



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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### SECTION: ENVIRONMENTAL HEALTH

#### POLICY #: 514a NEW TANNING FACILITY

**POLICY:** Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department of Health that includes the licensing and inspecting of Tanning Facilities. Central Valley Health District has adopted by reference the North Dakota Century Code chapter 23-39 and North Dakota Administrative Code article 33-42 pertaining to tanning facilities. Except that “Department” shall mean Central Valley Health District (CVHD).

#### PROCEDURE:

1. When a request to open a new tanning facility is made, the Environmental Health Division informs the interested parties of the license requirements.
  - a. A link to these requirements can be found on CVHD’s website, or a paper copy is available through the Environmental Health Division.  
<http://www.centralvalleyhealth.org/Media/EH/CVHDRequirementsforTanningFacilities.pdf>
  - b. The Tanning License Application Form is available on CVHD’s website, or by contacting the Environmental Health Division.
  - c. Additionally inform the applicant that other city departments such as Inspection and Fire have standards that must be met.
2. Review the application and discuss the findings with applicant.
3. Conduct pre-operational inspection to determine compliance with health standards using the Tanning Inspection Form.
  - a. Utilize proper equipment to aid in the inspection process.
  - b. Discuss the findings and provide a copy of the form to the applicant.
  - c. If necessary multiple pre-operation inspections may be required.
4. Upon approval and license fee payment, issue a Tanning Facility License.
  - a. Include with the license the Warning, client registration form, tanning device maintenance form, tanning injury and illness report form, and sanitizer testing log.
5. Similar procedures may also be used for remodeling a tanning facility.