

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

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OFFICE WEST VIRGINIA
SECRETARY OF STATE

Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Board of Barbers and Cosmetologists TITLE NUMBER: 3

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 5

TITLE OF RULE BEING AMENDED: Operation of Barber, Beauty Shops and Schools of
Barbering and Beauty Culture

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

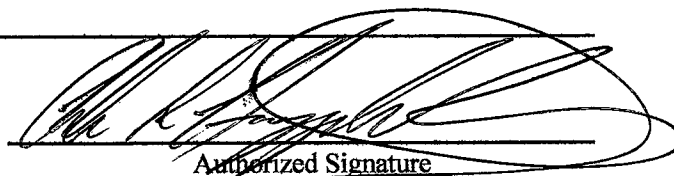
TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) HB 4108

SECTION 64-9-6d, PASSED ON 4/1/2010

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE
FOLLOWING DATE: 07/01/2010


Authorized Signature

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TITLE 3
LEGISLATIVE RULES
BOARD OF BARBERS AND COSMETOLOGISTS

OFFICE WEST VIRGINIA
SECRETARY OF STATE

SERIES 5

OPERATION OF BARBER, BEAUTY, NAIL, AND AESTHETIC SHOPS/SALONS,
AND SCHOOLS OF BARBERING AND BEAUTY CULTURE

§ 3-5-1. General

- 1.1. Scope - This legislative rule governs the sanitary requirements for salons and schools licensed by the Board of Barbers and Cosmetologists
- 1.2. Authority - W. Va. Code § 30-27-5. Related - W. Va. Code § 30-27-1 30-27-15 and 30-27-17, et seq.
- 1.3. Filing Date - April 13, 2010
- 1.4. Effective Date - July 1, 2010

§ 3-5-2. Sanitation and Operation Requirements

- 2.1. All salons or schools must have cross, or approved, air ventilation before opening.
- 2.2. All salon's or school's respective toilets and adjoining rooms used in connection therewith must be kept clean, sanitary, well lighted and ventilated at all times. The use of chunk alum, powder puffs and styptic pencils in any such salon or school is prohibited. No pets such as cats, dogs, birds, etc., shall be kept in or allowed to inhabit salons or the entrance to such salons or schools.
- 2.3. Each barber, cosmetologist, aesthetician, nail technician/manicurist, instructor and student shall thoroughly cleanse his or her hands with soap and water immediately before serving any patron.
- 2.4. Each patron must be served with clean, freshly laundered linen which is kept in a closed cabinet used for that purpose alone. All linens immediately after being used shall be placed in a receptacle used for that purpose alone.
- 2.5. A freshly laundered towel or paper neck strip must be placed around the neck of every patron so that the chair cloth or shampoo apron does not come in contact with the patron's skin.
- 2.6. The wiping of hands or instruments of any kind on linen

being used is prohibited.

- 2.7. The headrests of all barber chairs must possess an attachment allowing a change of paper for each customer. Used shaving papers must be deposited in a receptacle used for that purpose alone.
- 2.8. All salons must be equipped with hot and cold running water piped to hot and cold water faucets of a lavatory. For purposes of this rule, a lavatory is that plumbing fixture commonly used for hand washing. An individual lavatory shall be provided for each barber chair in all barber shops, and shall be located in the working area of each barber chair. Waste water must be drained through proper plumbing facilities into the public sewer system.
- 2.9. All rooms used for salons must be equipped with all implements, supplies, sterilizers, linen and all other equipment and requisites necessary to perform any or all of the services usually rendered in salons. Salons located in residences must have a private entrance, proper toilet facilities and must be confined strictly to rooms used exclusively for barbering or beauty culture services.
- 2.10. Every barber or cosmetologist who uses hair brushes must have at least six (6) in use. After each brush is used, it must be thoroughly washed and immersed in an approved disinfectant solution, dried and placed in a cabinet sterilizer until used again.
- 2.11. Every barber or cosmetologist must have at least twelve (12) combs in use. Every comb must be washed and thoroughly sterilized after each use.
- 2.12. All razors, scissors, tweezers, needles, blades and other instruments shall be thoroughly cleaned and disinfected by immersion in an approved disinfecting solution, after they have been in use, and such tools, instruments and appliances shall, when not in use, be kept in a dry cabinet sterilizer. Massage cups, glass applicators and metallic accessories must be detached after each use and thoroughly washed, disinfected and then placed in a dry sterilizer. The bottom blade of all clippers shall be sponged with a small pledget of cotton that has been dipped in an approved disinfectant before each use.
- 2.13. Waving fluid, or other liquid preparations, must be applied to the hair only through a sanitary dispenser, or by dripping, pouring, or spraying on the hair.
- 2.14. All rollers must be cleaned and sterilized after each patron and, when not in use, kept in a closed cabinet used for that purpose only.

- 2.15. The advertised price of a permanent wave must include a shampoo and all other preparations necessary prior to giving the wave, and every act necessary to complete the permanent wave excluding a haircut. The manager of each salon will be held responsible for seeing that the salon has on hand at all times all supplies required to give each individual permanent wave advertised, by name, by that particular salon.
- 2.16. Each licensee and student shall be held responsible for keeping his or her individual chair, work stand, mirror, drawers, individual sterilizers and entire booth or stand clean and neat during working hours. Each such licensee practicing in any capacity must keep his or her entire personal appearance clean and neat, and above reproach at all times.
- 2.17. Every licensee must have adequate cabinet space for storing tools and accessories only. Each barber or cosmetologist must have an approved, compartment-type, individual dip sterilizer, which must be of sufficient size to allow combs to be completely submerged. Dip sterilizers may be made of glass, or other noncorrosive materials, and must contain, at all times, an adequate fresh supply of an approved disinfectant. Combs, brushes and other implements shall be washed in soap and water prior to being placed in the dip sterilizer, and shall be dried before being placed in the cabinet sterilizer.
- 2.18. No person practicing barbering or beauty culture, in any capacity, is permitted to remove warts, moles or skin blemishes. Cosmetologists and aestheticians can perform extraction of skin blemishes. No person may attempt to treat any disease of the skin or scalp. Persons desiring, or in need of treatment of any disease, must be referred to a licensed physician.
- 2.19. Floors and base boards must be kept clean and free from hair, and where possible, mopped each day. Where cuspidors are used, they must be cleaned at least once a day, and a disinfectant solution left in them at all times.
- 2.20. Any member of the Board, or its inspectors may enter or inspect any barber, beauty, nail, and aesthetic shops/salons or school of barbering or beauty culture during business hours to check any part of the premises in order to ascertain whether or not any part of these rules are being violated, and to take any other action necessary to properly enforce the law.

- 2.21. A copy of this rule must be framed and posted in a conspicuous place in every salon and school of barbering or beauty culture. Licenses must be framed and posted at each work station at which the individual is currently working.
- 2.22. Failure on the part of the owner, manager or employee to comply with this rule is a violation of law and sufficient cause for the Board to revoke, or decide not to renew any applicable license.
- 2.23. For the purposes of this rule, an approved disinfectant means a one-thousandth (1/1000) solution of quarternary ammonium salts of high germicidal activity, or its equivalent.
- 2.24. All salons or schools opened after the effective date above must have an inspection completed by a licensed electrician stating the electrical wiring within the shop is adequate to the proposed usage of the facility.
- 2.25. No barber, beauty, nail and aesthetic shops/salons may operate equipment primarily used for a service that is governed by this board that the salon or its licensed workers are not licensed to operate.
- 2.26. All salon and shop owners and/or managers must present annual records of all booth renters on July 1st of each year. The record should include: name of renter, renter's license number, name of salon, salon's license number, and length of current rental or lease agreement.
- 2.27. All salons and school ceilings, ceiling tiles, floors, flooring tiles, base boards, and walls shall be in good repair without signs of excessive dirt, suspect mold or mildew, or any damage that is considered a threat to public safety and/or sanitation.

§ 3-5-3. Duty to Carry Out Rules, Reporting and Complaints

- 3.1. It shall be the duty of the proprietors of all salons and barber or beauty schools, and all licensees, students, and others to assist in carrying out the provisions of this rule by reporting any violation to the Board or any of its duly authorized agents.
- 3.2. Complaints may be presented to an inspector at the time of inspection or may be mailed to the Board. Complaints will be investigated as promptly as possible.

§ 3-5-4. Administrative Due Process

- 4.1. Those persons adversely affected by the enforcement of this rule shall have the right to request a hearing in a manner pursuant to the provisions of W. Va. Code § 30-27-20 et seq.