

Vermont Secretary of State  
Office of Professional Regulation  
Inspections  
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**State of Vermont  
Office of the Secretary of State  
Professional Regulation  
Licensing Division**

## Nail Salon Self Inspection Form

This form is provided by the Office of Professional Regulation to submit with an associated on-line licensing application. If you offer, or plan to offer, cosmetic tattooing or have a mobile shop, you must contact the office directly and arrange for an in-person inspection by a Licensing Inspector.

**Designated Licensee / Manager:** Confirm your compliance for each profession type and mark the check box to the right of each item or provide additional information as appropriate. Do not leave any check boxes blank. If a requirement does not apply to your facility or profession, mark "N/A" in the check box. Issues of non-compliance, or missing information, must be rectified prior to on-line submission. Failure to complete the Self Inspection Form will delay the processing of your application.

Upon completion, sign and date each page. This will serve as an affidavit of compliance and is an official record that you have successfully completed your self-inspection.

Name & Address of Facility:	
Designated Licensee/Manager Name:	
Designated Licensee/Manager License Number:	
<b>UNIVERSAL SHOP REQUIREMENTS</b> <span style="float: right;">✓</span>	
Licenses are conspicuously displayed.	
Floor surface in immediate work area is non-porous and washable.	
Work area floor is clean, free of hair, dropped articles, spills and electrical cords.	
Work area walls/ceilings in good repair/free of water seepage/stains/dirt.	
Facility is equipped with a customer use bathroom.	
Bathroom is dedicated to shop and not sharing residential functions.	
Bathroom is free of open storage of chemicals.	
Bathroom is not used as a work area.	
Bathroom fixtures are in good/operable condition.	
Bathroom is equipped with sufficient lighting.	
Bathroom is equipped with sufficient ventilation.	
Bathroom has liquid soap.	
Bathroom has clean, individual towels.	
If bathroom has a window, it is fitted with a screen.	
Covered trash receptacle for waiting/general customer area.	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Entryway/workstation mats are secured/flat to the floor.	
Electrical cords are placed to prevent tripping/entanglement.	
Electrical outlets are properly grounded/covered by plates.	
Electrical outlets are protected with ground-fault circuit interrupter (GFCI) device at breaker/outlet.	
Sink with hot and cold potable water.	
Sink is designated for the washing of hands/equipment and separate from bathroom or kitchen.	
Facility is sufficiently ventilated to exhaust hazardous/objectionable airborne chemicals.	
Facility is equipped with adequate lighting.	
Conspicuously-marked, charged, ABC-class fire extinguisher of at least 5 lbs. capacity.	
Heat-producing appliances/equipment are placed to prevent injury.	
Lotions/ointments/creams/powders are kept in closed containers.	
Sharps container for disposable sharps.	
Plastic bags are available for body fluid contaminated disposable material.	
Printed or electronic Safety Data Sheets (SDS) are available for chemical products used.	
Blood spill clean up kit.	
Eye wash station (plumbed, 32 oz bottle or 2, 16 oz bottles).	
Flammable chemicals are isolated from potential sources of ignition.	
Flammable chemicals are stored in a non-flammable storage cabinet/properly ventilated room.	
Chemicals which could interact in a hazardous manner (oxidizer, catalysts and solvents) are separated in storage.	

**MANICURING & PEDICURING**

✓

Wet disinfection unit.	
EPA registered hospital grade tuberculocidal disinfectant solution in use.	
Assigned station/work area for manicures.	
Sanitary containers or finger bowls provided for each client.	
Single use, disposable emery boards.	
Brush for scrubbing non-disposable files.	
Disinfected items and drill bits are stored in pre-disinfected, non-airtight covered receptacle, cabinet or drawer, or; UV light cabinet, or; EPA registered disinfectant/storage system used according to manufacturer's directions.	

**WAXING**

✓

EPA-registered, hospital-grade tuberculocidal disinfectant solution for cleaning wax pots.	
Single use, disposable sticks.	

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Information/Comments:**

**\*Upon completion, sign and date all 3 pages prior to submission.\***

Information Concerning the application process, relevant rules, statutes and Barbering & Cosmetology FAQs, can be found online at the profession home page located at:

<https://sos.vermont.gov/barbers-cosmetologists/>

Facility/shop specific questions can be directed to the email address:

[derek.everett@vermont.gov](mailto:derek.everett@vermont.gov)

Licensing application specific questions can be directed at web page:

<https://sos.vermont.gov/opr/about-opr/contact-us/?lamcontact>

Signature \_\_\_\_\_ Date \_\_\_\_\_