

**RULES  
OF  
TENNESSEE BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

**CHAPTER 0660-11  
STANDARDS OF SERVICE AND PRACTICE**

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**0660-11-.01 PURPOSE.**

These standards of service and practice shall be the minimum standards to be followed by persons engaging in the profession of funeral directing, embalming or operation of a funeral establishment.

**Authority:** T.C.A. § 62-5-203. **Administrative History:** New rule filed December 7, 2009; effective March 10, 2010.

**0660-11-.02 PREPARATION ROOMS.**

- (1) Each preparation room shall be equipped with a permanently installed ventilation fan of appropriate size and in good working order.
- (2) An establishment shall take reasonable steps to ensure that the preparation room is secured to prevent unauthorized entry.
- (3) Preparation rooms shall have no windows that would permit persons outside to see into the preparation room.
- (4) All surfaces, instruments, tables, fixtures and equipment shall be cleaned and sanitized and all waste and soiled clothing properly disposed of as soon as practicable after preparation of a body.
- (5) The preparation room shall be maintained in an orderly manner, free from clutter.
- (6) The preparation room shall be used for no purpose other than the preparation of dead human bodies.

**Authority:** T.C.A. §§ 62-5-203, 62-5-313(b)(2) and 62-5-317. **Administrative History:** New rule filed December 7, 2009; effective March 7, 2010.

**0660-11-.03 USE OF OUTSIDE SERVICES.**

No funeral director, embalmer or establishment shall utilize the services of an independent contractor, trade embalmer, or any other outside provider if the funeral director, embalmer or establishment knows, or reasonably should know, that such independent contractor, trade embalmer, or other outside provider is in violation of any statute or rule pertaining to the Board.

**Authority:** T.C.A. §§ 62-5-203 and 62-5-317. **Administrative History:** New rule filed December 7, 2009; effective March 7, 2010.

**0660-11-.04 PUBLIC AREAS.**

- (1) Each establishment shall have public restroom accommodations which shall be maintained in good working order, clean and stocked with toilet tissue, towels and hand soap.
- (2) All public areas shall be kept in a good state of repair.
- (3) All sidewalks, entrances and walkways shall be free from debris, ice or other obstacles to the extent practicable.

**Authority:** T.C.A. §§ 62-5-203 and 62-5-317. **Administrative History:** New rule filed December 7, 2009; effective March 7, 2010.

**0660-11-.05 PROFESSIONAL CONDUCT.**

- (1) All persons engaged in the profession of funeral directing, embalming or operation of a funeral establishment shall at all times act in a professional manner including, but not limited to, the following:
  - (a) Members of the public shall be treated in a respectful manner.
  - (b) Establishments shall honor financial obligations to suppliers, distributors or other persons with whom they conduct business in a timely manner.
  - (c) Any person who has been assessed a fee pursuant to statute or rules of the Board, and which fee is currently due, shall submit payment within the time provided by written notice.
  - (d) Any licensee, upon receiving notice that a complaint has been opened against the licensee, shall respond within the time specified in the notice. Provided, the director may grant a request for extension submitted within the period of time stated in the original notice.
  - (e) An establishment shall not unreasonably delay the filing of a certificate of death.

**Authority:** T.C.A. §§ 62-5-203 and 62-5-317. **Administrative History:** New rule filed December 7, 2009; effective March 7, 2010.

**0660-11-.06 MISLEADING, DECEPTIVE OR UNFAIR ACTS OR PRACTICES.**

- (1) No funeral director, embalmer or establishment shall:
  - (a) engage in any unfair or deceptive acts or practices defined in the Funeral Rule;
  - (b) fail to comply with any preventive requirements specified in the Funeral Rule; or
  - (c) engage in any other act, omission or practice that is misleading or deceptive.
- (2) The amount charged for any cash advance item shall not exceed the amount paid for such item by the funeral establishment; except, however, that the establishment shall not be required to pass on to the customer any discount which is openly and regularly made available to the establishment, if such establishment discloses to the customer the fact that it does or may receive such discount.

(Rule 0660-11-.06, continued)

**Authority:** T.C.A. §§ 62-5-203 and 62-5-317. **Administrative History:** New rule filed December 7, 2009; effective March 7, 2010.

#### **0660-11-.07 RECORDS.**

- (1) All records subject to inspection by Federal Trade Commission officials as provided in the Funeral Rule shall be made available to the Board (or its authorized representatives) under the same terms.
- (2) A licensee shall submit, upon request of the Board or the Board's designee, any records kept by the licensee in the normal course of business.

**Authority:** T.C.A. § 62-5-203. **Administrative History:** New rule filed December 7, 2009; effective March 7, 2010,

#### **0660-11-.08 BURIAL ASSOCIATIONS.**

- (1) If any person or entity subject to the supervision of the Board directly or indirectly engages in the establishment, management, operation or control of a burial association (a) for personal profit or benefit, or (b) in any manner which is contrary to the applicable state statutes or rules, such person or entity shall be deemed by the Board to be guilty of unprofessional conduct; provided however, that necessary and incidental expenses of operating the burial association may be included in the death benefit assessment without being considered profit to the association.
- (2) If any person or entity subject to the supervision of the Board issues certificates for membership in a burial association directly or indirectly in violation of applicable state statutes or rules, it will be presumed that the association is being operated for personal profit of the person or entity, and the Board will cause an investigation to be made to determine whether there is subterfuge resulting in unprofessional conduct of such gravity as to warrant revocation or suspension of the license.

**Authority:** T.C.A. §§ 4-5-203 and 62-5-317. **Administrative History:** New rule filed December 7, 2009; effective March 7, 2010.