

LA State Board of Embalmers and Funeral Directors

3500 N. Causeway Blvd., Metairie, LA 70002

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

City:		No:		
Parish:		Date:		
License #:	on display:	Main	Branch	Chapel

Establishment Name: _____

Address: _____

Phone: _____ Email: _____

Type of Establishment:	Proprietor	Corp	Partnership
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Number of Funeral Establishments Owned:

Has Ownership changed since last inspection: Yes No If so, to whom:

Signature of Person Contacted: _____ Inspector's signature _____

Licensed Officers, Partners, Owners	Unlicensed Officers, Partners, Owners
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Manager in Charge:	Present for Inspection:	Yes	No
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License employees: _____ Interns: _____

Temporary Licenses:

Funeral Establishment Inspection Report

Documentation

Current funeral director and embalmer licenses displayed in the place of business in public view - <i>ref. LA R.S. 37:843</i>

ETC	General Price List	Casket Price List	Outer Burial Container Price List
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Funeral Records on Site (manual or electronic) - ref. Title 46, Chapter 11
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Premises - ref. Title 46, Chapter 11

Parlor or Chapel suitable for public viewing or other funeral services that can accommodate a minimum of 30 seated persons.

	A private arrangement office to meet families to make arrangements.
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	Restroom separate for men and women.
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	Climate control system sufficient to provide comfort to the public.
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	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.
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	Furnishings, equipment, and other facilities that meet standards of the board.
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	Sufficient signage visable from the road.	
Display Room - Title 46, Chapter 11		
	Selection or display room for persons to view available funeral merchandise	
	Caskets Identify with casket prices	
	Minimum of Six different adult full size caskets displayed in designated area - <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. 37:53 / Title 46; 1109.	
Preparation Room - Title 46, Chapter 11.		
	Does the establishment have a preparation room?	
	Waterproof Gown or Apron	Gloves Mask/ Protect Shield for Eyes & Face
	Walls are finished in waterproof material	
	Floors of tile, cement, linoleum, or like composition	
	Sanitary nonporous floor and walls	
	Proper signage and locking doors to prevent unauthorized persons from entering preparation room	
	Adequate ventilation (vent fan) and climate control	
	Approved embalming table with running water/ proper drainage	
	Professional instruments	
	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	
	Shower/ Eyewash Station	
	Embalming log containing any information at the discretion of the establishment in addition to the following required information concerning the deceased: manual/physical log (a) Name of the deceased (b) Date of embalming & place (if other than establishment) (c) Time embalming procedured began and ended (d) Printed Name & Signature of the embalmer or trade embalmer, License #	
Crematory - ref. Part III; LA R.S. 37:871, et al, Title 46, Chapter 1; 109.		
	Does the establishment have an on-site crematory?	
	Retort Operators:	
	Suitable space devoted to cremation of deceased human bodies	
	Cremation Log: <i>manual or electronic</i> (a) Name of the deceased (b) Date & time deceased delivered (c) Date & time cremation began & completed (d) Printed Name & signature of retort operator and license number	
	Does the establishment have on-site refrigeration?	
	Equipment and Supplies for cremations stored in crematory	
	Proper ventilation in crematory	
	Is crematory clean?	
	Designated area for short term retension of human remains	
	Retort properly operating	
	Processing pulverization unit to complete the process	
	Heat resistant gloves	Apron Face Shield