STANDARD OPERATING PROCEDURE

Salon Tool Disinfection SOP

Document no.	SOP-SAL-001
Revision	1.0
Owner	Salon Manager
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Review cycle	Every 12 months

1. Purpose

To make sure every tool used on a client is cleaned and disinfected between uses, reducing the risk of infection and meeting local health regulations.

2. Scope

Applies to all reusable tools used in hair, nail and skin services. Linen laundering and treatment room turnover are covered by a separate SOP.

Definitions

Hospital-grade disinfectant	A disinfectant solution rated for use on non-porous tools and surfaces, used according to the manufacturer's instructions.
Single-use item	A tool such as a nail file, buffer or wax stick that is used once and disposed of, never disinfected for reuse.
Contact time	The minimum time a disinfectant must stay wet on a surface or tool to work, set by the manufacturer's instructions.

3. Responsibilities

Stylist	Cleans and disinfects tools used during a hair service and disposes of single-use items after each client.
Nail Technician	Cleans and disinfects tools used during a nail service and logs solution changes.
Salon Manager	Maintains disinfectant supplies, trains staff on the procedure, and handles any blood exposure incident.

RACI matrix

Activity	Stylist	Nail Technician	Salon Manager
Clean tools of visible debris after use	R	R	A
Disinfect metal and electric tools	R	R	A
Mix and label disinfectant solution	C	C	R/A
Dispose of single-use items	R	R	A
Respond to a blood exposure	R	R	R/A

Activity	Stylist	Nail Technician	Salon Manager
incident			

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Hospital-grade disinfectant solution
- Soap and water or enzymatic pre-cleaner
- Covered container for soaking tools
- Lint-free towels for drying
- Covered storage container for clean tools
- Solution mixing and discard date log
- Sharps container

Personal protective equipment

- Disposable nitrile gloves
- Eye protection when mixing concentrated solution
- Apron

5. Procedure

Step	Task	Owner	Done
5.1	**Remove visible debris immediately** Right after use, wipe or brush off visible hair, nail dust or product residue from the tool before it dries onto the surface.	Stylist	☐
5.2	**Pre-clean with soap and water** Wash the tool with soap and water or an enzymatic pre-cleaner to remove any remaining debris before disinfecting.	Stylist	☐
5.3	**Mix and label disinfectant solution** Mix the disinfectant at the ratio on the manufacturer's label, then write the mix date and discard date on the container. **Warning:** Never mix disinfectant with any other chemical, and always use it in a ventilated area.	Salon Manager	☐
5.4	**Fully submerge metal tools** Fully submerge shears, combs, tweezers and other metal implements in the disinfectant for the full contact time on the manufacturer's label. **Checkpoint:** Tools stay submerged for the full manufacturer-specified contact time before removal.	Nail Technician	☐
5.5	**Disinfect electric tools** Wipe electric clippers, trimmers or files with an approved disinfectant wipe or spray following the manufacturer's instructions, since these tools cannot be submerged.	Stylist	☐
5.6	**Discard single-use items** Dispose of nail files, buffers, wax sticks and other single-use items in the trash immediately after use; never disinfect them for reuse on another client.	Nail Technician	☐
5.7	**Rinse and dry disinfected tools** Rinse tools if the disinfectant label requires it, then dry them fully with a clean, lint-free towel before storing.	Stylist	☐

Step	Task	Owner	Done
5.8	**Store tools in a covered container** Place fully dried, disinfected tools in a labeled, covered container separate from used or dirty tools. **Checkpoint:** Disinfected tools are never stored in the same container as used tools.	Nail Technician	☐
5.9	**Track solution discard dates** Check the mix date on each disinfectant container daily and discard and remix any solution past its labeled discard date.	Salon Manager	☐
5.10	**Clean the workstation between clients** Wipe down the chair, armrests, table and any surface the previous client touched with disinfectant before the next client sits down.	Stylist	☐
5.11	**Respond to a blood exposure incident** Stop the service, apply gloves if not already worn, clean and disinfect the affected tool and surface, and offer the client a bandage if they were nicked. **Warning:** Treat any blood exposure as a risk. Dispose of sharps in the sharps container and follow local health regulations for reporting and cleanup.	Salon Manager	☐
5.12	**Log daily disinfection compliance** Record that tools were disinfected, solutions were checked, and workstations were cleaned at the end of each shift on the compliance log.	Salon Manager	☐

6. Quality checks

- Every metal tool is submerged for the full manufacturer contact time before reuse.
- Disinfectant solutions are within their labeled discard date.
- Single-use items are never found in the disinfected tool container.
- Workstations are wiped down between every client.

7. Records

- Disinfectant mixing and discard date log
- Daily disinfection compliance log
- Blood exposure incident report, if any
- Staff training sign-off on disinfection procedure

8. KPIs

- Percentage of shifts with a completed compliance log
- Number of expired disinfectant solutions found during spot checks
- Blood exposure incidents per quarter
- Staff training completion rate on tool disinfection

9. Common mistakes

- Skipping the pre-clean step and going straight to disinfectant, which reduces its effectiveness.
- Removing tools from the disinfectant before the full contact time has passed.
- Reusing a single-use file or buffer on another client to save cost.
- Storing disinfected and dirty tools in the same container.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Alexa Uskova

Approval

Prepared by	Approved by	Date

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