

West Virginia Board of Barbers and Cosmetologists

Rules and Regulations for Shops/Salons & Schools

The rules and regulations governing the practice of beauty culture can be found under WV Code Ch.30, Art. 27. This posted rule and regulation notice is for all licensed facilities licensed under WV Code Ch. 30, Art. 27. All shops/salons must notify the Board in writing at least 20 days before the proposed opening date.

1. All facilities must have cross air ventilation.
2. All facilities' toilets and rooms shall be clean, sanitary, well lighted, and ventilated at all times. The use of chunk alum, powder puffs and styptic pencils in any such shop/school is prohibited. No pets such as cats, dogs, birds, etc. shall be kept in or allowed in shops or at entrances to shops.
3. Licensees shall thoroughly cleanse his or her hands with soap and water immediately before serving any patron.
4. All customers 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.
5. A freshly laundered towel or paper neck strip must be placed around the neck of every customer so that the chair or cloth or shampoo apron does not come in contact with the customer's skin.
6. The wiping of hands or instruments of any kind on linen being used is prohibited.
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.
8. All facilities must be equipped with hot and cold running water piped to hot and cold water faucets of a lavatory. For purposed 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.
9. All rooms in a facility 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 barber or beauty shops. Shops 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.
10. Every barber or cosmetologist who uses hair brushes must have at least 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.

11. Every barber or cosmetologist must have at least 12 combs in use. Every comb must be washed and thoroughly sterilized after each use.
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.
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.
14. All rollers must be cleaned and sterilized after each customer and, when not in use, kept in a closed cabinet used for that purpose.
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 shop will be held responsible for seeing that the shop has on hand at all times all supplies required to give each individual permanent wave advertised, by name, by that particular shop.
16. Each licensee or permit holder 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 licensee or permit holders practicing in any capacity must keep his or her entire personal appearance clean and neat, and above reproach at all times.
17. Every licensee must have adequate cabinet space for storing tools and accessories only. Each licensee 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, and 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.

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.

19. Floors and based boards must be kept clean and free from hair, marks, and where possible, mopped each day..
20. Any member of the Board or its inspectors may enter or inspect any barber, beauty, nail, and aesthetic shops/salon or school during business hours to check any part of the premises on 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.
21. A copy of this rule must be framed and posted in a conspicuous place in every salon and school. Licenses must be framed and posted at each work station at which the individual is currently working.
22. Failure on the part of the owner, manager or employees 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.
23. For the purpose of this rule, an approved disinfectant means a 1/1000 solution of quaternary ammonium salts of high germicidal activity, or its equivalent.
24. All shops/salons and schools opened after the effective date (7/1/2010) 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.
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.
26. All shop and salon owners and/or managers must present annual records of all booth renters on July 1st of each year. The records should include: name of renter, renter's license number, name of salon, salon's license number, and length of current rental or lease agreement.
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.

Do you have a complaint? Tell us about it at www.wvbbc.com or 304-558-2924.

***Some rules may not be verbatim. Please visit www.wvbbc.com for verbatim rules.**

REV: 11/16