

## Instrument Cleaning & Sterilization – Training Guide

This guide is designed to train new staff at Patriot Tattoo Company – Fort Riley on the proper cleaning, disinfection, and sterilization practices to ensure compliance with health and safety regulations. All procedures reflect our 100% disposable equipment policy.

### ☑ Disposable Equipment Use

- - Use only single-use, pre-sterilized items (needles, tubes, razors, ink caps, gloves, etc.).
- - Open all items in front of the client before each procedure.
- - Never reuse any equipment that contacts skin or blood.

### ☑ Workstation Cleaning (After Each Client)

- - Spray and wipe down all surfaces using EPA-approved disinfectant (e.g., Opti-Cide).
- - Remove all used barrier films (clip cords, machine, bottle wrap).
- - Apply new barriers for the next setup.

### ☑ Daily Closing Checklist

- - Disinfect floors, counters, sinks, and high-touch surfaces.
- - Empty and reline all trash and biohazard bins.
- - Sanitize restroom surfaces and mop as needed.

### ☑ Hand Hygiene and Glove Protocol

- - Wash hands before and after each client, and before/after gloving.
- - Change gloves between clients and after contamination.
- - No jewelry allowed during procedures.

### ☑ Prepping the Client

- - Clean skin with green soap and water.
- - Shave area with single-use razor (discard in sharps).
- - Disinfect skin with alcohol or antiseptic and apply clean drape.

### ☑ Ink Handling

- - Pour inks into disposable caps – one set per client.
- - Disinfect bottle tips before and after use.
- - Never return unused ink to bottles.

### ☑ Barrier Use

- - Cover machines, cords, light handles, and bottles with film.
- - Remove and discard all barriers after a session.
- - Disinfect equipment beneath all removed barriers.

### ☑ Waste Disposal

- - Sharps go directly into red puncture-proof sharps container.
- - Used gloves, gauze, and barriers go into red biohazard bags.
- - Use only Fort Riley Hospital for hazardous waste pickup.

### ☑ Emergency Protocols

- - In case of a spill: block off area, use PPE and absorbent towels.
- - Use tongs or brush to collect sharps – never use bare hands.
- - Report incidents to the shop coordinator immediately.

### ☑ Final Clean-Up

- - Remove PPE and barriers.
- - Clean and disinfect all used surfaces.
- - Wash hands thoroughly after completing cleanup.