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R4-10-111. Display of Licenses and Signs

A. An establishment licensee shall ensure the name on the establishment's sign, advertising, and publications is the same as the name on the license to operate the establishment issued by the Board. The establishment's sign shall be prominently posted.

B. A school licensee shall:

1. Prominently post a course schedule that lists the names of instructors and courses; and
2. Display the licenses of the school licensee and all instructors near the school entrance, visible to the public.

C. A salon licensee shall:

1. Prominently post the license of the salon licensee, and
2. Ensure that the personal license of each licensee performing services in the salon is posted at the licensee's workstation.

D. A licensee performing mobile services shall prominently display in the area where mobile services are provided:

1. A photocopy of the licensee's personal license or the licensee's Board-issued, wallet-size license card, and
2. A photocopy of the Board-issued license to operate a salon or Board-issued, wallet-size license card to operate a salon.

E. A copy of R4-10-112 shall be prominently posted in each establishment.

F. If applicable, a salon licensee shall prominently post a sign that reads: "These services are not regulated by the Arizona Board of Cosmetology" and include a list of services provided but not regulated.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-111 renumbered to Section R4-10-114; new Section R4-10-111 renumbered from R4-10-108 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 26 A.A.R. 3123,

effective January 31, 2021 (Supp. 20-4).

R4-10-112. Infection Control and Safety Standards

A. An establishment licensee shall ensure the establishment has and maintains the following minimum equipment and supplies:

1. Non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily;
2. Ventilated, covered, containers for soiled linens including towels and capes;
3. Covered, clean containers or cabinets to hold clean linens including towels and capes;
4. Covered, wet disinfectant container that:
 - a. Is set up with disinfectant solution at all times the establishment is open, and
 - b. Is changed as determined by the manufacturer's instructions or when visibly cloudy or contaminated; and
5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, or fungicidal, disinfectant effective against HIV and human hepatitis B virus, which shall be mixed and used according to manufacturer's directions on all tools, instruments, and equipment.

B. Procedure for disinfecting non-electrical equipment. A licensee or student shall disinfect non-electrical equipment by:

1. Cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
2. Totally immersing in the wet disinfectant required under subsection (A)(5) following manufacturer's recommended directions.

C. Procedure for storing tools and instruments. A licensee or student shall:

1. Place a tool or instrument that has been used on a client or soiled in any manner in a covered receptacle that is labeled "dirty"; and
2. Place a disinfected instrument in a disinfected, dry, covered container that is labeled "ready to use" and isolate the disinfected instrument from contaminants.

D. Procedure for disinfecting electrical equipment, which shall be in good repair, before each use. A licensee or student shall disinfect electrical equipment by:

1. Removing all foreign matter from the equipment;
2. Cleaning and spraying or wiping with an EPA-registered bactericidal, virucidal, or fungicidal disinfectant, compatible with electrical equipment, as required in subsection (A)(5), ensuring the electrical equipment is in contact with the disinfectant for the time specified on the disinfectant label;
3. Storing the disinfected electrical equipment in a clean place separated from cords for the electrical equipment; and
4. If the electrical equipment has removable parts, disinfecting the removed parts as described in subsection (B).

E. Tools, instruments, and supplies. A licensee or student shall:

1. Dispose of all tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) by placing them in a waste receptacle immediately after use;
2. Not store or carry disinfected tools and instruments in a leather or cloth pouch or pocket;
3. Dispose of a sharp cosmetology tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing in a manner that keeps licensees, students, clients, and sanitation workers safe;
4. Not place clips or other tools and instruments in the mouth, pocket, or other holder that cannot be cleaned and disinfected;
5. Sharpen pencil cosmetics before each use and clean and disinfect the sharpener after each use; and
6. A client's personal cosmetology tools and instruments that are brought into and used in the establishment shall comply with these rules.

F. If there is exposure to blood or other body fluids during a service a licensee or student shall stop the service and:

1. If the wound is on the licensee's or student's hand, the licensee or student shall:
 - a. Clean the wound with an antiseptic solution;
 - b. Cover the wound with a sterile bandage; and
 - c. Cover the wounded area with a glove or finger cover;

2. Discard all blood-stained tissue or cotton or other blood contaminated material;

3. Disinfect all equipment, tools, and instruments that came in contact with blood or other body fluids as discussed in subsections (A)(5) and (B); and

4. Disinfect electrical equipment as discussed in subsection (D).

G. An establishment licensee shall ensure all circulating and noncirculating tubs or spas are cleaned as follows:

1. After each client or service, complete all of the following:

- a. Drain the tub;
- b. Clean the tub according to manufacturer's instructions, taking special care to remove all film, especially at the water line;
- c. Rinse the tub;
- d. Fill the tub with water and disinfectant as in subsection (A)(5); and
- e. Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified in manufacturer's instructions.

2. At the end of the day, complete all of the following:

- a. Drain the tub;
- b. Remove all filters, screens, drains, jets, and other removable parts;
- c. Scrub all removed parts with a brush and soap or detergent until free from debris;
- d. Rinse the removed parts;
- e. Completely immerse the removed parts in the disinfectant listed under subsection (A)(5);
- f. Rinse the tub;
- g. Replace the disinfected parts;
- h. Fill the tub with clean water and the amount of disinfectant proper for the volume of water;
- i. Circulate the water and disinfectant for the full contact time listed on the manufacturer's label. If the tube does not have jets, allow the water and disinfectant to stand for the full contact time listed on the manufacturer's label; and
- j. Drain the tub.

H. Personal cleanliness. A licensee or student shall:

1. Thoroughly wash his or her hands with soap and warm water or any equally effective hand sanitizer immediately before providing services to each client, before checking a student's work on a client, or after smoking, eating, or using the restroom;

2. Wash a client's skin on which services will be performed with soap and warm water or wipe the skin with waterless hand sanitizer approved for use on skin before a nail technology service, including a pedicure service, is provided; and

3. Wear clean, fluid-proof, single-use, protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed. Discard gloves immediately after use.

I. Disease and infestation. A licensee or student shall not perform a service on an individual:

1. Who has a contagious disease that may be transmitted by the performing of the service on the individual; or

2. Who is exhibiting a sign of infection such as reddened, erupted, or open skin.

J. Client protection. A licensee or student shall:

1. Protect a client's clothing from direct contact with shampoo bowls or headrests by using clean linens, capes, robes, or protective neck strips;

2. Maintain infection control and perform services safely;

3. Use bracing around a client's eyes, ears, lips, fingers, and toes; and

4. Provide a client a pre- and post-analysis that includes appropriate instructions for follow-up.

K. Care and storage of linens including towels, robes, and capes.

An establishment licensee shall ensure:

1. Clean linens are provided for each client and laundered after each use;

2. Soiled linens are stored in a ventilated receptacle;

3. Laundering includes washing linens using detergent and bleach; and

4. Clean linens are stored in covered containers or closets.

L. Care and storage of products including liquids, creams, powders, cosmetics, chemicals, and disinfectants. An establishment licensee shall ensure:

1. All products are stored in a container that is clean and free of corrosion, labeled to identify contents, and in compliance with state and local laws and manufacturer's instruction;

2. All products containing poisonous substances are distinctly marked;

3. When only a portion of a cosmetic product is to be used, the portion is removed from the container in a way that does not contaminate the remaining product; and

4. Once dispensed, a product is not returned to the original container.

M. Prohibited hazardous substances and use of products. An establishment licensee shall ensure:

1. No cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products, including liquid methyl methacrylate monomer and methylene chloride, are on the establishment premises;

2. All products are used only in a manner approved by the FDA, EPA, or other regulatory agency; and

3. Instructions on the manufacturer's label are followed at all times.

N. Care of headrests, shampoo bowls, and treatment tables. An establishment licensee shall ensure:

1. Headrests of chairs and treatment tables are disinfected at least daily;

2. Treatment tables are covered with a clean linen or paper sheet for each client;

3. Shampoo bowls and neck rests are cleaned with soap and warm water or other detergent and disinfected after each use and kept in good repair; and

4. Shampoo neck rests are disinfected with a solution listed under subsection (A)(5) before each use.

O. Prohibited devices, tools, or chemicals; invasive procedures.

An establishment licensee shall ensure:

1. Except as provided in this subsection and subsection (O)(2), all of the following devices, tools, or chemicals are not present in or used in a salon:

a. A device, tool, or chemical designed or used to pierce the dermis; and

b. A low-frequency, or low-power ultrasonic, or sonic

device except one intended for skin cleansing, exfoliating, or product application.

2. A licensee that provides an invasive procedure, using a device, tool, or chemical described in subsection (O)(1),

that is otherwise allowed under Arizona law, complies

with statutes and rules governing the procedure, training, or supervision as required by the relevant, regulatory authorities.

P. Skin peeling. A licensee shall:

1. Except as provided in subsection (O)(2), remove only the non-living, uppermost layer of skin, known as the epidermis, by any method or means and only for the purpose of beautification;
2. Not use a skin removal technique or practice that affects the dermal layer of the skin;
3. Not mix or combine skin removal products except as required by manufacturer instructions and approved by the FDA; and
4. Use only commercially available products for the removal of epidermis for the purpose of beautification.

Q. Restricted use of tools and instruments. A licensee shall use:

1. Nippers only to remove loose cuticles; and
2. Pre-sterilized, disposal lancets only to dilate follicles and

release sebaceous debris from the follicle.

R. An establishment licensee shall maintain cleanliness and repair of the establishment according to the following guidelines:

1. Discard hair and nail clippings immediately after each client;
2. Clean and disinfect shampoo bowls using a disinfectant listed under subsection (A)(5) and ensure drains are free running;
3. Disinfect counters and all work areas after each client by using a disinfectant discussed in subsection (A)(5).

S. An establishment licensee, including the licensee of a salon in a residence, shall ensure compliance with the following building standards:

1. There is an entrance into the establishment from the outside.
If the establishment is a salon in a residence, the entrance may be through living quarters;
2. Except for a salon in a residence, an establishment shall not be used for residential or other living purposes;
3. The establishment has a restroom open and available for employees' and clients' use during business hours. The restroom has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; and is in close enough proximity to the establishment to ensure safety for cosmetology procedures during use;
4. Extra material stored in the establishment restroom is locked in a cabinet;
5. The establishment, including a mobile unit, has sufficient hot and cold running water; and

6. The establishment has a natural or mechanical ventilation and air filtration system that provides free flow of air to each room, prevents the build-up of emissions and particulates, keeps odors and diffusions from chemicals and solutions at a safe level, and provides sufficient air circulation and oxygen.
- T.** An establishment licensee shall ensure compliance with the following general requirements.

1. A first-aid kit that contains, at a minimum, bandages, gauze, antiseptic, and antibiotic cream; is present in the establishment and easily accessible;
2. Only fish in aquariums and service animals, are allowed in the establishment; and
3. The establishment complies with federal and state requirements.

Historical Note

Section R4-10-112 renumbered from former Section R4- 10-33 and amended effective April 9, 1996 (Supp. 96-2). Former Section R4-10-112 renumbered to Section R4-10- 115; new Section R4-10-112 renumbered from Section R4-10-109 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-401. Application for a License to Operate a Salon

An applicant for a license to operate a salon shall submit:

1. An application on a form provided by the Board, which is signed by the applicant and provides the following information:
 - a. The applicant's name, address, e-mail address, telephone number, federal tax identification number, and signature;
 - b. If the applicant is a partnership, each partner's name, address, and an identification of whether each is a limited or general partner;
 - c. If the applicant is a corporation, the state of incorporation and name, title, and address of each officer of the corporation and the statutory agent;
 - d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;

- e. The name under which the salon will be operated as registered with the Arizona Secretary of State;
 - f. If the location of the salon is changing, the previous address;
 - g. A history of the salon including:
 - i. If the location was previously licensed by the Board, the name of the previous establishment;
 - ii. The name of each business operating at the salon address; and
 - iii. A statement of whether a cosmetology license of the applicant or any partner, corporate officer, or member or manager of the applicant has ever been suspended or revoked by any state or foreign country;
 - h. A statement of the kind of salon to be operated: cosmetology, aesthetics, hairstyling, or nail technology; and
 - i. A statement by the applicant verifying the truthfulness of the information provided by the applicant.
2. The following evidence of business organization, applicable:
- a. Copy of the partnership agreement for a partnership,
 - b. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
 - c. Copy of the articles of organization for a limited liability company.
3. A signed statement that the establishment is in compliance with all Board statutes and rules and has all of the following in the salon:
- a. Wet disinfectant;
 - b. A dry, closed, disinfected container to store disinfected tools and instruments;
 - c. A sink or shampoo bowl with hot and cold running water that is not also used as a dispensary or restroom sink as required under R4-10-403;
 - d. A work station;
 - e. A restroom that meets the standards specified under R4-10-112(S); and
 - f. The notice required under R4-10-111(F); and
4. The fee required in R4-10-102.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-403. Salon Requirements and Minimum Equipment

- A.** A salon licensee shall ensure all services performed at the salon for the public are consistent with the type of license issued to the licensee. A salon licensee shall ensure that, except as provided in R4-10-405, all services are performed for the public by an individual who holds a Board-issued license.
- B.** A salon licensee shall ensure the salon has enough equipment, materials, supplies, tools, and instruments to control infection and protect the safety of the public and employees.
- C.** A salon licensee shall ensure the salon has:
 - 1. A work station for each licensee using space within the salon;
 - 2. If licensees using space in the salon are performing cosmetology or hairstyling services, at least one shampoo bowl and one hair dryer, which may be a blow dryer; and
 - 3. If licensees using space in the salon are performing aesthetics or nail technology services, at least one sink in addition to the restroom.
- D.** A salon licensee shall ensure licensed aestheticians, cosmetologists, hairstylists, and nail technicians have enough equipment, materials, supplies, tools, and instruments to provide services, control infection, and disinfect between clients.

Historical Note

Adopted April 9, 1996 (Supp. 96-2). Former Section R4- 10-403 renumbered to R4-10-404; new Section R4-10-403 renumbered from Section R4-10-402 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-404. Mobile Services

- A.** If a salon licensee provides mobile services as an extension of the salon, the salon licensee shall advertise the mobile service using the name of the salon on the Board-issued license. The salon licensee and manager shall ensure mobile services comply with the Arizona Board of Cosmetology statutes and rules.
 - 1. A salon licensee providing mobile cosmetology, hairstyling, nail technology, or

aesthetics services shall ensure licenses are posted as required under R4-10-111.

2. A salon licensee providing mobile services shall ensure client appointments are made through the salon using an appointment book that lists the appointments and locations where services are performed.

3. Mobile services are subject to inspection by the Board at any time.

4. If a retrofitted motor vehicle is used to provide mobile services, the salon licensee and manager shall ensure the vehicle has the same equipment as specified under R4-10-403 and complies with safety and infection control requirements specified under R4-10-112.

5. If mobile services are provided in a location other than a retrofitted motor vehicle, the salon licensee and manager shall ensure equipment is disinfected before use and stored as specified under R4-10-112.

B. If a retrofitted motor vehicle is used exclusively as a mobile facility dispatched from an establishment address, the salon licensee and manager of the mobile facility shall:

1. Comply with all salon requirements, including infection control and equipment requirements, specified in this Chapter;
2. Maintain a complete and current list of appointment locations at the establishment address and ensure the list is displayed as specified in the application for a license to operate a salon and available to an inspector at all times when the retrofitted motor vehicle is open for business; and
3. Comply with the Arizona Board of Cosmetology statutes and rules.

Historical Note

Adopted April 9, 1996 (Supp. 96-2). Former Section R4-10-404 renumbered to R4-10-405; new Section R4-10-404 renumbered from Section R4-10-403 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-405. Shampoo Assistants

A. A salon licensee may hire an individual who is not licensed by the Board as a shampoo assistant to shampoo and apply conditioner

to an individual's hair, comb the hair to remove tangles, and remove rollers.

B. A salon licensee shall ensure a shampoo assistant does not:

1. Apply hair color or permanent wave solution or neutralizer; or
2. Remove rods, tint, relaxers, or chemical solutions from the hair.

Historical Note

New Section R4-10-405 renumbered from Section R4-10-404 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4)