State of Louisiana

Department of Health and Hospitals
Office of Public Health/Sanitarian Services

To Whom It May Concern:

Please review the list of the documents you should need to complete the application process below. The following may be found on the Food & Drug Unit website at http://www.dhh.louisiana.gov/index.cfm/page/621:

1. **FD-49 Application for Registration and Permit of Tanning Facilities and Equipment** (Revised 8/12). Copies of training certificates for each employee are required to be attached; Louisiana requires classroom training from an approved course provider.
2. **FD-1E Utility No Objection Notice**. Provide this form to the local health unit or parish official for approval of sewage discharge and water supply. This shall be returned to the local Food & Drug Sanitarian in your Parish prior to the issuance of a facility registration. If your site is on a community water/sewer system you may submit a redacted copy of the bill for verification purposes.
3. **Notice to Tanning Facility Owners Regarding Classroom Training for Operators** (5/2004). This document outlines the training requirements and provides contact information for approved course providers.
4. **Acknowledgement Form**. This document acknowledging that the operator has read the regulations pertaining to training requirements must be signed by the facility operator.
5. **Sample Forms**. Initial Visit Statement, Tanning Injury Report, Sample Entrance Sign, Daily Log and Skin Typing Chart Forms provided by the department may be used at your facility as given or may be modified for your specific needs.
6. **FD-54 Warning Sign**. This is required to be posted (in its original dimensions as an 11" x 17" poster) in close proximity to every tanning unit.
7. **Tanning Facility Operating and Safety Procedures**.
8. **Tanning Facility Regulations and Statutes**. This document includes the state and federal regulations governing the manufacture and use of UV tanning equipment.
9. **FDA's List of Medications that Increase Photosensitivity**. Because this listing has not been revised in over 20 years, it is important for clients to consult their primary care physician before tanning if they are routinely taking any medication.

Please fill out the application provided. Once the facility is ready for operation and all equipment is in working order, an opening inspection may be scheduled. At that time all paperwork and fees will be collected during the opening inspection. **PLEASE DO NOT MAIL THE APPLICATION TO THIS OFFICE**. All paperwork relating to your firm's registration will be collected by your inspector during your pre-operational inspection. Please contact your regional Food and Drug sanitarian at http://www.dhh.la.gov/index.cfm/page/710 if you have any questions.

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