**OKLAHOMA BEDDING PERMIT PROGRAM**

**Requirements for a Germicidal Treatment Facility**

**LICENSE REQUIREMENTS**

* Anyone leasing, renting, treating (sanitizing) or selling second-hand bedding material in the State of Oklahoma must be licensed by the Oklahoma State Department of Health (OSDH)
* The license must be visibly posted on the premises
* Licenses must be renewed annually by June 30
* Bedding stamps must be adhered to the law label after each treatment (see LABEL REQUIREMENTS for more information)
  + Stamps must be purchased from OSDH in quantities of 100 ($5/100 stamps)

*Visit the Oklahoma State Department of Health website to access application forms, regulations and Frequently Asked Questions at* [*http://bedding.health.ok.gov*](http://www.bedding.ok.gov)

**FACILITY & SAFETY REQUIREMENTS**

*(No minimum or maximum square footage required)*

* All rooms shall be clean and maintained in good repair and proper working condition
  + Walls/Ceilings/Floors of all rooms in which materials are stored, processed or otherwise used in manufacturing/renovating/treatment shall be of such construction to be easily cleaned
  + Rooms to be free of rubbish, trash, discarded equipment or other unnecessary articles which may promote unsanitary conditions
* Floor space must be provided to prevent crowding of materials and equipment and to allow for the practice of cleanliness and sanitation
  + Adequate space for germicidal treatment devices to be properly housed and protected
  + Adequate working space around the devices
  + Adequate space for storage and segregation of treated and untreated bedding and materials
* All work rooms to be well ventilated and lighted
* No living quarters allowed in rooms, or opening directly into the rooms, used for material storage, process, or manufacturing of articles
* One lavatory (wash basin) for up to one hundred persons and one additional lavatory for each additional twenty-five persons
  + Adequate and acceptable water supply
  + Soap or suitable cleaning agent provided at each lavatory
* Personal protective equipment is recommended in accordance with the selected treatment chemical’s recommendation; the health & safety of workers should be considered first and foremost

**EQUPMENT REQUIREMENTS**

* All equipment shall be clean and maintained in good repair and in proper working condition
* All germicidal treatment devices shall be properly housed to afford protection to the device and allow adequate working space around the device

**TREATMENT PROCESS REQUIREMENTS**

* Any/All second-hand bedding articles made available to sell, rent or lease must:
  + Be cleaned from dirt/debris/insects
  + Have stains and odors removed
  + Be germicidally treated
* Primary treatment processes include:
  + Dry method = “Physical Cleaning-Dry”
  + Wet method = “Physical Cleaning-Wet”
  + Other treatment methods may be found at *Oklahoma Administrative Code (OAC) 310:215-5-2. Methods of treatment*
* Treatment processes not outlined in OAC 310:215 may be used if first approved by OSDH
* Dry method cleaning may not be used on articles stained with body fluids and/or excrement or other soiled stains that cannot be removed by dry method
* Germicidal and insecticidal agents must be registered with the U.S. Environmental Protection Agency and the Oklahoma State Department of Agriculture for these intended purposes
* Any approved germicidal agent must have an additive product which provides florescent particles when viewed under ultraviolet light (black light)
* Germicidal agents should be shaken thoroughly before and during application to ensure the florescent particles remain distributed throughout the application
* Germicidal and insecticidal agents shall be applied to the article to thoroughly dampen the surface

**RECORD KEEPING REQUIREMENTS**

* Accurate records must be maintained and made available for review by the OSDH
* Records must show, for EACH article, the following:
  + Date of treatment
  + Type of article treated
  + Lot number of the article/Chart number
  + Bedding tag number (tag number affixed to the label)
  + Type & amount of germicidal agent used
  + Type & amount of insecticidal agent used (only IF the insecticidal agent is separate from the approved germicidal agent)
  + Type of cleaning treatment (i.e. Physical Cleaning-Dry; Physical Cleaning-Wet)
  + Name & address of the buyer (if any)
* It is recommended to maintain records for a minimum of three years onsite

**LABEL REQUIREMENTS**

* Second-hand material sanitized labels shall be used for all articles undergoing a germicidal treatment or sterilization process
* Yellow-label made of sturdy material which will not flake when abraded (i.e. Tyvek, Valeron, Vellum cloth or other similar material)
* No less than six (6) inches in area (i.e. 2” x 3”); may be larger as needs demand
* Each label must contain, in black ink:
  + “UNDER PENALTY OF LAW THIS TAG NOT TO BE REMOVED EXCEPT BY THE CONSUMER”
  + “Second-Hand Material, Sanitized”
  + “THE SURFACE OF THIS SECOND-HAND ARTICLE HAS BEEN CLEANSED AND GERMICIDALLY TREATED BY THE METHOD INDICATED BELOW.”
  + Method of cleaning (i.e. Physical Cleaning-Dry; Physical Cleaning-Wet)
  + Permit holder’s registration number (Universal Registry Number – URN)
  + Materials used in filling (percentage by weight if more than one filling material or if quilted ticking is in excess of ten percent)
  + Bedding stamp
* To order, search the internet for bedding law labels or contact your local print shop

*Example labels may be found on the OSDH Bedding website*

Questions may be sent to [CHSLicensing@health.ok.gov](mailto:CHSLicensing@health.ok.gov) or 405-271-5779.