

# NEW JERSEY YOUTH CAMP STANDARDS N.J.A.C. 8:25

Expires January 26, 2014

## SUBCHAPTER 1. GENERAL PROVISIONS

### 8:25-1.1 Purpose

(a) The purpose of this chapter is to:

1. Implement the New Jersey Youth Camp Safety Act at *N.J.S.A. 26:12-1 et seq.* (P.L. 1973, c. 375);
2. Set forth the standards necessary to promote, protect, and safeguard the health and well being of the youth who attend a youth camp; and
3. Establish the minimum standards with which each youth camp shall comply in order to receive and maintain a certificate of approval from the Department.

### 8:25-1.2 Scope

(a) This chapter applies to all private youth camps operating in N.J.

(b) This chapter establishes requirements for youth camps regarding the certificate of approval, administration, sanitation, health, safety, and operations.

(c) This chapter also covers enforcement procedures applicable to each youth camp that fails to meet the standards established in the Act and this chapter.

### 8:25-1.3 Incorporated documents

(a) The Department incorporates by reference, as amended and supplemented, in this chapter the following:

1. The Twenty-Third Revision of the United States Pharmacopoeia (USP XXIII) and the 18th Revision of the National Formulary (NF XVIII), available through a written request to the U.S. Pharmacopeia Convention, 12601 Twinbrook

Parkway, Rockville, MD 20852 (Telephone: 800-227-8772); and

2. Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2007, published by the Centers for Disease Control in the Morbidity and Mortality Weekly Report, July 6, 2007, Volume 56, Number RR-5 and available at the following webpage <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5605a1.htm>.

(b) The Department incorporates by reference following documents in this chapter:

1. Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator),

available at chapter Appendix D, which is developed by the Department and lists certification agencies that grant certifications acceptable in order to comply with this chapter; and

i. This document is also available on the Department's webpage at <http://www.state.nj.us/health/eoh/phss/>

2. Health Center Supplies, available at chapter Appendix E, which is developed by the Department and contains the minimum items required in a first aid kit or in stock at a youth camp.

(c) The Department incorporates by reference following forms and instructions in this chapter:

1. Application for Certification of Approval to Operate a Youth Camp (CB-11), available at chapter Appendix A, is the form required of each applicant for a certificate of approval or renewal certificate of approval, as indicated by the appropriate selection on the form, that wishes to operate a youth camp in this State;

2. Application for Certification of Approval to Operate a Single Sport Youth Camp and SSYC Location List (CB-14), available at chapter Appendix B, is the form and list required of each applicant for a certificate of approval or renewal certificate of approval, as indicated by the appropriate selection on the form, that wishes to operate a single sport youth camp in this State; and

3. Annual Accident Report Youth Camp Safety Act (CB-15) (with accompanying instructions and codes) available at chapter Appendix C, is the form for reporting accidents resulting in death or serious injury that every youth camp is required to submit the Department on an annual basis.

(d) The Department's forms and instructions listed in (c) above are also available electronically at the Department's "Forms" webpage, <http://web.doh.state.nj.us/forms/> and at the Public Health Sanitation and Safety Program webpage at <http://www.state.nj.us/health/eoh/phss/>.

### 8:25-1.4 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

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"Act" means the New Jersey Youth Camp Safety Act, *N.J.S.A. 26:12-1 et seq.*, P.L. 1973, c. 375.

"Activity specialist" means a person who has specialized training and/or experience in a high risk activity.

"Adult" means a person who is at least 18 years of age.

"Applicant" means any private individual, partnership, corporation, or other entity, whether for profit or nonprofit, who applies to the Department pursuant to *N.J.A.C. 8:25-2.2* for the purpose of requesting a certificate of approval to operate a youth camp.

"Buddy system" means a pairing of campers in order to facilitate the accounting of all campers.

"Camp director" means an individual who is in charge of the youth camp and who is qualified in accordance with *N.J.A.C. 8:25-3.2*.

"Camper" means a child under the age of 18 attending a youth camp.

"Campsite" means land, including natural features, where the main camp facilities are located.

"Commissioner" means the Commissioner of the Department of Health and Senior Services or his or her designee.

"Communicable disease" shall have the meaning established at *N.J.A.C. 8:57-1*.

"Counselor" means a staff member who is at least 16 years of age.

"Department" means the New Jersey Department of Health and Senior Services.

"Department" means the New Jersey State Department of Health and Senior Services.

"Facility" means a structure, including furnishings and installations, on a campsite used for living and program purposes.

"Health director" means an adult who meets the qualifications required by *N.J.A.C. 8:25-5.2* and who is responsible for the proper medical recordkeeping, care, and treatment of all campers as required in this chapter.

"High risk activity" means any recreational component, sport or activity of a youth camp, which exposes a camper to a life-threatening or serious injury because of the inherent danger of the recreational component, sport or activity and which requires a high level of adult supervision at all times.

1. A high risk activity includes, but is not limited to, archery, swimming and other aquatic activities, horseback riding, riflery, rope courses, motorized vehicles, and rock climbing.

2. The Department may determine whether any recreational component, sport or activity of a youth camp is a high risk activity based on a Departmental review of the components of the activity.

"Lifeguard" means a person who is at least 16 years of age and who holds a lifeguarding certificate from an organization recognized by the New Jersey Department of Health and Senior Services, in accordance with *N.J.A.C. 8:25-9.2(a)*.

"Lifeguard supervisor" means an adult who meets the qualifications for a lifeguard and who is in charge at a waterfront and supervises swimming and watercraft activities and related staff, in accordance with *N.J.A.C. 8:25-9.2(a)*.

"Local health authority" means the local board of health of any municipality or the boards, body, or officers in such municipality lawfully exercising any of the powers of a local board of health under the laws governing such municipality.

"Passenger vehicle" means a motorized vehicle that has a capacity of nine or fewer persons.

"Pit toilet" means a receptacle for the containment and disposal of excrement which is not connected to a pressurized water supply.

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"Privy" means an outbuilding with one or more seats containing a pit for use as a toilet.

"Sanitary sewage" means any liquid waste containing animal or vegetable matter in suspension or solution, or the water carried wastes resulting from the discharge of water closets, laundry tubs, washing machines, sinks, dishwashers, or any other source of water carried wastes of human origin or containing putrescible material.

1. Sanitary sewage excludes industrial, hazardous, or toxic wastes and materials.

"Septage" means the combination of liquid and solid residues resulting from the treatment of water-borne domestic waste in on-site treatment systems.

"Single sport youth camp" or "SSYC" means a camp in which all campers attend in order to specifically practice, play, learn and understand the rules of the individual sport that the camp teaches.

"Type I school bus" means a school bus having a capacity of 17 to 58 passengers, as determined by the vehicle manufacturer.

"Type II school bus" means a school bus having a capacity of 10 to 16 passengers, as determined by the vehicle manufacturer.

"Vehicle" means any motorized carrier used on public highways to transport campers to and from camp or places incidental to the camp program.

"Youth camp" or "camp" means any parcel or parcels of land having the general characteristics and features of a camp as the term is generally understood, used wholly or in part for recreational or educational purposes that accommodates five or more children under 18 years of age, other than counselors or lifeguards, for a period of, or portions of, two days or more within the same week and includes a site that is operated as a day camp or as a resident camp.

1. The term "youth camp" or "camp" does not include a day program, which offers only a minimal recreational component, if the

recreational component included in the day program involves no high risk activity.

2. A day camp is a youth camp that operates during the day but may occasionally allow an overnight stay for no more than one night per week.

3. A resident camp is a youth camp that as a matter of its business has the campers stay overnight on a regular basis.

"Youth camp operator" means any private agency, organization, or person, and any individual, who operates, controls, or supervises a youth camp, whether such camp is operated for profit or not-for-profit.

## 8:25-1.5 Waiver

(a) The Commissioner may, in accordance with the general purposes and intent of the Act, waive sections of this chapter if, in his or her opinion, such waiver would not endanger the safety or health of the public.

(b) The youth, camp operator seeking a waiver of the standards in this chapter shall apply in writing to:

Public Health Sanitation and Safety Program Consumer, Environmental and Occupational Health Services NJ Department of Health and Senior Services  
PO Box 369 Trenton, New Jersey  
08625-0369

(c) The youth camp operator shall include the following in the application for waiver:

1. A description of the waiver requested;

2. The specific standard(s) for which a waiver is requested;

3. Reason(s) for requesting a waiver, including a statement of the type and degree of hardship that would result upon full compliance;

4. An alternative proposal which would ensure public health and safety; and

5. Documentation to support the waiver application.

(d) The Department reserves the right to request additional information before

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processing an application for waiver.

(e) The Department may exempt a youth camp or activity from the provisions of this chapter after:

1. A review of materials submitted by the applicant;
  2. An inspection of the affected premises and facilities by a representative of the Department; and
  3. A determination by the Department that the conditions, practices, or activities to be used are as safe and healthful as those which would prevail if the standards were not waived.
- (f) As a condition of the waiver, the camp director shall provide appropriate notice thereof in writing to the parents and guardians of the affected campers.

## SUBCHAPTER 2. Certificate of approval

### 8:25-2.1 Certificate of approval

Any private individual, partnership, corporation, or other entity, whether for profit or not-for-profit, desiring to operate or conduct a youth camp in New Jersey shall obtain a certificate of approval from the Department.

### 8:25-2.2 Application for certificate of approval

(a) An applicant for a new or renewal certification of approval shall complete the "Application for Certification of Approval to Operate a Youth Camp" (CB-11) form, with the appropriate application type checked off, available at chapter Appendix A.

(b) An applicant for a new or renewal single sport youth camp certification of approval shall complete the "Application for Certification of Approval to Operate a Single Sport Youth Camp" form and the SSYC Location List (CB-14), with the appropriate application type checked off, available at chapter Appendix B.

1. Each applicant for a new single sport youth camp certification of approval shall submit to the Department, with the application, the camp's written policy and procedures as established by this chapter.

(c) The applicant shall submit a filing fee of \$ 50.00 for a day camp and \$ 100.00 for a resident camp.

1. The applicant shall make the fee payable to "Treasurer, State of New Jersey."

i. If the Department denies the application for certificate of approval, the fee shall be refunded to the applicant.

### 8:25-2.3 Issuance of a certificate of approval

(a) The Commissioner shall issue a certificate of approval to establish and operate a youth camp based on the contents of the completed application.

1. The youth camp operator or camp director shall ensure that youth camp structures and facilities are in compliance with local building, zoning, and health codes.

2. The youth camp operator or camp director at new camps and renovated facilities shall make available for review by the Department or local health authority, upon request, letters of approval or a Certificate of Occupancy, as the case may be, issued by the appropriate local authority.

(b) The Commissioner may issue a provisional certificate of approval to establish and operate a youth camp prior to inspection by the Department.

1. Conversion to and issuance of final approval shall be contingent upon the applicant's completion of two consecutive satisfactory inspections establishing compliance with the Act and this chapter.

(c) The certificate of approval shall be nontransferable.

### 8:25-2.4 Annual renewal of certificate of approval

(a) Each certificate of approval shall be valid for a period of one year from the date of issue and shall be renewed annually.

(b) An applicant for a renewal certificate of approval shall submit the appropriate form set forth at *N.J.A.C. 8:25-2.2(a)* or (b), with the renewal application type checked off, to the Department no later than May 1 of each year.

1. Each applicant for a renewal single sport youth camp certification of approval shall submit to the Department, with the application, any updates to the camp's

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written policy and procedures, previously submitted pursuant to *N.J.A.C.8:25-2.2(b)1*.

## 8:25-2.5 Insurance

Each youth camp shall obtain liability insurance in an amount consistent with the expected risks.

## SUBCHAPTER 3. ADMINISTRATION

### 8:25-3.1 General care of campers

(a) The camp director shall state in writing the youth camp's policies and practices for the discipline of its campers and provide a copy to all camp staff.

1. Youth camp staff and campers shall be prohibited from taking the following actions against any camper: deprivation of food, isolation, subjecting to corporal punishment or abusive physical exercise, as a means of punishment.

(b) The camp director shall maintain reasonable groupings of campers, according to the age and the capabilities of each camper in all activities.

(c) Any camp owner, operator, director, counselor, or other employee who has reason to believe that a camper has been or is being subjected to any form of hitting, corporal punishment, abusive language or ridicule, or harsh, humiliating or frightening treatment, or any kind of child abuse or neglect by any person shall immediately report such allegations to the Department of Children and Families, child abuse hotline at 1-877-NJAbuse (652-2873) or TTY or TDD 1-800-835-5510.

### 8:25-3.2 Staff

(a) Each youth camp shall employ a camp director that is at least 21 years of age and has one of the following qualifications.

1. At least two seasons of administrative experience in an organized certified camp;  
2. Nine months verified experience in a youth program; or  
3. One season of administrative experience in an organized certified camp and at least one year teaching experience with a teacher certification.

(b) The camp director shall develop and maintain a written statement of personnel policies and practices.

1. The camp director shall inform the camp staff of these policies and practices and of their specific duties by means of a written job description of each staff classification.

(c) The camp director shall conduct and document preseason orientation and training for the staff.

(d) The camp director shall include the following in the orientation:

1. Verbal discussion and printed materials on policies and procedures, which are required pursuant to this chapter, including, but not limited to:

- i. Personnel policies and practices;
- ii. Job descriptions;
- iii. Disciplinary policies;
- iv. Basic principles of emergency first aid, blood borne pathogens, infection control, and hand washing practices;
- v. Emergency procedures;
- vi. Daily health surveillance procedures;
- vii. Lost camper policies;
- viii. Lost swimmer policies; and
- ix. Any other expectations of the camp director, as applicable.

2. The youth camp operator or camp director shall develop and implement a program of staff training on issues related to child abuse and neglect, such as, but not limited to, understanding the staff members' responsibilities, reporting, recognition and observation of campers.

(e) The youth camp operator shall develop and follow written procedures for the review of the background of each staff member.

(f) The youth camp operator or camp director shall verify that each staff member has a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers.

(g) The youth camp operator or camp director shall determine whether each staff member's conduct, criminal or otherwise, disqualifies that person from employment at the camp by considering the factors set forth in (h) through (l) below.

(h) The youth camp operator or camp director shall conduct a review of prior employment history for each new staff member.

1. The prior employment history shall include, but not be limited to, the name, address and phone number of a contact

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person at each place of employment.

(i) The youth camp operator or camp director shall conduct three character reference checks for each new staff member by contacting references provided by the staff member that are not related to the staff member.

(j) The youth camp operator or camp director shall conduct a criminal history check for each adult staff member through either of the following methods:

1. Making a request for criminal history record information (CHRI) for noncriminal justice purposes in accordance with N.J.A.C. 13:59 and the procedures established by the New Jersey State Police at the following website,

[http://www.njsp.org/about/serv\\_chrc.html](http://www.njsp.org/about/serv_chrc.html).

i. For adult staff members whose permanent residence is not New Jersey (out-of-State and international), the youth camp operator or camp director, where practical, shall also obtain from the staff member's place of residence, a criminal history check or its recognized equivalent; and

2. Using a vendor that provides information at least comparable to the information available through the New Jersey State Police as set forth in (j)1 above and is able to provide criminal history information from New Jersey for New Jersey residents.

i. For adult staff members whose permanent residence is not New Jersey (out-of-State and international), the youth camp operator or camp director, where practical, shall also obtain from the staff member's place of residence, a criminal history check or its recognized equivalent.

(k) The youth camp operator or camp director shall conduct a criminal history check for each adult staff member according to the following schedule:

1. By June 15, 2010, the youth camp operator or camp director shall conduct a criminal history check for each existing adult staff member that has not had a lapse of employment greater than a continuous 12-month period.

i. The Department shall accept a criminal history check that the youth camp operator or camp director completed for an existing adult staff member on or after June 15, 2009, as satisfying the requirement in (k)1 above;

ii. If the youth camp operator or camp director completed a criminal history check

for an existing adult staff member prior to June 15, 2009, then the operator or director shall require the staff member to complete and submit a notarized statement indicating whether or not there was a change to his or her criminal history status since completion of the criminal history check, in order to satisfy the requirement in (k)1 above; and

iii. If the existing adult staff member indicates that there has been a change in his or her criminal history status then the youth camp operator or director shall complete a new criminal history check and follow up with the staff member;

2. The youth camp operator or camp director shall require each existing adult staff member that has not had a lapse of employment greater than a continuous 12-month period, to complete a notarized statement, on an annual basis, indicating whether or not there was a change to his or her criminal history status.

i. If the existing adult staff member indicates that there has been a change in his or her criminal history status then the youth camp operator or director shall complete a new criminal history check and follow up with the staff member; and

3. The youth camp operator or camp director shall conduct a criminal history check for each new adult staff member hired on or after June 15, 2010, prior to the staff member's start date.

i. The youth camp operator or camp director shall treat an existing adult staff member that has had a lapse of employment at any point greater than a continuous 12-month period as a new adult staff member for the purposes of this section.

ii. The youth camp operator or director may allow an adult staff member to start work prior to receiving the results of a criminal history background check, but the operator or director shall ensure that the new staff member is supervised while working with campers until receipt of satisfactory results.

iii. Once a new staff member has been employed by the camp without a lapse of employment greater than 12 continuous months, the youth camp operator or director shall comply with the standards established at (k)2 above.

(l) The youth camp operator or director shall complete a sex offender registry check for each staff member annually through the following methods:

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1. Family watchdog(R), a national sex offender registry, at <http://www.familywatchdog.us/>, or any national sex offender registry or a vendor that can retrieve national sex offender registry information; and

2. The New Jersey Sex Offender Internet Registry when New Jersey does not participate in the selected national sex offender registry or a vendor cannot obtain sex offender registry information from New Jersey.

(m) The youth camp operator or camp director shall:

1. Maintain written documentation verifying the background and character of each staff member, as set forth in (h) through (l) above, for as long as employment continues at the camp; and

2. Make such documentation available to the Department or local health authority upon request.

(n) High risk activities shall be conducted by a qualified adult activity specialist.

1. High risk activities shall be conducted in accordance with guidelines issued by an organization recognized in the specialized field, current as of the date of the activity.

i. The camp director shall maintain, on-site, a copy of the most recent guidelines for each high risk activity, which the youth camp offers.

(o) At a minimum, an adult, who is assisted by a counselor, shall be responsible for the care and supervision of each group of 20 campers, or portion thereof, for all camp activities, including off-site camp activities, for all campers

five up to, and including, 17 years of age.

1. If a group exceeds 20 campers, then the camp director shall ensure that a supervision ratio is maintained at one additional staff for every additional 10 campers.

(p) At a minimum, an adult, who is assisted by a counselor, shall be responsible for the care and supervision of each group of 14 campers, or portion thereof, for all camp activities, including off-site camp activities, for all

campers two-and-one-half years up to, and including, four years of age.

1. If a group exceeds 14 campers, then the camp director shall ensure that a supervision ratio is maintained at one

additional staff member for every additional seven campers.

(q) At a minimum, an adult, who is assisted by a counselor, shall be responsible for the care and supervision of each group of eight campers, or portion thereof, for all camp activities, including off-site camp activities, for all campers who are less than two-and-one-half years of age.

1. If a group exceeds eight campers, then the camp director shall ensure that a supervision ratio is maintained at one additional staff member for every additional four campers.

(r) The camp director shall develop, implement, and document in writing a procedure to keep track of the location and safety of all campers during all camp activities.

(s) The camp director shall not be included in the required staff ratios set forth in (o) through (q) above in camps serving over 50 children.

## SUBCHAPTER 4. PHYSICAL PLANT AND ENVIRONMENT

### 8:25-4.1 Site

(a) The youth camp operator shall ensure that the location of the youth camp does not present a fire, health, or safety hazard.

1. Any youth camp constructed after June, 1974, shall not be divided by a public highway or railroad.

(b) The youth camp operator shall ensure that the youth camp is located on land that provides good natural drainage or is properly drained through engineered means, so that there is no standing water.

(c) The youth camp operator or camp director shall protect campers from hazardous areas, such as roadways, cliffs, sinkholes, pits and abandoned excavations.

1. The youth camp operator or camp director shall ensure that all hazardous areas are guarded or fenced off and warning signs posted to eliminate the possibility of accidents.

### 8:25-4.2 Buildings

(a) The youth camp operator shall ensure that youth camp structures and facilities are in compliance with local building, zoning, and health codes.

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1. The youth camp operator or camp director at new camps and renovated facilities shall make available for review by the Department or local health authority, upon request, letters of approval or a Certificate of Occupancy, as the case may be, issued by the appropriate local authority.

(b) The youth camp operator shall ensure that, in new construction of a resident youth camp, the enclosed structure containing sleeping quarters is separated \*in accordance with *N.J.A.C. 5:23*, the Uniform Construction Code per the structure's construction type and occupancy\*.

(c) The camp director in a resident youth camp shall ensure that each camper is provided with his or her own bed and not less than 300 cubic feet of air space in his or her sleeping quarters, with at least two feet of space between the sides of each bed.

1. If tents are used as permanent sleeping quarters, the camp director shall ensure that at least 30 square feet of floor space is provided for each camper.

(d) The camp director in a resident youth camp shall ensure that the total window or skylight area, as measured between stops, for every habitable room is 10 percent of the floor area of such room.

1. Campers or staff shall be able to open any windows and/or skylights at least 40 percent.

(e) The camp director shall ensure that during fly season, every door, window, or other opening to the outside, which is used for ventilation, is outfitted with a screen of at least 16 mesh.

1. Each screen door shall swing outward and have an operable self-closing device.

(f) The camp director shall ensure that a health center is established and maintained on the campsite for the temporary isolation and treatment of sick or injured members of the camp community, in accordance with the following:

1. The health center may be a room, tent, or building;

2. Hot water shall be available at the health center;

3. If hot water is not readily available, hand sanitizing facilities, such as waterless hand sanitizers shall be maintained on-site at the health center;

4. The health center shall:

i. Be protected from flies, vermin and insects where possible;

ii. Be located so as to ensure privacy and quiet;

iii. Be situated away from the kitchen or food preparation areas; and

iv. Include medical equipment and supplies deemed necessary by the directing physician or the health director for the welfare of the campers; and

5. The health center shall be furnished with clean mattresses and sheets.

i. Air mattresses or exercise pads may be used as a reasonable alternative providing that they are made of a cleanable material that can be easily disinfected.

ii. More than one mattress may be necessary depending on the type and size of the camp, with no less than one mattress for the first 50 campers and one additional mattress for each additional 200 campers.

## 8:25-4.3 Heating plant

(a) The youth camp operator shall ensure that heating equipment conforms to the requirements of the New Jersey Uniform Construction Code at *N.J.A.C. 5:23*.

(b) The camp director shall maintain the heating equipment at a minimum inside ambient temperature of 68 degrees Fahrenheit when the outside temperature less than 55 degrees Fahrenheit.

(c) The camp director shall prohibit the use of portable heating devices in the youth camp.

(d) The camp director shall ensure that all fireplaces and hot water and steam radiators and pipes are shielded to prevent burns.

## 8:25-4.4 Equipment

(a) The camp director shall ensure that all equipment used in the youth camp's programs are of good quality and do not present undue risk of injury to campers or staff.

(b) The camp director shall prohibit power equipment from being stored or left unattended in camp areas.

## SUBCHAPTER 5. HEALTH

### 8:25-5.1 Health program

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(a) The camp director shall ensure that the youth camp establishes a medical program.

1. This medical program shall be under the direction of a physician licensed to practice medicine or osteopathy in New Jersey or a dedicated health director as set forth at N.J.A.C. 8:25-5.2.

(b) The camp director or health director shall make arrangements with the local Emergency Medical Service or ambulance squad, documented in writing, for medical transport to the nearest hospital in order to treat campers with serious injuries and/or illnesses.

1. The health director shall:

i. Maintain on-site, written parental consent for emergency medical treatment; and

ii. Provide a copy of the consent to accompany each camper on all off-site trips.

(c) The health director shall maintain at the health center, a bound medical log, listing the date, name of patient, ailment, treatment and the name of the person who administered treatment.

1. If a camper's injury or illness is serious, as determined by the health director, the health director shall notify the parent or guardian as soon as possible.

(d) The health director shall develop a written outline of daily procedures for health surveillance of campers and staff.

1. The health director shall isolate any camper or staff member suspected of having a communicable disease, until medical assistance is obtained.

2. The health director shall document all obvious and unusual observations made during the daily health surveillance, as determined by the camp's established procedures in (d) above.

(e) The camp director shall report all serious injuries to the Department's Youth Camp Safety Project within 24 hours at (609) 826-4941 or by fax at (609) 826-4992 including:

1. Death;

2. Head, neck or spinal cord injuries;

3. Any injury, which renders a camper unconscious; and

4. Any serious injury, which involves professional medical treatment.

(f) On or before September 15, of each year, every camp director shall report to the Department all accidents resulting in death or serious injury, using the "Annual Accident Report Youth Camp Safety Act" (CB-15) form, available at chapter Appendix C.

1. The reporting requirement in (f) above does not apply to minor injuries, which require only first aid treatment and which do not involve professional medical treatment, loss of consciousness, restriction of activity or motion, or premature termination of the camper's stay at the camp.

## 8:25-5.2 Health director

(a) At all resident youth camps, the camp director shall ensure that a health director is on duty at all times who is an adult and either:

1. A physician licensed by the New Jersey State Board of Medical Examiners to practice medicine or osteopathy;

2. A registered nurse or licensed practical nurse, licensed by the New Jersey Board of Nursing;

3. An individual who is certified in advanced first aid, paramedic or emergency medical technician or first responder/CIM accredited by a certification agency approved by the Department as listed in "Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator)," available at chapter Appendix D; or

4. An athletic trainer that has a valid certification from the Board of Certification, Inc. (BOC).

i. Information on the BOC is available through a written request to *Board of Certification, Inc., 4223 South 143<sup>rd</sup> Circle, Omaha, Nebraska 68137-4505*, or through the following toll free telephone number (877) 262-3926, or online at <http://www.bocatc.org/>.

(b) The camp director at a day youth camp, at a minimum, shall have on duty at all times, a health director who is an adult and is certified by the American Red Cross in Standard First Aid-level training, or has equivalent certification approved by the Department as listed in "Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator)," available at chapter Appendix D.

1. The camp director shall ensure that day youth camps that occasionally have overnight stays for no more than one night per week be staffed with a health director that meets the requirements of (a) above.

(c) All day and resident youth camp health directors shall hold a certification from the American Red Cross, American Heart

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Association, or other certification agency approved by the Department as listed in "Recognized Certifications

(CPR-First Aid-Lifeguarding-Trained Pool Operator)," available at chapter Appendix D, in professional-level infant, child, and adult cardiopulmonary resuscitation.

(d) The camp director shall not be the health director in camps serving over 50 children.

1. The health director shall not be any individual who has responsibilities in a high risk activity that is ongoing at the same time as the health director position.

## 8:25-5.3 Medication administration and storage

(a) The health director or adult designee shall administer prescription medication only after receipt of written authorization from the camper's parent, guardian, prescriber, or in accordance with the camp's treatment procedures.

1. Each camper shall be identified prior to medication administration.

(b) The health director shall establish written medical policies and procedures on the treatment of illness and injury and the administration of nonprescription drugs.

(c) The health director shall ensure that all medications:

1. Are labeled and stored in the original container or prescription container, as applicable, and in accordance with manufacturer instructions;

2. Are stored in a secure area that is inaccessible to the campers;

3. That requires refrigeration are kept in a separate, locked box in the refrigerator, in a locked refrigerator, or in a refrigerator in a locked medication room.

i. The refrigerator shall have a thermometer to indicate temperature in conformance with United States Pharmacopoeia requirements set forth in the Twenty-third Revision of the United States Pharmacopoeia (USP XXIII) and the 18<sup>th</sup> Revision of the National Formulary (NF XVIII);

4. For external use are kept separate from drugs for internal use; and

5. Dispensed for one camper shall not be administered to another camper.

(d) The health director shall insure that staff members are informed as to the medication needs of each camper under their direct

supervision and any limitations commonly associated with the medication.

(e) The health director shall maintain the following information on file in the camper's medical record when any medications are administered:

1. The camper's name and parental authorization;

2. The name of the medication administered;

3. The condition for which the medication is being used and any cautionary information specific to the medication;

4. The instructions for administration, including the dosage and frequency of administration;

5. The date, time, and name of the person administering the medication to the camper;

6. Any medication error;

7. Any adverse drug reaction; and

8. Whether any contact was made with the prescribing physician pursuant to (f) below.

(f) The health director shall inform the prescribing physician of any medication error or adverse drug reaction.

(g) The health director shall return any unused medication to the camper's parent or guardian within three working days after the camper's last day.

1. The health director shall destroy any medication he or she is unable to return.

(h) The camp director or health director shall inform the parent or guardian prior to the time of enrollment if their youth camp does not administer medications.

## 8:25-5.4 First aid supplies

(a) The health director shall maintain at the youth camp the minimum first aid supplies set forth in "Health Center Supplies," available in chapter Appendix E.

(b) First aid supplies shall be:

1. Available at all times; and

2. Fully restocked within 48 hours of use.

(c) The health director shall ensure that a first aid kit is:

1. Available for out-of-camp trips; and

2. Stocked with the items deemed appropriate and necessary for the activities of that trip.

## 8:25-5.5 Health records

(a) The parent or guardian of a camper shall complete and submit a written health history for the camper, at the time of admission, to

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the youth camp for review by the health director, including all known:

1. Physical conditions;
2. Mental conditions; and
3. Allergies.

(b) All staff, or the parent or guardian of a staff member if under the age of 18 at the time of employment, shall submit a written health history, prior to employment, to the youth camp for review by the health director, including all known:

1. Physical conditions;
2. Mental conditions; and
3. Allergies.

(c) The health director shall maintain the written health histories for campers and staff on file at the youth camp during the camp season.

(d) All campers shall:

1. Be immunized, with the vaccinations required for child-care center, preschool or school attendance, as appropriate for the camper's age, according to the immunization schedule set forth at Immunization of Pupils in School, N.J.A.C. 8:57-4; or

2. Provide a statement from a physician that immunization is in progress.

(e) The youth camp shall adhere to the requirements established at *N.J.A.C. 8:57-4.3(a)* and (b) regarding medical exemptions for campers from immunization, where the immunization is medically contraindicated.

1. The camp director or health director may exclude from the youth camp those campers with medical exemptions from receiving specific immunizations during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Commissioner.

(f) The youth camp shall adhere to the requirements established at *N.J.A.C. 8:57-4.4(a)* regarding religious exemptions for campers from immunization.

1. The camp director or health director may exclude from the youth camp those children with religious exemptions from receiving immunizations during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Commissioner.

(g) The camp director shall maintain on file at the youth camp all immunization records and medical and/or religious exemptions for each camper during the camp season.

## SUBCHAPTER 6. SAFETY

### 8:25-6.1 General provisions

(a) Each camp director shall ensure that the youth camp establishes written emergency procedures that address, at a minimum, evacuation of the camp, fires, natural disasters, serious accidents, illness or injury, and lost camper(s).

1. Camp directors may use information provided by the New Jersey State Police, Office of Emergency Management at <http://www.state.nj.us/njoem/programs/traini ng-about.html>, as guidance.

2. The camp director shall inform each staff member of his or her duties in case of an emergency.

(b) The camp director shall conduct fire and emergency drills at least once each camp period or every two weeks, whichever is more frequent.

(c) The camp director shall ensure that a list of emergency phone numbers be provided and posted at a minimum in the main office, the health center, and waterfront area, if applicable.

### 8:25-6.2 Hazardous substances

The camp director shall ensure that the storage and handling of flammable liquids and hazardous substances conforms with the requirements of the New Jersey Uniform Construction Code at *N.J.A.C. 5:23* and applicable local laws and ordinances.

### 8:25-6.3 Firefighting equipment

(a) The camp director of a camp that uses fire extinguishers shall ensure that fire extinguishers meet the requirements of the Fire Underwriters Association and are strategically placed so that they are easily accessible.

(b) The camp director of a camp described in (a) above shall ensure that each fire extinguisher is:

1. Serviced regularly;
2. Inspected at the time application is made for the certificate of approval; and
3. Inspected at periodic intervals for proper care and maintenance.

### 8:25-6.4 Fire safety

(a) The youth camp operator or camp director shall obtain a certification from the

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State or local fire marshal that the youth camp is in compliance with all local and State fire codes and rules.

(b) The youth camp shall conform to the requirements of the Forest Fire Prevention and Control Act, *N.J.S.A. 13:9-19*, incorporated herein by reference.

(c) The camp director shall ensure that only tents made of fire-retardant fabrics are used at the campsite.

(d) The camp director shall ensure that all permanent structures, which are used as sleeping quarters shall be equipped with a smoke detector.

1. The camp director shall ensure that smoke detector is checked and in working order prior to the first day of camp.

## SUBCHAPTER 7. FOOD AND WATER

### 8:25-7.1 Nutrition and meal service

(a) The camp director shall ensure that the youth camp conforms to Sanitation in Retail Food Establishments and Food and Beverage Vending Machines, *N.J.A.C. 8:24*, with respect to foods and food service.

(b) The camp director shall ensure that the youth camp provides food of sufficient quantity and nutritional quality to provide for the dietary needs of each camper.

(c) The camp director shall ensure that the youth camp prepares and serves meals in an appetizing and sanitary manner, and shall prepare meals as close to serving time as possible.

(d) The camp director shall ensure that the youth camp posts the week's menu in the food preparation area.

1. Food substitutes shall be noted on the menus in writing.

2. After use, the menus shall be kept on file for the entire period of the camping season.

(e) The camp director shall ensure that the youth camp schedules mealtimes to meet the camper's needs and so that there are no excessively long periods of time without food.

1. At least three meals and two snacks shall be provided each day in a resident youth camp.

(f) The camp director shall ensure that the youth camp meets all of the requirements at *N.J.A.C. 8:24* when permitting potentially hazardous foods to be brought on site.

### 8:25-7.2 Potable water

(a) The youth camp operator shall ensure that the youth camp provide a potable water supply that meets the requirements of the New Jersey Safe Drinking Water Act, *N.J.S.A. 58:12A-1* et seq. and all rules promulgated thereunder, regarding construction, operation, and water quality.

(b) A camp director whose youth camp is open for less than a calendar quarter every year shall present the Department or local health authority evidence of a water bacteriological and nitrate analysis deemed satisfactory by the standards of (a) above, prior to opening for the season.

(c) The camp director shall ensure, as applicable, that drinking fountains conform to the requirements of the New Jersey Uniform Construction Code at *N.J.A.C. 5:23*.

### 8:25-7.3 Water sampling records

The camp director or youth camp operator shall ensure that the results of water samples required by *N.J.A.C. 8:25-7.2* be assembled, recorded, and maintained on site and available for inspection by the Department, the local health authority, and/or the Department of Environmental Protection.

## SUBCHAPTER 8. TRANSPORTATION

### 8:25-8.1 Vehicles

The camp director shall ensure that transportation for campers provided by the camp conforms to the requirements of Motor Vehicles and Traffic Regulation, *N.J.S.A. 39:1-1* et seq., and the Motor Vehicle Commission rules promulgated thereunder at *N.J.A.C. 13:21*.

### 8:25-8.2 Vehicle-related safety practices

(a) The camp director shall ensure the following when providing, or making provision for, transportation of campers:

1. Campers shall never be left unattended in a bus or vehicle;

2. Campers shall only enter and exit from the curbside of the bus or vehicle;

3. The interior and exterior of each bus or vehicle shall be maintained in a clean and safe condition with clear passage to operable doors;

4. Each bus or vehicle used to transport children who are under 18 months of age

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shall be equipped with child passenger restraint systems which meet Federal motor vehicle safety standards, in accordance with provisions of the Motor

Vehicle Commission, pursuant to *N.J.S.A. 39:3-76.2a*;

i. The child passenger shall be secured in the restraint system when the vehicle is in motion.

5. The driver shall not transport more persons than specified by the manufacturer of the vehicle;

6. All passengers shall be seated and shall remain seated whenever the bus or vehicle is in motion;

7. In addition to the driver, at least one adult counselor shall be present for every 10 campers or portion thereof, being transported in any one vehicle to and from off-site trips, except that at least one adult or counselor shall be present for every seven children who are under the age of six and one adult counselor shall be present for every four children under the age of two and a half;

8. The driver shall check the vehicle daily to ensure that the vehicle and all safety equipment are in sound operating condition; and

9. The driver shall check the vehicle after each run is complete to ensure that no campers remain in the vehicle.

(b) The camp director shall establish a written policy in which preschool campers shall only be discharged from a vehicle to the custody of a designated person.

(c) The camp director shall obtain from each parent or guardian in writing the name(s) of the person(s) to whom the youth camp can discharge the camper.

(d) The camp director shall ensure that the youth camp perform emergency evacuation drills for Type I and Type II school buses at least once during each camping session or at least once every four weeks, whichever is more frequent.

## 8:25-8.3 Vehicle insurance

The youth camp operator shall ensure that the youth camp, person(s), or agency which provides transportation for campers maintain vehicle liability insurance for bodily injury or death as specified by applicable State statutes and rules.

## 8:25-8.4 Recordkeeping

(a) The camp director shall ensure that the youth camp establish and maintain a record of the following:

1. Transportation routes;
2. Names of the campers being transported;
3. The name and address of the driver;
4. A photo static copy of his or her valid school bus drivers license; and
5. If a contractor is used to provide transportation services, the name and address of the contractor.

(b) The camp director shall ensure that all drivers possess a valid Commercial Driver's License with a "P" and "S" endorsement and maintain a copy of the license on file.

(c) The camp director shall maintain on file, the name and address of the person(s) designated as the additional adult(s) to whom each camper may be released as set forth at N.J.A.C. 8:25-8.2(c), and the license tag number of the school bus or vehicle to which each camper is assigned.

(d) The camp director shall maintain on file, documentation of emergency evacuation drills for all passengers who ride the Type I or Type II school buses in a log book containing the following:

1. The date of the drill;
2. The number of passengers;
3. The time taken to evacuate the bus; and
4. The signature of the person conducting the drill.

## 8:25-8.5 Special requirements for campers with physical disabilities, non-ambulatory campers

(a) The camp director shall ensure compliance with the following additional vehicle requirements, if the youth camp provides or arranges for transportation services for \*[physically handicapped]\* campers \*with physical disabilities\* who are non-ambulatory:

1. A ramp device or a hydraulic lift shall be provided with a lift minimum payload of 800 pounds;

i. If a ramp device is installed, it shall, have a non-skid surface, be securely stored, be protected from the elements when not in use, and have at least three feet of length for each foot of incline.

2. Wheelchairs shall be securely fastened and face forward;

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3. The arrangement of wheelchairs shall not impede access to the emergency or exit door;
4. Seat belts, or other restraints approved by the Motor Vehicles Commission shall be installed for each passenger, including those seated in wheelchairs; and
5. Aisles leading from a wheelchair position to an emergency or exit door shall have a minimum width of 30 inches.

## SUBCHAPTER 9. WATERFRONT SAFETY

### 8:25-9.1 Swimming areas

(a) The youth camp operator or camp director shall ensure that the youth camp uses swimming pools and bathing beaches, which conform to all applicable municipal ordinances, State statutes, and the Public Recreational Bathing rules, *N.J.A.C. 8:26*, except as otherwise specified in this subchapter.

(b) The camp director shall ensure that the youth camp designates sections in its permanent swimming areas, if any, for non-swimmers, beginners, and swimmers.

1. The lifeguard supervisor shall designate these sections in accordance with the guidelines of his or her certification agency, as set forth at *N.J.A.C. 8:25-9.2(a)*.

### 8:25-9.2 Waterfront staff

(a) All lifeguards and lifeguard supervisors in the youth camp, or any place where youth camp activities are conducted, who supervise wading, swimming, or watercraft programs shall be certified as lifeguards by a certification agency approved by the Department as listed in "Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator)," available at chapter Appendix D.

1. Each lifeguard and lifeguard supervisor's certification shall be appropriate to the level of training and supervision necessary for his or her position.

2. A lifeguard shall be at least 16 years of age, and a lifeguard supervisor shall be at least 18 years of age.

(b) A lifeguard supervisor shall attend and supervise each non-instructional swimming program.

1. The lifeguard supervisor shall ensure that watercraft activities are conducted pursuant to the provisions of *N.J.A.C. 8:25-9.4*.

(c) A lifeguard supervisor and one lifeguard shall be on duty, during non-instructional swimming, when there are 30 or fewer campers in the water.

1. One additional lifeguard shall be on duty for every additional 30 campers or fraction thereof that are in the water.

(d) One lifeguard and two adults or one adult lifeguard and two counselors shall be on duty, during instructional swimming, when there are 30 or fewer campers in the water.

1. One additional lifeguard shall be on duty for every additional 30 campers or fraction thereof that are in the water.

(e) One lifeguard with the assistance of two adults, for each 20 or fewer campers who are in the water, shall supervise swimming pools having a maximum depth of 36 inches and having a maximum swimming area of 500 square feet.

1. One additional lifeguard and one additional adult shall be on duty for every additional 20 campers or fraction thereof that are in the water.

(f) The camp director shall ensure that the youth camp conducts off-site swimming activities only at public recreational bathing facilities having waterfront staffing in compliance with the Public Recreational Bathing rules, *N.J.A.C. 8:26*,

and provides prior notification of arrival to the operator of the public recreational bathing facility.

1. Upon arrival at the public recreational bathing facility, the youth camp group leader shall notify the waterfront supervisor(s) of the public recreational bathing facility as to the size of the youth camp group, age range of the group, and any campers with disabilities, if accommodations are needed.

2. An adult, who is assisted by a counselor, shall be responsible for:

i. The care and supervision of every 20 campers at off-site swimming activities; and

ii. Maintaining the supervision ratios established at *N.J.A.C. 8:25-3.2(o)*, thru (q).

(g) The camp director shall ensure that the youth camp maintains written policies and procedures on-site delineating the youth camp's responsibilities for off-site swimming.

1. The camp director shall develop and implement a method to keep track of the location and safety of all campers during off-site swimming activities.

### 8:25-9.3 Swimming procedures

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(a) If a youth camp includes swimming activities, the camp director shall:

1. Develop a system to assess the swimming ability of each camper and classify each camper as a non-swimmer, beginner or swimmer; or

2. Classify all campers as non-swimmers.

(b) The camp director shall ensure that the youth camp confines campers to swimming areas commensurate with the limits of their swimming ability or in a swimming area which requires lesser skills for which they have been classified.

(c) In order for a youth camp to classify a camper as a swimmer, the camper shall be able to:

1. Exclusive of a swimming instructional session, jump feet first into water, which is over his or her head and come to the surface;

2. Swim a distance of 25 feet and change directions using different strokes; and

3. Swim another distance of 25 feet, stop, and float or tread water for one minute.

(d) Camp director's shall establish and implement a system of supervising and checking bathers using the check or buddy board, the buddy system, the colored cap system, or any combination thereof.

1. A member of the aquatics staff shall supervise the system during swimming periods.

2. A member of the waterfront staff shall conduct bather checks at least every 10 minutes.

(e) The camp director shall develop and institute a written lost swimmer plan, which includes, at a minimum, the following:

1. All staff responsibilities and duties in case of a waterfront emergency.

2. The requirements that a lost swimmer drill be held and documented at least once every two weeks.

## 8:25-9.4 Watercraft

(a) The camp director shall only permit staff and campers to conduct watercraft activities during daylight hours.

1. The camp director shall ensure that staff is appropriately trained for watercraft activities.

(b) The waterfront staff shall provide each staff member and camper that is an occupant of a watercraft an inherently

buoyant Type I, II, III, or V personal flotation device, which is in good and serviceable condition and of appropriate size for the intended user.

1. The camper or staff member shall wear the personal flotation device while occupying the watercraft.

(c) The camp director shall ensure that the youth camp provide a lifeguard in a lifeboat or in a rescue craft with another adult observing the watercraft activity from a vantage point on the shore for the supervision of boating on lakes, tidal waters, and ponds.

1. The rescue craft shall be capable of supporting two adults.

2. The lifeboat or rescue craft shall be equipped with a rescue ring or similar device, which is attached to a minimum of 25 feet of rope.

## SUBCHAPTER 10. SANITATION

### 8:25-10.1 Plumbing

The youth camp operator shall ensure that all plumbing and plumbing fixtures conform to the requirements of the New Jersey Uniform Construction Code at *N.J.A.C. 5:23*.

### 8:25-10.2 Sewer lines and appurtenances

The youth camp operator shall ensure that the sewer lines and appurtenances conform to the requirements of the Pollutant Discharge Elimination System rules, *N.J.A.C. 7:14A*.

### 8:25-10.3 Storm sewer drainage

The youth camp operator shall ensure that storm water sewers are separate and apart from any sanitary sewage disposal system.

### 8:25-10.4 Sewage disposal facilities

(a) No person shall construct, expand, or operate a youth camp unless the local health authority and the Department of Environmental Protection, as applicable, have granted approval for the sewage disposal facilities.

(b) Where sewage disposal is to be effected at the campsite by subsurface means, the sewage disposal facilities shall be designed and constructed pursuant to the Standards

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for Individual Subsurface Sewage Disposal Systems, *N.J.A.C. 7:9A*, provided the total daily volume of sewage generated does not exceed the limitations of *N.J.A.C. 7:9A-1.8*.

1. The youth camp operator shall obtain approval from the local health authority and/or the Department of Environmental Protection, as applicable, for the subsurface sewage disposal facility based on the standards set forth in (b) above.

(c) Where sewage disposal is to be affected by means of an individual subsurface sewage disposal system that exceeds the limitations of *N.J.A.C. 7:9A-1.8* or a wastewater treatment plant discharging a treated effluent into the waters of this State, such system or plant shall be designed and constructed pursuant to the Pollutant Discharge Elimination System rules, *N.J.A.C. 7:14A*.

1. The youth camp operator shall obtain approval from the local health authority and/or the Department of Environmental Protection, as applicable, for the system or plant based on the standards set forth in (c) above.

(d) A subsurface sewage disposal system or a wastewater treatment plant shall not be approved where a public sanitary sewer system, as set forth at *N.J.A.C. 7:9A-1.6(e)*, is available but inconsistent with the Water Quality Management Planning rules, *N.J.A.C. 7:15*, or as specified by local ordinance.

(e) The youth camp shall dispose of septage pursuant to the Statewide Sludge Management Plan and the Pollutant Discharge Elimination System rules, *N.J.A.C. 7:14A*.

## 8:25-10.5 Flush toilets

(a) Except as provided under *N.J.A.C. 8:25-10.6(a)*, each youth camp shall make flush toilets and urinals available at one or more locations within the camp.

(b) The camp director shall ensure that the youth camp provides separate bathroom facilities for males and females, which are clearly marked.

1. Resident youth camps shall provide one toilet for every 10 female occupants, one toilet for every 15 male occupants and one urinal, or equivalent, for every 30 male

occupants, if urinals are used in the youth camp.

2. Day youth camps shall provide one toilet for every 20 persons.

i. If the camp is an all male day youth camp, one toilet and one urinal, or equivalent, shall be provided for every 30 persons.

(c) Each flush toilet shall be in a separate compartment equipped with a door to ensure privacy.

(d) The camp director shall provide an adequate supply of toilet paper for each toilet.

(e) The camp director shall ensure that flush toilets and urinals are maintained in a clean and sanitary condition.

1. Whenever a youth camp is occupied, youth camp staff shall wash toilet seats at least once a day with a disinfectant solution.

2. Unless provided with a flushing device, youth camp staff shall wash urinals daily with a disinfectant solution.

(f) The camp director shall ensure that the female bathroom facility has a container for sanitary napkin disposal.

1. The container shall have a lid and be made from durable, impervious, and readily cleanable material.

(g) A camp director may provide portable toilets at the camp, if the portable toilets will be present for less than 180 days each year, serve only those areas where a sewage disposal system is not practical, and are in compliance with the standards set forth at *N.J.A.C. 8:25-10.6*.

## 8:25-10.6 Existing privies and pit-toilets

(a) Youth camps, which have used privies and pit-toilets prior to June 6, 1994, shall be permitted to continue using them where it would be impracticable under Department of Environmental Protection rules to provide flush toilets.

(b) Privies and pit-toilets shall be constructed of readily cleanable material and shall be provided with adequate natural lighting and ventilation.

(c) Privy and pit-toilet doors shall be self-closing.

(d) Privy and pit-toilet windows and vents shall be equipped with fly-proof screens.

(e) Each privy and pit-toilet shall be provided with a watertight vault, so that flies cannot gain access to the excrement. Excrement shall not be allowed to fall or spill onto the

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ground. The vault shall not extend below the prevailing water table.

(f) Each privy and pit-toilet shall have a raisable seat and lid and both shall be made from smooth, durable, impervious and readily cleanable material.

(g) Each privy and pit-toilet shall be located at least 150 feet from any well or point well, stream or lake and at least 50 feet from any campsite.

(h) Lime or other deodorant substances shall be sprinkled at least once daily on the contents of privy vaults to minimize odors.

(i) The vault of a privy or pit-toilet shall be emptied regularly and the contents thereof shall be disposed of pursuant to the requirements of the Statewide Sludge Management Plan and the Pollutant Discharge

Elimination System rules at *N.J.A.C. 7:14A*.

## SUBCHAPTER 11. WATER CLOSETS AND SHOWERS

### 8:25-11.1 Building requirements

(a) Concerning water closets and showers, youth camps shall comply with the following:

1. Buildings housing water closets or showers shall be substantially constructed and shall have adequate natural lighting and ventilation;

2. Buildings housing water closets or shower facilities for males and females within the same structure shall be separated by a sound-resistant wall;

3. Exterior water closet and shower building doors shall be self-closing.

i. The exterior doors shall be screened by a vestibule or wall to prevent direct view of the interior when the exterior doors are open;

4. All water closet and shower building windows and vents shall have fly-proof screens;

5. The window area of water closet and shower buildings shall equal at least 12 percent of the floor area.

i. Windows shall be located as high as possible and, wherever possible, along more than one wall;

6. The interior finish of water closet and shower \*buildings\* shall be made from moisture-resistant material, which shall be able to withstand frequent washing and cleaning;

7. Water closet and shower \*building\* floors shall be constructed from material that is impervious to water;

8. Shower floors shall be sloped to properly trapped floor drains connected to the sewerage system, in accordance with provisions of the New Jersey Uniform Construction Code, *N.J.A.C. 5:23*;

9. The interior finish of all water closet and shower \*buildings\* shall be washed and painted regularly to maintain them in a clean and sanitary condition; and

10. The floors shall be washed at least once daily with disinfectant solution.

(b) Youth camps may utilize portable showers if the portable showers comply with standards established by the local health authority or local ordinances, as applicable.

### 8:25-11.2 Common towels

The camp director shall prohibit the use of common towels.

### 8:25-12.1 Collection, storage, and disposal of solid waste

(a) The camp director shall ensure that the youth camp manages the storage, collection, and disposal of solid waste to prevent health hazards, rodent harborage, insect breeding, accident hazards, and air pollution, including at least the following standards:

1. All solid waste shall be stored in durable, watertight containers;

2. Where the separation of solid waste and recyclables is required as an aid to municipal solid waste collection, separate marked containers shall be provided and appropriately identified as required by local ordinance;

3. Unless solid waste is collected daily, the containers shall be furnished with a fly-tight lid;

4. Solid waste and recycling containers shall be located at one or more centralized locations within the camp;

5. The storage capacity of solid waste and recycling containers shall be sufficient to hold all of the solid waste and recyclables which accumulate between periods of removal from the premises;

6. Solid waste and recycling containers shall be washed regularly to keep them clean and

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odor-free and to prevent the breeding of insects therein; and

7. All solid waste and recyclables shall be collected regularly, but not less than two times per week.

(b) In addition to (a) above, the camp director shall ensure that the youth camp conforms to the requirements of Solid Waste, *N.J.A.C. 7:26*, and the applicable District Solid Waste Management Plan.

## SUBCHAPTER 13. MISCELLANEOUS

### 8:25-13.1 Electricity

The youth camp operator shall ensure that the youth camp's electrical systems, equipment, and grounding conforms to the requirements of the New Jersey Uniform Construction Code, *N.J.A.C. 5:23*.

### 8:25-13.2 Buildings

(a) The youth camp operator shall ensure that the youth camp's buildings are in compliance with the requirements of the New Jersey Uniform Construction Code, *N.J.A.C. 5:23* \*and the New Jersey Uniform Fire Code, *N.J.A.C. 5:70*, as applicable\*.

(b) The youth camp operator shall ensure that the youth camp's buildings used in the preparation of food and drink are constructed and operated pursuant to the requirements of Sanitation in Retail Food Establishments and Food and Beverage Vending Machines, *N.J.A.C. 8:24*.

### 8:25-13.3 Insect, rodent, and weed control

(a) The camp director shall ensure that the youth camp controls mosquito breeding by keeping the youth camp free of cans, jars, buckets, old tires, and other articles, which may hold water and provide temporary breeding places for mosquitoes.

1. When mosquito control measures and supplemental larvicidal measures are necessary to control mosquito populations, such measures shall be undertaken pursuant to the requirements of the New Jersey Pesticide Control Code, *N.J.A.C. 7:30*.

(b) The camp director shall ensure that the youth camp controls fly breeding by eliminating unsanitary practices, which may

promote the development of breeding places.

1. Leaking solid waste and recycling containers shall be repaired or replaced.

2. The area surrounding waste and recycling containers shall not be littered with food wastes or other solid wastes.

(c) The camp director shall ensure that the youth camp maintains all enclosed buildings so as to eliminate rodent harborage, placing special emphasis on buildings where food is stored or served.

(d) The camp director shall ensure that the youth camp controls weed growth along pathways and within each campsite to reduce tick and chigger populations.

1. The camp director shall ensure that the youth camp controls poison ivy, poison oak, and poison sumac within each campsite.

2. The application of pesticide(s) shall conform to the requirements of the New Jersey Pesticide Control Code, *N.J.A.C. 7:30*.

### 8:25-13.4 Farm and domestic animals

(a) The camp director shall ensure that the youth camp does not locate any living quarters, kitchens, or mess halls within 100 feet of housing for horses or other farm animals.

(b) The camp director shall ensure that the youth camp does not allow manure to remain for more than 24 hours wherever farm or domestic animals are kept.

1. The camp director shall ensure that fly repellent and other precautions be used to prevent these areas from becoming an attraction to or breeding place for flies.

(c) The camp director shall ensure that the youth camp does not allow drainage from stables and temporary horse quarters to flow into a spring, stream, or lake.

(d) The camp director shall ensure that the youth camp does not permit farm and/or domestic animals on a bathing beach or in the water in the area used for waterfront activities.

(e) The camp director shall ensure that the youth camp meets the requirements of the: "Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2007."

<http://www.cdc.gov/mmwr/PDF/rr/rr5605.pdf>

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## 8:25-13.5 Maintenance

(a) The camp director shall ensure that the youth camp is maintained in a clean, safe, and sanitary condition, ensuring, at a minimum, compliance with the following standards:

1. All roofs, exterior walls, doors, skylights, and windows shall be weather- and watertight and kept in sound condition and in good repair;
2. All floors, interior walls, and ceilings shall be sound and in good repair and maintained in a clean and sanitary condition;
3. All plumbing fixtures and water and waste pipes shall be maintained in working condition and kept clean;
4. All water closet, bathroom, and kitchen floors shall be maintained to be reasonably impervious to water and in a manner providing for a clean and sanitary condition; and
  - i. Floor finishes shall be of non-slip material; and
  - ii. Floors shall be cleaned at least once per day and kept in good repair.
5. Recreational equipment, including playground devices, shall be inspected at least once per week during the use season.
  - i. The camp director shall ensure that the youth camp maintains a permanent record of each inspection from the previous and active season; and
  - ii. The camp director shall ensure that the youth camp maintains recreational equipment in safe operating condition at all times.

## **SUBCHAPTER 14. SINGLE SPORT YOUTH CAMPS**

### 8:25-14.1 Single sport youth camps

(a) Single sport youth camps shall be prohibited from having sports that are considered high risk activities as their primary activity.

1. If an SSYC offers non-instructional swimming as a secondary activity, the SSYC shall follow all of the requirements of N.J.A.C. 8:25-9.

(b) The youth camp operator and/or camp director of an SSYC shall comply with the requirements of this chapter and the Act, as appropriate according to whether the SSYC is located at a permanent facility or is

transient, with the following exceptions, which would not apply to any SSYC:

1. N.J.A.C. 8:25-3.2(b); and
2. N.J.A.C. 8:25-6.1(b) and (c).

(c) The youth camp operator and/or camp director of an SSYC shall:

1. Establish procedures for handling situations involving lost campers, inclement weather, and serious injury;
2. Conduct a drill once per session implementing the lost camper and an inclement weather procedures and document the time and date of the drill;
3. Provide a shelter in case of inclement weather.
  - i. This shelter may be a permanent or temporary structure;
4. Maintain ground facilities (buildings, cabanas, bathroom facilities, port-a-potties, playing fields, rinks, and basketball courts) as set forth at N.J.A.C. 8:25-10 through 13;
5. Provide a means for campers to lie down when sick or ill;
6. Provide a means of communication.
  - i. If an SSYC operates at an isolated location, then the SSYC shall have a means to connect to a 911 emergency service;
7. Ensure that liquid supplements are available onsite for campers, for example, bottled water or a water fountain; and
8. Provide bathroom facilities if the SSYC is a full-day camp that operates for four hours or more.

## **SUBCHAPTER 15. ENFORCEMENT PROCEDURES**

### 8:25-15.1 Operation standard

The youth camp operator and camp director shall ensure that the youth camp operates in compliance with the provisions of this chapter and the Act.

### 8:25-15.2 Inspection

(a) The local health authority shall inspect every youth camp as required by the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52-7A.2 and 8:52 Appendix.

(b) The youth camp operator and/or camp director shall permit access to representatives of the Department or local health authority to all parts of the youth camp upon request.

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(c) The camp director shall forward to the Department a copy of the youth camp's most recent American Camp Association Certificate of Accreditation with the application for renewal certificate of approval or by June 1 of each year.

(d) The Department shall accept the American Camp Association Certificate of Accreditation in lieu of the inspections set forth in (a) above.

1. The camp director shall make available to the Department the most recent accreditation report upon request.

2. The Department may conduct inspections of any American Camp Association accredited camp.

## 8:25-15.3 Penalties

(a) Whenever the Department finds that a youth camp is in violation of any provision of the Act or this chapter, the Commissioner may revoke the certificate of approval and may assess a civil administrative penalty not to exceed \$1,000 per day, upon notice and a hearing.

1. If the violation is of a continuing nature, each day shall constitute an additional and separate offense.

(b) The Department may temporarily suspend a youth camp's certificate of approval pending compliance with any requirement of the Act or this chapter with which the camp is noncompliant.

1. If the Department temporarily suspends a youth camp's certificate of approval, the Department shall inform the holder of the certificate of approval for the youth camp, in writing, the citation in the Act or this chapter of the violation and the date upon which compliance must occur.

i. The Department may extend the date of compliance based on the violation and circumstances of the camp.

2. If the youth camp operator continues to be non-compliant past the compliance date set forth in (b)1 above, then the Department may pursue revocation.

(c) The Department's notice of revocation of the certificate of approval and/or levy of a penalty shall:

1. Be in writing;

2. Be delivered by personal service or certified mail to the violator's last known address;

3. Specify the provisions of the Act or this chapter that have been violated;

4. Contain a concise statement of the facts alleged to constitute the violation;

5. Specify the amount of civil administrative penalties to be imposed; and

6. Provide notice of the violator's right to a hearing or an informal conference or review pursuant to N.J.A.C. 8:25-15.4 including:

i. The time period in which the violator may submit a written request for a hearing; and

ii. The address to which such request may be submitted.

(d) In assessing a civil administrative penalty pursuant to the Act or this chapter, the Commissioner shall consider the following factors, where applicable, in determining what constitutes an appropriate penalty for the particular violation:

1. Degree of hazard posed to human safety and welfare;

2. Degree of harm posed to the proper administration of the youth camp certification program;

3. Past history of compliance on the part of the violator;

4. Economic benefit that the violator accrues as a result of the violation; and

5. Performance of the violator in correcting the violation.

(e) No existing civil or criminal remedy for any wrongful action, which is a violation of any code, rule, or regulation, shall be excluded or impaired by this chapter.

## 8:25-15.4 Hearings

(a) The Commissioner may order the revocation of a youth camp's certificate of approval, the payment of a fine, or both, upon a finding of violation of the Act, this chapter, or an order issued pursuant thereto.

1. The order shall not become final, and may not be sued upon until the youth camp has received written notice of the order and an opportunity for a hearing.

2. The order shall be in writing and shall set forth all known violations, as well as the following:

i. The facts, statutes, rules, and orders, if any, upon which the finding is based;

ii. The penalty(ies) imposed;

iii. The date by which revocation of the certificate of approval shall be effective, and the youth camp shall be closed, which shall

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occur upon issuance of the final order, as appropriate to the circumstances;

iv. The date by which payment of the fine(s) is required following the date the order becomes final, as appropriate to the circumstances;

v. The date by which any corrective action by the youth camp must be completed following the date the order becomes final, as appropriate to the circumstances;

vi. The right of the youth camp to request a hearing within 10 days of receipt of the order, and the minimum information, which must be contained in the hearing request;

vii. The right of the youth camp to request an informal conference prior to commencement of the hearing;

viii. The right of the youth camp to request a settlement conference at any time prior to the rendering of a final decision on the hearing; and

ix. A statement explaining that if the youth camp does not request a hearing within 10 days of receipt of the order, the order becomes final, and the youth camp waives its right to an administrative hearing.

3. Notwithstanding (a) above, the Commissioner may seek injunctive relief through a summary proceeding in accordance with *N.J.S.A. 26:12-11*.

(b) The youth camp operator shall request a hearing within 10 days of receipt of an order of finding of violation or waive its right to such a hearing.

1. An informal hearing at the Department shall be scheduled within 60 days of the receipt of the request for a hearing.

2. If the matter is not resolved at the informal hearing, the Commissioner shall transfer the matter to the Office of Administrative Law in accordance with the provisions of *N.J.S.A. 52:14B-1* et seq. and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

3. The decision of the agency following a hearing shall be a final agency decision, and the order set forth therein shall be a final order on the matter.

i. The order set forth in the final agency decision may accept, modify, or reject the order of finding of violation.

(c) Notice of the order and any requests for a hearing or conferences shall be effective upon receipt if sent by certified mail to the address on file with the Department of the holder of the certificate of approval for the

youth camp, or to the Department's address specified in the forms set forth at *N.J.A.C. 8:25-2.2*, as appropriate.