

**DEPARTMENT OF PUBLIC HEALTH - DIVISION OF COMMUNITY SANITATION  
STATE SANITARY CODE: CHAPTER IV, MINIMUM SANITATION AND SAFETY STANDARDS FOR  
RECREATIONAL CAMPS FOR CHILDREN, 105 CMR 430.000**

**RECREATIONAL CAMP FOR CHILDREN INSPECTION REPORT**

NAME OF CAMP:		ADDRESS:	
OWNER/OPERATOR:		OFF SEASON ADDRESS:	
CAMP DIRECTOR:		DATE/TIME OF INSPECTION:	
PHONE #:			
TYPE OF CAMP: Day ~ Residential Sport ~ Non-Sport Trip ~ Primitive ~ Travel	WATER SOURCE:  CAMPER CAPACITY:	INSPECTED BY:	

“No” column = ✓ marked below indicates a violation of 430.000.

“Yes” column = ✓ marked below indicates compliance with provision of 430.000.

“N/A” column = ✓ marked below indicates that the provision of 430.000 is not applicable to this camp.

Regulation – 105 CMR 430		Yes	No	N/A	Comments
<b>PERMITS</b>					
.451	Current Certificate(s) of Occupancy from local building inspector for sleeping/assembly areas				
.215	Written compliance from local fire dept.				
.300(A)(2) (a)	Private water supply DEP approval (>25 people, >60 days/yr)				
.300(A)(2) (b)	Private water supply BOH approval, chemical & bacterial analyses (<25 people, <60days/yr)				
<b>PLANS AND POLICIES- WRITTEN</b>					
.090(A)	Procedures for Background Review of Staff/Volunteers				
.090(C)	<b>Staff</b> – CORI and SORI – Previous Work History – 3 References – Out-of-state/International Criminal Background Checks				
.090(D)	<b>Volunteer Staff</b> – CORI and SORI – Previous Work History – 3 References – Out-of-state/International Criminal Background Checks				
.090(F)	All Background Info - Received, reviewed, & made determination required pursuant to .090 (C&D)				
.091	Staff/Volunteer Orientation Plan & Review				
.093	Abuse & Neglect Prevention/Report procedures				
.191 (B) (C)	Discipline Policy: Appropriate Discipline Methods & <u>Prohibitions</u> : (1) Corporal Punishment, including spanking, is prohibited; (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse; (3) No camper shall be denied food or shelter as a form of punishment; (4) No child shall be punished for soiling, wetting or not using the toilet				
.210(A)	Fire Evacuation Plan and Drills				
.210(B)	Disaster Plan				
.210(C)	Lost Camper Plan / Lost Swimmer Plan				
.210(D)	Traffic Control Plan				

Regulation		Yes	No	N/A	Comments
<b>CONTINGENCY PLANS - DAY CAMP:</b>					
.211(A)	Camper doesn't show up for day				
.211(B)	Camper doesn't show up at point of pick up				
.211(C)	Child not registered arrives				
<b>Promotional Literature/General Requirement</b>					
.159(B)(2)	Copy of Policy ( <b>Parents/Staff</b> ): Care of Mildly ill Campers, Administration of Meds & Emergency Health Care Provision				
.190(B)	Camper released only to Parents or Parent-Designated Individual in writing				
.190(C)	Statement: Regulatory Compliance & Licensing "This camp must comply with regs of the MDPH & be licensed by the LBOH"				
.190(D) (at time of application)	Inform parents of right to review background check, health care, discipline policies and grievance procedures upon request				
<b>CONTINGENCY PLANS - PRIMITIVE, TRAVEL AND TRIP:</b>					
.212(A)	Daily Itinerary - Copy to Parents				
.212(B)	Source of Emergency Care				
.212(C)	Contingency Plans (natural disasters, missing campers, lost swimmers, illness and injury) shall Travel with Campers & Staff				
<b>TRANSPORTATION</b>					
.250	Vehicle must comply with MGLc.90 s7B&7D: <14 passengers & driver is camp coach, director, etc. private vehicles may be used >14 passengers, vehicle must be school bus <b>All vehicles must be RMV compliant</b>				
.253	Proper automobile insurance				
.251(C)	Seatbelts must be worn				
.251(H)	Camper <7yrs not transported longer than 1 hr to camp				
.252	Camp vehicle drivers: 18yrs, 2yrs driving experience, current license for type of vehicle First Aid certified if no other trained staff aboard.				
<b>STAFF QUALIFICATIONS</b>					
<b>Camp Director:</b>					
.102(A)	<b>Residential Camp:</b> 25 yrs, completed course in camp administration or at least 2 seasons experience				
.102(B)	<b>Day Camp:</b> 21 yrs, completed camp administration course or 2 seasons experience				
.102(C)	<b>Primitive, Travel, Trip:</b> 21 yrs & proof of experience.				
.102(D)	<b>Designated Substitute:</b> when director off-site >12 hrs. (Sub must meet criteria above)				
<b>Counselors/Junior Counselors</b>					
.100	<b>Day Camp, Non-Sport:</b> Counselor= 16 yrs. Junior Counselor= 15 yrs.				
.100	Other camps: Counselors= 18 yrs or graduated from high school. Junior Counselors= 16 yrs				
.100	All counselors 3 yrs older than campers				

Regulation		Yes	No	N/A	Comments
<b>Required Counselor Ratios</b>					
.101(A)	<b>Residential / Day Camps:</b> 1 staff per 10 kids over 6 yrs 1 staff per 5 campers 6 yrs and under				
.101(B)	<b>Primitive, Travel, Trip:</b> 1 counselor per 10 campers. 2 counselor min.				
.101(C)	Special Needs: 1 counselor per 4 mildly disabled campers 1 counselor per 2 severely disabled campers				
<b>Aquatics Director:</b>					
.103	American Red Cross Lifeguard Trng cert., CPR for Professional Rescuer & First Aid Cert. or their equivalents. <small>if supervising 2+ staff, must be 21yrs &amp; experience w/ management</small>				
<b>Lifeguard:</b>					
.103	American Red Cross / Lifeguard Trng cert. / CPR for Professional Rescuer cert. & First Aid Cert. or their equivalents.				
<b>MEDICAL PERSONNEL/RECORDS/FACILITIES</b>					
<b>Health Care Consultant:</b>					
.159(A)	<b>MD NP PA</b> (w/pediatric training) *Check for Health Care Consultant Agreement* License #:				
<b>Health Supervisor:</b> <small>(on site at all times)</small>					
.159(C)	<b>MD PA NP RN LPN</b> or... 18yrs, First Aid & CPR certified				
.159(B)	Health Care Policy				
.160(A)	<b>ALL</b> Medications stored in Original Containers				
.160(B)	Meds stored in Secured Cabinet & if necessary refrigerated in box affixed in refrigerator (if no secondary lock)				
.154	Injury Reports completed for fatality or serious injury. Copy sent to MDPH.				
160(C)	Medication administered by Health Supervisor or Licensed Health Care Professional				
.160(C)	Written list of all meds administered at camp (if H.S. not a L.H.C.P. auth'd to admin Rx, meds)				
.160(B)	Refrigerator temperature 38 to 42 <sup>0</sup> F				
.155	<b>Medical Log Book</b> bound, pre-numbered pages, ink entries, no skipped lines.				
.161(A)	<b>Day / Residential Camps</b> - Infirmary provided <b>Residential Camps</b> - Exterior light				
.453	Lighting provided in infirmary				
.161(B)	<b>Residential Camp</b> - Area for isolation of ill child				
.161(C)	<b>First Aid Kit:</b> non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, CPR mask, tweezers, cold pack, gloves.				

Regulation	Yes	No	N/A	Comments
<b>MEDICAL PERSONNEL/RECORDS/FACILITIES</b>				
.150				
	<b>Health Record for each Camper &amp; Staff:</b> Staff/Camper > 18 yrs - Emergency Contact Info Camper < 18 yrs must have Written Parental Permission for Meds/Emergency Care			
.151(A)(B)				
	Residential, Travel/Trip, Sports Camp – Physical required (past 2 years) Day Camp – Parent/Guardian signs off on good health			
<b>IMMUNIZATIONS</b>				
.152(A)				Number of records checked: _____
	<b>Campers and Staff under 18yrs:</b> <b>MMR:</b> 1 <sup>st</sup> dose = 12 mos or older, <b>Measles:</b> 2 <sup>nd</sup> dose = grades K-12 or age equiv <b>Polio:</b> 3 doses IPV or OPV, or 4 doses mix IPV/ OPV <b>Diphtheria and Tetanus Toxoids and Pertussis*:</b> 4 doses DTaP/DTP/DT or, 3 doses of Td (persons 7 years or older needing additional vaccines to comply with above, Td is to be used) *Booster dose of Td: -grades 7-10 need booster if >5yrs since last dose of DTaP/DTP/DT -grades 11-12 need booster if more than 10 yrs since last dose of DTaP/DTP/DT/Td <b>Hep B:</b> 3 doses if born on or after 1/1/92			
.152(B)				Number of records checked: _____
	<b>Campers and Staff over 18yrs:</b> <b>Measles:</b> 2 doses (exempt born before 1957) <b>Mumps:</b> 1 dose (exempt born before 1957) <b>Rubella:</b> 1 dose <b>Diphtheria and Tetanus Toxoids*:</b> 3 doses DT/Td *Booster dose of Td required if more than 10 yrs since last dose.			
<b>ACTIVITIES</b>				
.190				
	Activities and physical environment meet the needs of campers; do not pose hazard to health/safety.			
.163				
	Operator encourages sun protection for all.			
<b>AQUATICS</b>				
.430				
	Swimming Pool: in compliance with 105 CMR 435.00 - Permit Posted <b>**VBG Compliance Letter**</b>			
.432				
	Bathing Beach: in compliance with 105 CMR 445.00 - weekly water sampling conducted.			
.103				
	Proper supervision at swimming venue: 1 lifeguard per 25 campers 1 counselor per 10 campers Plan to check swimmers- “buddy system”			
.204(B)				
	Swim test to classify swimmers by ability.			
.204(A)				
	Swimming areas clean and safe, no swimming at undesignated sites or at night without lighting.			
.204(E)				
	Piers and floats in good repair.			

Regulation		Yes	No	N/A	Comments
<b>ACTIVITIES</b>					
<b>AQUATICS</b>					
.204(G)	Watercraft: equipped with USCG approved flotation devices and worn by all campers and staff participating in watercraft activities.				
.204(H)	Campers must be certified by ARC level 3 swimmers or equivalent for white water, hazardous salt or fresh water activities.				
.103(C)	Minimum 2 counselors in separate watercraft supervising white water, hazardous salt or fresh water activities.				
<b>CRAFTS</b>					
.205	Equipment in good repair, safety precautions taken.				
<b>PLAYGROUND/ATHLETIC EQUIPMENT</b>					
.206	Equipment properly maintained, fields/surfaces free of holes/accident hazards				
.206	Playground equipment secure, no concrete under/around it, pliable swing seats.				
<b>FIREARMS</b>		Names/Certs:			
.201	Single shot rifles only				
.201	Shooting range away from other activity areas				
.201	Firearms in good condition, stored in locked cabinet. Ammunition locked in separate cabinet				
.103	Certifications for other high-risk activities, eg: <b>NRA Instructor Certification for Firearms</b>				
<b>ARCHERY</b>		Names/Certs:			
.202	Equipment in good condition, stored locked				
.202	Range away from other activity areas, clearly marked as danger area. Must have common firing line and 25 yards clearance behind each target.				
.203	Personal weapons, bows, rifles allowed w/camp operator's written permission				
<b>HORSEBACK RIDING</b>		Names/Certs:			
.103(G)	1 Certified Instructor per 10 campers (minimal 2 counselors)				
.103(G)	Riders must wear hard hat				
.103(G)	Licensed stable				
<b>CABINS/STRUCTURES</b>					
.457	<b>Day Camp</b> provides shelter for on-going camp activities				
.216	<b>Residential</b> - Smoke detectors provided				
.456	Adequate egresses free from obstruction				
.453	Lighting provided for stairways				
.454	Floors maintained.				

Regulation		Yes	No	N/A	Comments
<b>RESIDENTIAL CAMPS/SLEEPING AREAS</b>					
.458	Provide adequate space: <b>40sqft /person in single bed; 35sqft/person in bunk bed; 50sqft/person in sleeping area requiring special equipment</b>				
.470	Provide bed/cot per person with 6 feet between sleeper's heads and: 3 feet between single beds/ 4 <sup>1/2</sup> feet between bunks				
.459	Campers and staff with limited mobility housed on ground level; egresses leading to grade or ramp provided.				
.452	Screens provided. Screen door self-closing.				
.454	Floors maintained.				
<b>TENTS</b>					
.217	Fire-retardant and non-toxic. No open flame nearby.				
<b>TOILETS/SHOWERS</b>					
.360	Proper sewage disposal				
.301	Plumbing in good working order				
.370	Adequate # of toilets: <b>All camps:</b> 2 toilets/privy seats for each sex <b>Day Camp:</b> >60 of one sex, provide 1 additional toilet per every 30 people of that sex <b>Residential:</b> >20 of one sex, provide additional toilet per every 10 people of that sex.				
.372	Toilet less than 200 feet from sleeping rooms. Toilet paper provided. Windows/ openings screened. Screen doors self-closing.				
.373	Adequate # of sinks: <b>Day / Residential Camp:</b> 1 per every 30 people				
.374	Adequate # of showers: <b>Residential Camp:</b> 1 shower/tub per 20 people				
.378/.380	Special needs campers provided facilities that meet their needs				
.453	Lighting provided				
.375	Toilets and Shower rooms ventilated to outdoors				
.376	Hot water at sinks, showers/tubs not more than 112°F				
.377	Sanitary facilities maintained in clean condition Shower room floors washed daily				
<b>LAUNDRY</b>					
.162	<b>Residential Camp:</b> Laundry facilities provided				
.472	Bedding and towels laundered; no common towels				

Regulation		Yes	No	N/A	Comments
<b>GROUNDS</b>					
.300	Potable water provided				
.300/.304	Adequate and centralized drinking water facilities - No common drinking cups				
.209	<b>Day / Residential Camps:</b> Telephone readily available with #s of HCC, Local Hospitals, Police, Fire, Ambulance				
.213	<b>Emergency Communication System/Procedure</b>				
.165	Tobacco use restricted to designated areas not accessible to campers.				
.350/.355	Proper storage and disposal of solid waste				
.207	Proper storage and operation of power equipment				
.214	Flammable and hazardous materials labeled and stored in locked unoccupied building.				
.400	Rodent and insect control				
.401	Weed and noxious plant control				
.450	Site location does not cause undue traffic hazards and is accessible at all times				
<b>FOOD SERVICE</b>					
.320	Food service in compliance with 105 CMR 590.000, Minimum Standards for Food Establishments. Permit posted in food service facility.				
.330	Nutritious meals that include a variety of foods served. Menus posted.				
.331	<b>Residential camps</b> – Provide at least three nutritious meals. Foods must meet Recommended Dietary Allowances (RDA)				
.332	<b>Day camps</b> – Each meal provided must meet 1/3 of the RDA requirements.				
.334	Adequately trained staff and equipment provided to ensure handicapped campers are eating nutritious meals.				
.335	Proper methods for storing meals brought from home. Meals provided to campers who arrive without a bag lunch.				
.452	Screening provided for food preparation and food service areas. Screen doors must be self-closing.				
.453	Lighting provided in kitchen and dining area.				
.471	Sleeping prohibited in food areas.				









