of Human Resources,Environmental Health Section.~~**

**~~(1)Wet Disinfection Standards.~~**

~~(a)All tools and implements,except those which come in contact with blood or body fluids,must be disinfected by complete immersion in any EPA registered,hospital grade, bactericidal,virucidal,and fungicidal disinfectant that is prepared and used according to the manufacturer's directions.~~

~~(b)All tools and implements which come in contact with blood or body fluids must be disinfected by complete immersion in any EPA registered,hospital grade,and tuberculocidal disinfectant that is prepared and used according to the manufacturer's directions.~~

**~~(2)Dry Disinfection Standards.~~**

~~(a)After thoroughly washing in detergent and warm water,items may be disinfected,using ultra violet ray exposures according to the ultra vio let equipment supplier's recommendations,provided that lamps are replaced and dates of replacement recorded as indicated by test results.~~

**~~(3)Storage Standard~~**

~~(a)Disinfected implements must be stored in a disinfected,dry and covered container~~

~~(Any EPA approved dry disinfectant may be used)~~

Authority O.C.G.A.Sec.43-10-6.**History.**Original Rule entitled "Recommended Disinfection —Approved by the Georgia State Board of Health"was filed on February 25,1986;effective March 17,1986.

**Amended:** Rule retitled "Recommended Disinfection Approved by the Georgia Department of Human Resources,Environmental Health Section".F.Oct.20,1995;eff.Nov.9,1995.

**130-5-.09Protective Clothing.**

Cosmetologists, nail technicians, and estheticians in Georgia are required to abide by all federal and state laws for cosmetology, nail care, and esthetics. The profession of cosmetology, nail technology, and esthetics is within the guidelines of the rules promulgated by The Occupational Safety and Health Administration (OSHA).

Cosmetologists, nail technicians and estheticians are also subject to Georgia Annotated Code Section 43-1-19.

Practitioners of the cosmetology profession in Georgia shall wear appropriate protective clothing for clinical services to prevent occupational exposure of potential infectious materials. Appropriate clothing shall include, but not limited to clinical jackets, gloves and/or similar outer garments for the protection of infectious or harmful materials.

Authority O.C.G.A.Sec.43-1-9.**History.**Original Rule entitled "Protective Clothing"adopted.F.May 10, 1993;eff.May 30,1993.

Kay Kendrick moved Don Westbrook seconded, and the Board voted unanimously to post revised Sanitary Regulations as follows:

**Georgia State Board of Cosmetology  
Sanitary Sanitation Regulations For Salons And  
Schools**

**1. All establishments wherein cosmetology, nail care, or esthetics is practiced or taught within the State of Georgia must provide suitable quarters facilities equipped to give adequate services subject to inspection by constituted representatives of the Georgia State Board of Cosmetology.**

**2. Separate space must be provided for a cosmetology, esthetic, or nail care establishment. The use of any such space for sleeping, dining or any other domestic purpose is prohibited.**

- 3. Space used for a cosmetology, esthetic, or nail care establishment must be separated by tight, ceiling high partitions from residence rooms.**
- 4. Each establishment must have proper toilet and plumbing facilities and adequate supply of hot and cold running water in accordance with the recognized health standards.**
- 5. Walls, ceilings, floors, furniture and equipment must be free from dust and debris. All equipment must be in proper and safe working order.**
- 6. Shampoo bowls and sinks, and service sinks must be thoroughly cleansed and sanitized.**
- 7. Towels, after being used once, must be placed in a covered container until properly laundered.**
- 8. The use of any article that is not properly cleansed and sanitized is prohibited.**
- 9. All waste material must be removed daily. Garbage shall be stored in a covered washable container and shall not be left in the establishment overnight.**
- 10. Professional implements and tools shall be cleansed thoroughly with soap and water and sanitized by using recommended disinfectants approved by the Georgia Department of Human Resources, Environmental Health Section.**
- 11. Creams, lotions and other cosmetics for use on patrons must be kept in sanitary, closed containers.**
- 12. It shall be unlawful to allow pets in a cosmetology, esthetic, or nail care establishment.**

**130-5-.05 Cleaning and Recommended Disinfection of Implements Approved by The Georgia Department of Human Resources, Environmental Health Section. Amended.**

(1) All multi-use tools, implements, and equipment used for Cosmetology that come in contact with a client, sanitized by using recommended disinfectants approved by the Georgia State Department of Health, must be cleaned and disinfected after each use by complete saturation or immersion for at least 10 minutes in an EPA registered, Hospital grade disinfectant according to the manufacturer's directions. Each salon must include wet and dry disinfectant sanitizers.

(a) Multi-use items constructed of nonporous materials such as metal, glass, or plastic for use on more than one client include, but is not limited to the following items: nail clippers, cuticle nippers, cuticle pushers, scissors, shears, reusable nail forms, manicure and pedicure bowls, foot files, glass, metal and fiberglass files, metal drill bits, tweezers, comedone extractors, brushes, combs, clips, non-disposable pencil sharpeners, and any other metal tools/non-porous implements not listed above.

(b) Single use items must be discarded after being used one time. These items include: Buffers, emery boards, nail files, sleeves and sanders for electric files, orangewood/birchwood sticks, wooden applicator sticks or spatulas, porous foot files, pedicure slippers and toe separators, disposable gloves, paraffin liners, cotton balls, cotton strips or swabs, neck strips and muslin strips

**(2) Wet Disinfection Standards**

(a) After cleaning, all tools, implements and equipment must be disinfected by complete saturation or immersion (enough solution to cover all surfaces of the item) for 10 minutes in an EPA registered, Hospital grade disinfectant that is bactericidal, virucidal, fungicidal and pseudomonacidal. The disinfecting solution must be changed daily and mixed according to manufacturer's directions.

(b) All tools, implements that come in contact with blood or body fluids must be disinfected by complete immersion for a minimum of 10 minutes in an EPA registered



disinfectant that is effective against HIV-1 and Human Hepatitis B Virus, or tuberculocidal that is mixed and used according to the manufacturer's directions.

(3) Dry Storage Standards

(a.) All disinfected tools and implements must be stored in a sanitary manner in a covered container. It must be labeled (Disinfected tools and Implements.) An EPA approved dry disinfectant may be used.

(b) Soiled and dirty tools and implements must be stored in a separate (properly labeled) covered container and not used again until properly cleaned and disinfected according to (1) (a) above.

(4) Hand Washing

(a) Hand washing between each client is required. An anti-bacterial soap is recommended to sanitize the hands and the exposed portions of arms before providing services and after smoking, drinking, eating and using the restrooms.

(5) PEDICURE EQUIPMENT CLEANING & DISINFECTING PROCEDURES:

A. For all Pedicure Equipment that holds water including sinks, bowls, basins, pipe-less and whirlpool spas:

AFTER EACH CLIENT:

A. All Pedicure units must be cleaned with a chelating soap or detergent with water to remove all visible debris, then disinfected with an EPA-Registered Hospital grade bactericidal, fungicidal, virucidal and pseudomonacidal disinfectant used according to manufacturers instructions. (At least 10 minutes disinfection required) If your pipe-free foot spa has a foot plate, remove it and clean beneath it as well. Rinse and wipe dry.

AT THE END OF EACH DAY OF USE:

B. All filter Screens in the Whirlpool Pedicure Spas or Basins must be sanitized. All visible debris in the screen and the inlet must be removed and cleaned with a chelating soap or detergent and water. This applies for all types of foot spas. ( For pipe-free systems remove the jet components or foot plate and remove any debris.)

The Screen, jet, or foot plate must then be completely immersed in an EPA-registered Hospital Grade Bactericidal, fungicidal, virucidal and pseudomonacidal disinfectant used according to manufacturers instructions. Replace the screen, jet, or foot plate. Flush the system with warm water and low-sudsing soap for 5 minutes, rinse and drain.

NEXT:

Fill the basin with clean water and the correct amount of EPA registered disinfectant. Circulate the solution through foot spa system for 10 minutes. Turn unit off. Let the solution remain in the basin for at least 6 to 10 hours. In the morning, before the first client, drain and flush the system with clean water.

ONCE EACH WEEK:

C. After completing the required cleaning procedures for the end of the day fill the Basin with water and one teaspoon of 5.25% bleach for each gallon of water. Circulate the solution through the Spa system for 5-10 minutes. Let the solution sit overnight (at least 6-10 hours). The following morning, before the first client, drain and flush the system.

SPECIAL NOTE: A RECORD OR LOG BOOK WITH DATE AND TIME OF ALL PEDICURE EQUIPMENT CLEANING AND DISINFECTING PROCEDURES MUST BE KEPT CURRENT AND MADE AVAILABLE FOR REVIEW UPON CLIENT AND OR INSPECTORS REQUEST.

Authority O.C.G.A.Sec.48-10-6.**History.**Original Rule entitled "Cleaning of Implements"was filed on

February 25, 1986; effective March 17, 1986. **Repealed:** New Rule of same title adopted. F. Jul. 20, 1993; eff. Aug. 9, 1993.

**Kay Kendrick moved Don Westbrook seconded, and the Board voted unanimously to post a Sanitation Tip Sheet as follows:**

**THE GEORGIA STATE COSMETOLOGY BOARD  
SANITATION TIP SHEET**

**1. Clean and disinfect brushes, combs, clips, and implements**

- (a) Remove visible debris from implements
- (b) Wash in hot water and soap. Rinse well
- (c) All tools and implements, **except those which come in contact with blood or body fluids** must be disinfected, at minimum, by complete saturation or immersion in any EPA registered, hospital grade, **bactericidal, virucidal, fungicidal, and pseudomonacidal** disinfectant that is mixed and used according to the manufacturer's directions.

**OR**

- (d) All tools and implements that come in contact with blood or body fluids must be cleansed thoroughly with soap and water and disinfected by complete saturation or immersion in any EPA registered, hospital grade disinfectant that is effective against HIV 1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Each salon must include wet and dry disinfectant sanitizers.
- (e) Complete saturation or immersion minimum 10 minutes or manufacturer's recommendations
- (f) Rise and dry
- (g) Disinfected implements must be stored in a disinfected, dry, covered, and labeled container (FOR ONLY DISINFECTED TOOLS AND IMPLEMENTS) no other items (any EPA approved dry disinfectant may be used.)

**2. Salon Styling, Color, Nail or Esthetics Station Drawers**

- (a) If you are going to put sterilized items in your drawer, they have to be in a closed compartment or closed container. In this closed compartment or closed container there can only be sterilized items and a sanidri. These sterilized items can not touch any other items that are not sterilized.

**Drawer Ideas**

- 1. Use drawer or cabinet to store any thing and store sterilized and a sanidri in a closed compartment or closed container in another location. The items in the sterilized compartment can not touch any other items that are not sterilized.

**OR**

Split drawer or cabinet in two (2) sections. Use one section for storage of sterilized items and sanidri only and the other section for all other items.

**OR**

Use drawer or cabinet to store any item and store closed container in the drawer or cabinet for sterilized items and sanidri only. The items in the sterilized container can not touch any other items that are not sterilized.

**(3) PEDICURE SPA CLEANING & DISINFECTING PROCEDURES:**

**A. For all Pedicure Equipment such as Whirlpool Foot Spas, Self-contained Foot Basins, Sinks and Bowls.**

**THE FOLLOWING PROCEDURE IS REQUIRED BETWEEN EACH CLIENT AND  
An Equal Opportunity Employer**

AT THE END OF THE DAY:

A. All Pedicure units must be cleaned with a chelating soap or detergent with water to remove all visible debris, then disinfected with an EPA-Registered Hospital Grade Bactericidal, fungicidal, virucidal and pseudomonacidal disinfectant used according to manufacturers instructions. (At least 10 minutes disinfection required) If your pipe-free foot spa has a foot plate, remove it and clean beneath it as well. Rinse and wipe dry.

THE FOLLOWING PROCEDURE IS REQUIRED AT THE END OF THE DAY, AFTER THE LAST CLIENT:

B. All filter Screens in the Whirlpool Pedicure Spas or Basins must be sanitized. All visible debris in the screen and the inlet must be removed and cleaned with a chelating soap or detergent and water. (This goes for all types of foot spas. For pipe-free systems remove the jet components or foot plate and remove any debris.)

The Screen, jet, or foot plate must then be completely immersed in an EPA-registered Hospital Grade Bactericidal, fungicidal, virucidal and pseudomonacidal disinfectant used according to manufacturers instructions. Replace the screen, jet, or foot plate. Flush the system with warm water and low-sudsing soap for 5 minutes, rinse and drain.

NEXT: Fill the basin with clean water and the correct amount of EPA registered disinfectant. Circulate the solution through foot spa system for ten (10) minutes. Turn unit off. Let the solution remain in the basin for at least six (6) to ten (10) hours. In the morning, before the first client, drain and flush the system with clean water.

WEEKLY:

C. After completing the required cleaning procedures for the end of the day fill the Spa tub with water and one teaspoon of 5.25% bleach for each gallon of water. Circulate the solution through the Spa system for 5-10 minutes. Let the solution sit overnight (at least 6-10 hours). The following morning, before the first client, drain and flush the system.

SPECIAL NOTE: A RECORD OR LOG BOOK OF THE DATE AND TIME OF ALL CLEANING AND DISINFECTING OF EACH PEDICURE SPA MUST BE KEPT CURRENT AND MADE AVAILABLE UPON CLIENT AND OR INSPECTORS REQUEST.

The board voted to the following actions on applications, requests, etc:

<b>Name</b>	<b>Request</b>	<b>Action</b>
<b>Amy's Hair Braiding</b>	<b>Salon Lic.</b>	<b>Prel. Inspection required</b>
<b>Assy's Hair Braiding</b>	<b>Salon Lic.</b>	<b>Prel. Inspection required</b>
<b>Darnell E Howard</b>	<b>Cos. Inst Exam</b>	<b>Approve Reciprocity</b>
<b>Ida's Hair Braiding</b>	<b>Salon Lic.</b>	<b>Prel. Inspection Required</b>
<b>Jeremy Owen Miller</b>	<b>Review Test Scores</b>	<b>Test Scores Stand</b>
<b>Magan Mosley</b>	<b>Review Test Scores</b>	<b>Test Scors Stand</b>
<b>Pro Nail &amp; Tan</b>	<b>Salon Lic.</b>	<b>N/A Refund Fee</b>
<b>Marieanetta Reed</b>	<b>Waive Late Renewal Fee</b>	<b>Approved</b>
<b>Salon Underwraps</b>	<b>Salon Lic.</b>	<b>Prel. Inspection required</b>
<b>Simply "L" Hair Studio</b>	<b>Salon Lic.</b>	<b>Prel. Inspection required</b>
<b>Sunday's Ultimate Day Spa</b>	<b>Waive Citation</b>	<b>Approved</b>
<b>Sylvia For African Hair B</b>	<b>Salon Lic.</b>	<b>Prel. Inspection required</b>

There was no further business, the meeting adjourned at 2:50 pm.

\_\_\_\_\_  
Martha Harris, Chairperson  
The Georgia State Board of Cosmetology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mollie Fleeman, Division Director  
The Professional Licensing Boards

\_\_\_\_\_  
Date

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING

OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A. §50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A. §50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question:

**Comes now Martha Harris, the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.**

**1. I am the presiding officer of the Georgia State Board of Cosmetology.**

**2. I am over the age of 18 years of age and in all other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.**

**3. On October 19, 2005 this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.**

**4. The legal authority for the closure of this meeting was:**  
O.C.G.A. § 43-1-2(k), 43-1-9(h)

**5. The subject(s) discussed and the underlying facts supporting the closing of this meeting are: receiving disciplinary reports; reviewing applications.**

**FURTHER THE AFFIANT SAYETH NOT.**

\_\_\_\_\_  
**PRESIDING OFFICER**

**Sworn and subscribed before me  
This 19<sup>th</sup> day of October, 2005**

\_\_\_\_\_  
**January 14, 2007**

An Equal Opportunity Employer

**Notary Public**

**Expires**

**My Commission**