



## LA State Board of Embalmers and Funeral Directors

3500 N. Causeway Blvd., Metairie, LA 70002

(504) 838-5109 PHONE / (504) 838-5112 FAX

|  |                   |  |              |              |
|--|-------------------|--|--------------|--------------|
| Establishment Name: _____  |                   |  |              |              |
| Address: _____   |                   |  |              |              |
| Phone: _____   |                   | Email: _____                                       |              |              |
| City: _____  |                   | No: _____  |              |              |
| Parish: _____  |                   | Date: _____  |              |              |
| License #: _____   | on display: _____ | Main _____   | Branch _____ | Chapel _____ |
| Number of Licensed Funeral Establishments Owned: _____   |                   |  |              |              |
| Has Ownership changed since last inspection:    Yes                      No                      If so, to whom: _____ |                   |  |              |              |
| Manager in Charge: _____   |                   | Present for Inspection:    Yes              No     |              |              |
| License employees: _____   |                   | Interns: _____              Present for inspection |              |              |
|  |                   |  |              |              |
|  |                   |  |              |              |
| Temporary Licenses: _____  |                   |  |              |              |
|  |                   |  |              |              |

### Funeral Establishment Inspection Report

| <b>Documentation</b>                                   |  |
|--|--|
| Yes  | Current funeral director and embalmer licenses displayed - <i>ref. LA R.S. 37:843</i>  |
| Yes  | General Price List                      Casket Price List                      Outer Burial Container Price List   |
|  | Funeral Records on Site ( <i>manual or electronic</i> ) - <i>ref. Title 46, Chapter 11</i>   |
| <b>Premises - <i>ref. Title 46, Chapter 11</i></b>     |  |
|  | Parlor or Chapel, to comfortably accommodate at least 30 seated persons.   |
|  | A private arrangement office to meet families to make arrangements.  |
|  | Restroom separate for men and women.   |
|  | Climate control system sufficient to provide comfort to the public.  |
|  | Private area to shield removal of remains from service vehicle and a covered area when exiting the facility to protect the casketed remains until placed in the hearse.                                  |
|  | Furnishings, equipment, and other facilities that meet standards of the board.   |
|  | Sufficient signage visible from the road.  |
| <b>Display Room - <i>Title 46, Chapter 11</i></b>      |  |
|  | Display area for displaying funeral merchandise which consist of but not limited to a minimum of 6 adult caskets of a variety of styles and quality - <i>LA R.S. 37:842, F, 3, (v), Title 46, Ch 11.</i> |
|  | ID Method of Casket being used for decedent - LA R.S. 37:853 / Title 46: 1109 Must include name of deceased, date of death and funeral home name.  |
| <b>Preparation Room - <i>Title 46, Chapter 11.</i></b> |  |
|  | Does the establishment have an embalming room?                      Is it properly equipped?   |
|  | Waterproof Gown, Apron or Smock                      Rubber or Latex Gloves                      Mask/ Protect Shield for Eyes & Face  |
|  | Walls shall be finished with tile, or other material finished with enamel or other waterproof material   |

|  |   |                             |
|--|---|-----------------------------|
| Floors of tile, cement, linoleum, or like composition finished with a glazed surface or epoxy flooring   |   |                             |
| A permanently installed backflow preventor for the hydro-aspirator   |   |                             |
| Embalming room closed and locked, unless in a secure area from public access.  |   |                             |
| Properly ventilated and climate controlled   |   |                             |
| Sanitary embalming table of metal, glass or porcelain top, with running water draining from the table into a drain connected with a sewer or other receptacle  |   |                             |
| Hot and cold running water with separate sink for disinfecting hands/ instruments  |   |                             |
| Suitable Sanitary Plumbing   |   |                             |
| Maintained in a clean and sanitary condition at all times  |   |                             |
| Does the establishment have on-site refrigeration?   | Is the temperature under 45 degrees?                              | <i>LA R.S. 37:848</i>       |
| Embalming log containing any information at the discretion of the establishment in addition to the following required information concerning the deceased: manual/physical log<br>(a) Name of the deceased<br>(b) Date of embalming & place (if other than establishment)<br>(c) Time embalming procedure took place<br>(d) Name & Signature of the embalmer and License #   |   |                             |
| <b>Crematory - ref. Part III; LA R.S. 37:871, et al, Title 46, Chapter 1; 109.</b>   |   |                             |
| Does the establishment have an on-site crematory?  |   |                             |
| Retort Operators:  | Current retort operator licences displayed? - ref. LA R.S. 37:843 |                             |
|  |   |                             |
|  |   |                             |
|  |   |                             |
|  |   |                             |
| Cremation Log: <i>LA R.S 37:879 (h) Each Crematory Authority must maintain proper ID of remains</i><br>Is there some type of log to maintain the identification of the remains? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |                             |
| Holding Facility? <i>LA R.S. 37:831 definition 51 (a) Comply with any applicable health laws; (b) Preserve the dignity of the human remains; (c) Recognize the integrity, health, safety, and welfare of the crematory authority personnel operating the crematory; (d) Secure from access by anyone other than authorized personnel.</i><br>Does the Holding Facility meet the requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No                             |   |                             |
|  |   |                             |
|  |   |                             |
| Is crematory clean?  |   |                             |
| Cremation Container? <i>LA R.S 37:831 definition 25 (a) Composed of materials suitable for cremation; (b) Provide a complete covering for the human remains; (c) Be resistant to leakage or spillage; (d) Be rigid enough for handling with ease; (e) Provide protection to safeguard the health, safety, welfare, and personal integrity of crematory personnel.</i> Does the Cremation Container meet the requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |                             |
|  |   |                             |
|  |   |                             |
| If Temporary Container is used is it clearly marked with Name of Deceased, Name of Crematory Authority and indicated as a "Temporary Container" according to <i>LA R.S. 37:879</i><br>Does the Temporary Container meet the requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |                             |
|  |   |                             |
|  |   |                             |
| Heat resistant gloves  | Apron   | Heat Reflective Face Shield |

Signature of Person Contacted:

Inspector's signature