

**POST THESE PAGES IN THE SALON/SHOP OR SCHOOL  
WHERE IT CAN BE READ BY ALL**

**Georgia State Board of Cosmetology and Barbers Sanitary Regulations for  
Salon/Shop and Schools**

**Rule 240-4-.01 Requirements of Operating a Facility**

- (1) All facilities (salons/shops or schools) wherein cosmetology services are practiced or taught within the State of Georgia must provide suitable quarters equipped to give adequate services. ALL facilities are subject to inspection by any Board member or inspector, who shall have the power and right to enter into and make reasonable inspection of any facility during regular business hours; and refusal of or failure to permit or cooperate with such reasonable inspection shall subject an individual and/or a facility holding a license issued by the Board to sanctions, including revocation of the certificate of registration.
- (2) A salon/shop shall have a permanent and definite location in which the cosmetology professions of master cosmetologist, hair designer, master barbering, barbering II, nail technician, and/or esthetician, are practiced in accordance with the laws and rules of the Georgia State Board of Cosmetology and Barbers.
  - (a) any salon/shop operating from within a person's home, residence, or private structure must comply with all of the provisions of state law and the rules and regulations promulgated by the board, except that it shall not be necessary for a salon/shop operating in a private home to post a salon/shop sign unless the person elects to do so under O.C.G.A. § [43-10-18](#);
  - (b) mobile units, including kiosks, carts, mobile homes, trailers, and motor homes, shall not be issued a license as a salon/shop unless they meet all requirements of the Board and are anchored on the ground operating in a permanent location.
- (3) The use of salon/shop space for sleeping, dining or any other domestic purpose is prohibited. The salon/shop and the domestic space cannot be connected by a doorway or opening.
- (4) Space used for a salon/shop must be separated by tight, floor to ceiling high walls from other residential and commercial space to prevent the spread of hair, skin, dirt, dust and debris to reduce the spread of bacteria;
  - (a) commercial space that is used in its entirety for salon/shop space that is divided into "suites" may utilize partitions that are seven (7) feet in height;
  - (b) individual suites must have a door that closes and locks.
- (5) Walls, ceiling, floors, furniture and equipment must be kept free from excessive dust, dirt and debris. All equipment must be kept in good and safe working condition.
- (6) Each facility shall provide - on the premises or in the same building as, and within 300 feet of, the salon - adequate toilet and lavatory facilities. To be adequate, such facilities shall have at least one toilet and one sink or shampoo bowl with running hot and cold water.

- (7) Toilet and lavatory facilities shall be equipped with toilet tissue, soap dispenser with soap or other hand cleaning material, sanitary towels or other hand-drying device such as a wall-mounted electric blow-dryer, and waste receptacle.

### **Rule 240-4-.02 Posting of Licenses, Rules, Signs and Inspection Reports**

- (1) Each facility shall post the license issued to them by the Georgia State Board of Cosmetology and Barbers, or a current copy of the online verification of licensure within fifteen feet of the facility entrance at all times in an open area of the facility, or at each work station, so as to be unobstructed and easily viewable for both customers to read and for inspection by the Board.
- (2) The facility owner(s) shall ensure that each employee posts, in an open and public area, the current license/permit issued to them by the Georgia State Board of Cosmetology and Barbers or a current copy of the online verification of licensure.
- (3) Facilities shall have posted in an open and public area at all times a copy of the most recent inspection report:
  - (a) If a licensee is issued a passing inspection report, the report issued by the inspector shall be posted within 30 days of the date of inspection and serve as the final inspection report
  - (b) If a licensee is cited and pays the citation within the required time, the report issued by the inspector shall be posted within 30 days of the date of inspection and serve as the final inspection report
  - (c) If a licensee is cited and does not pay the citation, the report issued by the inspector shall be posted within 30 days of the date of inspection until the citation reaches final disposition at a Board meeting or citation hearing. If the Board modifies the citation issued, the licensee may post the final disposition report of the Board sent to the licensee or otherwise available on the Board website. If the Board upholds the citation, the report issued by the inspector shall remain posted and continue serve as the final inspection report
- (4) Facilities shall comply with rules for sanitation, health and disinfectants in Chapter 240-5 of the Rules of Georgia State Board of Cosmetology and Barbers.
- (5) Health, safety and sanitation rules and regulations governing facilities in the State of Georgia shall be posted in an open and public area in the facility so as to be easily read by customers. An electronic copy of the rules is acceptable.
- (6) Facility owners shall post the required signage available on the Board's website. If signage other than that from the Board's website is used or otherwise unavailable, posted signage must include the following wording:

Cosmetology laws, rules, and regulations are available upon request. All cosmetology services shall only be performed on intact, healthy scalp, skin, and nails. Customers should not shave their legs the same day as receiving pedicure services to reduce the risk of infection. Any razor-like implement, such as a credo blade, shall not be used. In order to reduce the chance of injury or infection, licensees shall not use any razor-type callus shavers designed and intended to cut growths of skin such as corns or calluses, e.g., credo blades. In order to prevent the spread of bacteria, pumice stones shall not be reused from

one customer to another to prevent the spread of bacteria. No pets - Only guide and service animals are allowed in a Salon/Shop.

- (7) Schools shall have exterior signage indicating the type of school facility license
- (8) Schools shall post a sign stating "Service by Students Only."
- (9) Salon/shops operating in space designed as "suites" must display facility licenses in a manner that clearly indicates which salon/shop license individual practitioners are working in.

### **Rule 240-4-.03 General Health and Safety**

- (1) Licensees shall represent professional qualifications truthfully and accurately, including education and professional affiliations, and provide only those services within the scope that the practitioner is qualified by education, experience, and skill to perform within recognized professional standards for the practice of cosmetology and barbering.
- (2) Hand washing is required before and between providing services to each client. 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 restrooms.
- (3) Practitioners of the cosmetology and barbering profession in Georgia shall wear appropriate protective clothing and/or footwear at all times during the provision of clinical services to prevent occupational exposure to potential infectious materials. The federal Occupational Safety and Health Administration (OSHA) regulates appropriate clothing and footwear for practicing license holders that may include, but not be limited to, clinical jackets, gloves and/or similar outer garments for the protection from infectious or harmful materials.
- (4) Practitioners shall ensure that clients in a salon/shop or school wear appropriate clothing and footwear at all times during the provisions of services to prevent potentially harmful exposure to chemicals and infectious materials. Providing a client with a covering is acceptable.
- (5) Pets shall not be allowed in facilities, with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code.
- (6) 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. All work stations and client service areas must be free from food and soiled dishes.
- (7) Sharps such as razor blades should be disposed in a sharps container. Sharps containers must be stored upright, have OSHA biohazard labels, and have the manufacturer's safety flap lid in place. Sharps containers must be properly disposed of when three-fourths ( $\frac{3}{4}$ ) full. The Georgia Department of Natural Resources as well as local county and/or city ordinance regulates the proper disposal of waste containing sharps such as razor blades.
- (8) In order to reduce the chance of injury or infection, licensees shall not use any implement designed to remove layers of skins such as:
  - (a) razor-type callus shavers designed and intended to cut growths of skin such as corns or calluses;

- (b) credo blades;
- (c) cutters;
- (d) scrapers;
- (e) graters;
- (f) anything that abrades or removes layers of skin.

#### **Rule 240-4-.04 Cleansing and Disinfection of Implements and Equipment**

- (1) The use of any article that is not properly cleansed and disinfected on any client or subject is prohibited.
- (2) Each facility shall provide correct disinfection and storage standards at all times.
  - (a) Multi-use tools, implements, and equipment constructed of nonporous materials such as metal, glass, or plastic for use on more than one client include, but are not limited to the following items:
    - 1. nail clippers;
    - 2. cuticle nippers;
    - 3. cuticle pushers;
    - 4. scissors;
    - 5. shears;
    - 6. reusable nail forms;
    - 7. manicure and pedicure bowls;
    - 8. foot files;
    - 9. glass;
    - 10. metal and fiberglass files;
    - 11. metal drill bits;
    - 12. tweezers;
    - 13. come done extractors;
    - 14. brushes;
    - 15. dusting brush (nylon bristles that can be disinfected ONLY);
    - 16. combs;

17. clips;
  18. reusable pencil sharpeners;
  19. reusable gloves;
  20. any other metal or non-porous tools or implements not listed above.
- (b) Following each use, all multi-use tools, implements, or equipment that are used on clients must be cleansed and disinfected as follows:
1. After cleaning with warm soapy water to remove all hair and debris, tools, implements, or equipment must be disinfected by complete immersion.
  2. Disinfectant containers must be large enough for complete immersion of implements (enough solution to cover all surfaces of the item) for 10 minutes in a disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant. The disinfecting solution must be free of debris and contaminants at all times and must be changed daily.
  3. After immersion, rinse implements thoroughly with clean warm water and blot implements dry.
  4. Clean implements should be stored following Rule [240-4-.05](#) below. Tools cannot be stored in disinfectant.
- (c) An autoclave that meets or exceeds ANSI/AAMI ST55:2010 or ISO 17665 standards for producing high temperature steam (121°C to 134°C) is an acceptable method of sanitizing implements.
- (d) Ultraviolet lights, dishwashers, and steam devices are not acceptable methods of cleansing and disinfection.
- (3) Single use items cannot be disinfected and should not be reused. Single use items shall be discarded after being used one time. These items include but are not limited to:
- (a) buffers;
  - (b) emery boards;
  - (c) nail files;
  - (d) sleeves and sanders for electric files;
  - (e) orange wood or birch wood sticks;
  - (f) wooden applicator sticks or spatulas;
  - (g) porous foot files;
  - (h) pedicure slippers and toe separators;

- (i) disposable gloves;
  - (j) paraffin liners;
  - (k) cotton balls, cotton strips or swabs;
  - (l) neck strips and muslin strips; or
  - (m) any item(s) that cannot be disinfected.
- (4) Pedicure equipment cleaning and disinfection procedures to be used for all pedicure equipment that holds water including sinks, bowls, basins, pipe-less, and whirlpool spas are as follows:
- (a) After each client, all pedicure units must be cleaned with a chelating soap or detergent with water to remove all visible debris, then disinfected for at least fifteen (15) minutes with a disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant. If the pedicure unit has a foot plate, it should be removed and the area beneath it cleaned, rinsed, and wiped dry.
  - (b) At the end of each day of use, the following procedures shall be used:
    1. All filter screens in whirlpool pedicure spas or basins for all types of foot spas must be sanitized according to International Nail Technician Association (INTA) disinfecting procedures
    2. All visible debris in the screen and the inlet must be removed and cleaned with a chelating soap or detergent and water. For all pedicure units, the jet components and/or foot plate must be removed and any debris removed and cleaned.
    3. After the above procedures are completed, the basin should be filled with clean water and the correct amount of disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant. The solution must be circulated through foot spa system for 10 minutes and the unit then turned off. Before using the equipment again, the basin system must be drained and flushed with hot clean water for 10 minutes to remove residual solution. Finally, the unit should be wiped dry.
  - (c) Once each week, additional procedures should be performed. After completing the required cleaning procedures for the end of the day, the basin should be filled with water that contains one teaspoon of 5.25% of EPA registered bleach for each gallon of water. The solution should be circulated through the spa system for 5 to 10 minutes. Before being used again, the system should be drained and flushed according to the manufacturer's instructions.
  - (d) A record or log book containing the dates and times of all pedicure equipment cleaning and disinfection procedures must be documented and kept in the pedicure area by the salon or shop and made available for review upon request by a consumer and/or an inspector from the Board.
- (5) Towels and linens contaminated with blood or bodily fluids must be washed separately with a disinfectant that indicates on its label that it has been registered with the EPA as a

disinfectant along with laundry detergent per the manufacturer's instructions with each load.

- (6) Sinks and shampoo bowls must be thoroughly cleansed and disinfected with a disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant, and free of any hair or other debris.

### **Rule 240-4-.05 Storage of Implements and Equipment**

- (1) Storage standards for tools, implements, or equipment:
  - (a) All disinfected tools and implements (including clippers, scissors, brushes, combs, etc.) shall be stored in a sanitary manner in a clean, closed, airtight drawer or container labeled "Clean Implements";
  - (b) UV light cabinets may be used for storage only after properly cleansing and disinfecting multi-use tools and implements. The cabinet shall be labeled "Clean Implements" to show that it contains disinfected tools and implements. Ultraviolet lights are not acceptable methods of cleansing and disinfection;
  - (c) Soiled and dirty tools and implements must be stored in a separate, closed and covered container labeled "Dirty Implements." Soiled and dirty tools and implements shall not be used again until properly cleansed and disinfected according to the procedures stated in this rule and shall not be stored together with clean implements;
  - (d) A hazardous waste container shall be used for blood contaminated disposable implements and labeled accordingly with a biohazard label and/or the words "Contaminated Implements".
- (2) Storage standards for towels, linens and other cloths:
  - (a) Clean towels must be kept in a closed cabinet, container, or closet except linens which are designated for use on clients. Clean towels designated specifically for drying client's hands that are placed only in the restrooms of facilities need not be in a covered closed container"
  - (b) Towels and linens, after being used once, must be placed in a closed container until properly laundered;
  - (c) Bloody towels and linens shall be placed in a separate, closed container labeled accordingly with a biohazard label and/or the words "contaminated linen";
- (3) Wax, creams, lotions and other products or cosmetics for use on clients must be kept in sanitary, closed containers:
  - (a) each product should be uncontaminated and free of debris
  - (b) products removed from containers must be removed with stick, spatula or spoon that is disposable or that can be disinfected as outlined in this rule (no double dipping, product use, or storage that contaminates products through contact with the client).