

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

**YOUTH CAMP SAFETY
DETAILED DATA SHEET
(FOR YOUTH CAMP OPERATORS)**

Name of Youth Camp				Date of Inspection			
Address of Youth Camp				Permanent Camp ID Number			
Met	Not Met	N.J.A.C. 8:25	ITEM	Met	Not Met	N.J.A.C. 8:25	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	2.1	Certificate of Approval	<input type="checkbox"/>	<input type="checkbox"/>	3.2(h)	Camp Director conducted review of prior employment of all new staff.
			SUBCHAPTER 2. CERTIFICATE OF APPROVAL	<input type="checkbox"/>	<input type="checkbox"/>	3.2(h)1	Staff employment history includes name, address, phone number, contact person for each previous employer.
<input type="checkbox"/>	<input type="checkbox"/>	2.3(c)	Certificate of Approval is not transferable.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(i)	Three (3) character reference checks conducted on all new staff.
<input type="checkbox"/>	<input type="checkbox"/>	2.4(b)	Renewal Certificate of Approval submitted no later than May 1 of each year.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(j)	Criminal History checks for all adult staff members.
<input type="checkbox"/>	<input type="checkbox"/>	2.5	Liability insurance consistent with the expected risks.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(k)	Criminal History checks for all adult staff members conducted by 6/15/10.
			SUBCHAPTER 3. ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	3.2(k)2	Camp director ensures annual notarized statement after first Criminal History check.
<input type="checkbox"/>	<input type="checkbox"/>	3.1	General care of campers.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(l)	Annual sex offender registry check for all staff members.
<input type="checkbox"/>	<input type="checkbox"/>	3.1(a)	Policies and practices for the discipline of campers, provide a copy to all camp staff.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(m)	Written documentation of staff background checks for as long as employment continues.
<input type="checkbox"/>	<input type="checkbox"/>	3.1(a)1	No deprivation of food, isolation, or corporal punishment.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(n)	High risk activities shall be conducted under a qualified adult activity specialist.
<input type="checkbox"/>	<input type="checkbox"/>	3.1(b)	Maintain reasonable groupings	<input type="checkbox"/>	<input type="checkbox"/>	3.2(o)	1 adult and 1 counselor, for 20 campers, for campers 5 to 17.
<input type="checkbox"/>	<input type="checkbox"/>	3.1(c)	Report such allegations to DCF.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(o)1	Maintain 1 for every 10 campers.
<input type="checkbox"/>	<input type="checkbox"/>	3.2	Staff	<input type="checkbox"/>	<input type="checkbox"/>	3.2(p)	1 adult and 1 counselor, for 14 campers, for campers 2-1/2 to 4.
<input type="checkbox"/>	<input type="checkbox"/>	3.2(a)	Camp director is >21 and:	<input type="checkbox"/>	<input type="checkbox"/>	3.2(p)1	Maintain 1 for every 7 campers
<input type="checkbox"/>	<input type="checkbox"/>	3.2(a)1	2 seasons of administrative experience;	<input type="checkbox"/>	<input type="checkbox"/>	3.2(q)	1 adult and 1 counselor, for 8 campers, for campers <2-1/2.
<input type="checkbox"/>	<input type="checkbox"/>	3.2(a)2	9 months experience in a youth program;	<input type="checkbox"/>	<input type="checkbox"/>	3.2(q)1	Maintain 1 for every 4 campers
<input type="checkbox"/>	<input type="checkbox"/>	3.2(a)3	Or 1 season of administrative experience and 1 year teaching with a teacher certification.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(r)	Written procedure to keep track of the location and safety of all campers.
<input type="checkbox"/>	<input type="checkbox"/>	3.2(b)	Written statement of personnel policies and practices through job descriptions.	<input type="checkbox"/>	<input type="checkbox"/>	3.2(s)	Camp director not included in staff ratios in camps serving over 50 children.
<input type="checkbox"/>	<input type="checkbox"/>	3.2(c)	Document preseason orientation				SUBCHAPTER 4. PHYSICAL PLANT AND ENVIRONMENT
<input type="checkbox"/>	<input type="checkbox"/>	3.2(d)	The camp director shall include the 9 items in the orientation:	<input type="checkbox"/>	<input type="checkbox"/>	4.1(a)	Location has no hazards.
<input type="checkbox"/>	<input type="checkbox"/>	3.2(d)2	Staff training on child abuse and neglect.	<input type="checkbox"/>	<input type="checkbox"/>	4.1(b)	Land has no standing water.
<input type="checkbox"/>	<input type="checkbox"/>	3.2(e)	Written procedures to conduct background checks of all staff.				
<input type="checkbox"/>	<input type="checkbox"/>	3.2(f)	Verify staff has good background.				
<input type="checkbox"/>	<input type="checkbox"/>	3.2(g)	Camp Director determines staff members conduct criminal or otherwise disqualifies staff from employment.				

YOUTH CAMP SAFETY DETAILED DATA SHEET (FOR YOUTH CAMP OPERATORS)
(Continued)

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<input type="checkbox"/>	<input type="checkbox"/>	4.1(c)	Campers protected, hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	4.4(b)	Prohibit power equipment from being stored or left unattended in camp areas.
<input type="checkbox"/>	<input type="checkbox"/>	4.2	Buildings			5	SUBCHAPTER 5. HEALTH
<input type="checkbox"/>	<input type="checkbox"/>	4.2(a)	In compliance with local building, zoning, and health codes.	<input type="checkbox"/>	<input type="checkbox"/>	5.1	Health
<input type="checkbox"/>	<input type="checkbox"/>	4.2(b)	New, enclosed sleeping quarters in accordance with N.J.A.C. 5:23, NJUCC.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(a)	Establish a medical program.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(c)	Resident camp, each camper provided with a bed and >300 cubic feet of air space with >2 feet of space between the sides.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(a)1	Under the direction of a physician or a dedicated health director.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(c)1	Tents have >30 square feet of floor space.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(b)	Arrangements made with the local EMS, documented in writing, for medical transport.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(d)1	Open any windows or skylights >40%.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(b)1	The health director will:
<input type="checkbox"/>	<input type="checkbox"/>	4.2(e)	All doors, windows, etc. are screened.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(b)1i	Maintain on-site, written parental consent for emergency medical treatment; and
<input type="checkbox"/>	<input type="checkbox"/>	4.2(e)1	Screen doors swing outward and self-closing.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(b)1ii	Provide a copy of the consent to accompany each camper on all off-site trips.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)	Health center maintained on the campsite in accordance with the following:	<input type="checkbox"/>	<input type="checkbox"/>	5.1(c)	Bound medical log, listing the date, name of patient, ailment, treatment and the name of the person who administered treatment.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)1	Is a room, tent, or building;	<input type="checkbox"/>	<input type="checkbox"/>	5.1(c)1	If injury or illness is serious the health director notifies parent or guardian ASAP.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)2	Hot water available;	<input type="checkbox"/>	<input type="checkbox"/>	5.1(d)	Written outline of daily procedures for health surveillance of campers and staff.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)3	If no hot water, waterless hand sanitizers;	<input type="checkbox"/>	<input type="checkbox"/>	5.1(d)1	Isolate any camper or staff member suspected having a communicable disease.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)4	The health center is:	<input type="checkbox"/>	<input type="checkbox"/>	5.1(d)2	Document all obvious and unusual observations.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)4i	Protected from flies, vermin and insects;	<input type="checkbox"/>	<input type="checkbox"/>	5.1(e)	Report all serious injuries to the Department's Youth Camp Safety Project within 24 hours at (609) 588-3124 or by fax at (609) 588-4621 including:
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)4ii	Located so as to ensure privacy and quiet;	<input type="checkbox"/>	<input type="checkbox"/>	5.1(e)1	Death;
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)4iii	Away from the kitchen or food preparation;	<input type="checkbox"/>	<input type="checkbox"/>	5.1(e)2	Head, neck or spinal cord injuries;
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)4iv	Include medical equipment and supplies;	<input type="checkbox"/>	<input type="checkbox"/>	5.1(e)3	Any injury, which renders a camper unconscious; and
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)5	Have clean mattresses and sheets.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(e)4	Any serious injury, which involves professional medical treatment.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)5i	Air mattresses pads easily disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	5.1(f)	Report all accidents resulting in death or serious injury, by September 15.
<input type="checkbox"/>	<input type="checkbox"/>	4.2(f)5ii	1 mattress for the first 50 campers and 1 additional mattress for each 200 campers.	<input type="checkbox"/>	<input type="checkbox"/>	5.2	Health Director
<input type="checkbox"/>	<input type="checkbox"/>	4.3	Heating Plant	<input type="checkbox"/>	<input type="checkbox"/>	5.2(a)	Resident camps, health director on duty at all times, an adult and either:
<input type="checkbox"/>	<input type="checkbox"/>	4.3(a)	Heating equipment conforms NJUCC.	<input type="checkbox"/>	<input type="checkbox"/>	5.2(a)1	A physician,
<input type="checkbox"/>	<input type="checkbox"/>	4.3(b)	Heating equipment minimum temperature of 68° F when outside temperature <55° F.				
<input type="checkbox"/>	<input type="checkbox"/>	4.3(c)	Portable heating devices prohibited.				
<input type="checkbox"/>	<input type="checkbox"/>	4.3(d)	Fireplaces and hot water and steam radiators and pipes shielded.				
<input type="checkbox"/>	<input type="checkbox"/>	4.4	Equipment				
<input type="checkbox"/>	<input type="checkbox"/>	4.4(a)	Equipment used is good quality and safe.				

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<input type="checkbox"/>	<input type="checkbox"/>	5.2(a)2	An RN or LPN,	<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)8	Any contact made with the prescribing physician pursuant to (f) below.
<input type="checkbox"/>	<input type="checkbox"/>	5.2(a)3	An individual who is certified in AFA, paramedic or EMT or first responder.	<input type="checkbox"/>	<input type="checkbox"/>	5.3(f)	Informed the prescribing physician of medication errors or adverse drug reaction.
<input type="checkbox"/>	<input type="checkbox"/>	5.2(a)4	BOC certified athletic trainer.	<input type="checkbox"/>	<input type="checkbox"/>	5.3(g)	Return unused medications within 3 days or
<input type="checkbox"/>	<input type="checkbox"/>	5.2(b)	Day camps, health director is on duty at all times, an adult and certified by ARC in SFA, or equivalent approved certification.	<input type="checkbox"/>	<input type="checkbox"/>	5.3(g)1	Destroy any medications unable to return.
<input type="checkbox"/>	<input type="checkbox"/>	5.2(b)1	Health director meets requirements of (a) above for occasional overnight stays.	<input type="checkbox"/>	<input type="checkbox"/>	5.3(h)	Informed the parent if their youth camp does not administer medications.
<input type="checkbox"/>	<input type="checkbox"/>	5.2(c)	All camps health directors professional-level CPR.	<input type="checkbox"/>	<input type="checkbox"/>	5.4	First Aid Supplies
<input type="checkbox"/>	<input type="checkbox"/>	5.2(d)	The camp director shall not be the health director in camps serving over 50 children.	<input type="checkbox"/>	<input type="checkbox"/>	5.4(a)	Maintain minimum first aid supplies.
<input type="checkbox"/>	<input type="checkbox"/>	5.2(d)1	The health director shall not have responsibilities in a high-risk activity.	<input type="checkbox"/>	<input type="checkbox"/>	5.4(b)	First aid supplies:
<input type="checkbox"/>	<input type="checkbox"/>	5.3	Medication administration and storage	<input type="checkbox"/>	<input type="checkbox"/>	5.4(b)1	Available at all times; and
<input type="checkbox"/>	<input type="checkbox"/>	5.3(a)	Prescription medications administered with receipt of written authorization.	<input type="checkbox"/>	<input type="checkbox"/>	5.4(b)2	Fully restocked within 48 hours of use.
<input type="checkbox"/>	<input type="checkbox"/>	5.3(b)	Written medical policies and procedures for treatment of illness and injury and the administration of non-prescription drugs.	<input type="checkbox"/>	<input type="checkbox"/>	5.4(c)	Health director ensures a first aid kit is:
<input type="checkbox"/>	<input type="checkbox"/>	5.3(c)	All medications:	<input type="checkbox"/>	<input type="checkbox"/>	5.4(c)1	Available for out-of-camp trips; and
<input type="checkbox"/>	<input type="checkbox"/>	5.3(c)1	Labeled and stored properly.	<input type="checkbox"/>	<input type="checkbox"/>	5.4(c)2	Stocked with appropriate items.
<input type="checkbox"/>	<input type="checkbox"/>	5.3(c)2	Stored in a secure area.	<input type="checkbox"/>	<input type="checkbox"/>	5.5	Health Records
<input type="checkbox"/>	<input type="checkbox"/>	5.3(c)3	Refrigeration provided and locked (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	5.5(a)	Written health histories and reviewed by the health director, including all known:
<input type="checkbox"/>	<input type="checkbox"/>	5.3(c)3i	Refrigerator has thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	5.5(a)1	Physical conditions;
<input type="checkbox"/>	<input type="checkbox"/>	5.3(c)4	External and internal drugs kept separate.	<input type="checkbox"/>	<input type="checkbox"/>	5.5(a)2	Mental conditions; and
<input type="checkbox"/>	<input type="checkbox"/>	5.3(c)5	Dispensed for camper prescribed only.	<input type="checkbox"/>	<input type="checkbox"/>	5.5(a)3	Allergies.
<input type="checkbox"/>	<input type="checkbox"/>	5.3(d)	Staff informed of medication needs of campers.	<input type="checkbox"/>	<input type="checkbox"/>	5.5(b)	Staff, or parent or guardian of staff <18 submit a written health history, reviewed by the health director, including all known:
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)	Maintain the following information on file for medications are administered:	<input type="checkbox"/>	<input type="checkbox"/>	5.5(b)1	Physical conditions;
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)1	Camper's name and parental authorization;	<input type="checkbox"/>	<input type="checkbox"/>	5.5(b)2	Mental conditions; and
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)2	Name of the medication administered;	<input type="checkbox"/>	<input type="checkbox"/>	5.5(b)3	Allergies.
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)3	Condition for medication used and any cautionary information;	<input type="checkbox"/>	<input type="checkbox"/>	5.5(c)	Written health histories on file at the camp during the camp season.
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)4	Instructions for medication administration;	<input type="checkbox"/>	<input type="checkbox"/>	5.5(d)	All campers shall:
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)5	Date, time, and name of administerer;	<input type="checkbox"/>	<input type="checkbox"/>	5.5(d)1	Be immunized,
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)6	Any medication errors;	<input type="checkbox"/>	<input type="checkbox"/>	5.5(d)2	Provide a statement from a physician that immunization is in progress.
<input type="checkbox"/>	<input type="checkbox"/>	5.3(e)7	Any adverse drug reaction; and	<input type="checkbox"/>	<input type="checkbox"/>	5.5(e)	Medical exemptions from immunization, if immunization medically contraindicated.
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	5.5(e)1	May exclude from camp those campers with medical exemptions.

YOUTH CAMP SAFETY DETAILED DATA SHEET (FOR YOUTH CAMP OPERATORS)
(Continued)

Met	Not Met	N.J.A.C. 8:25	ITEM	Met	Not Met	N.J.A.C. 8:25	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	5.5(f)	Religious exemptions for campers from immunization.	<input type="checkbox"/>	<input type="checkbox"/>	7.1(d)1	Food substitutes noted on the menus.
<input type="checkbox"/>	<input type="checkbox"/>	5.5(f)1	May exclude from camp those campers with religious exemptions	<input type="checkbox"/>	<input type="checkbox"/>	7.1(d)2	Menus kept on file for camp season.
<input type="checkbox"/>	<input type="checkbox"/>	5.5(g)	Maintain on file at the camp all immunization records and medical and/or religious exemptions for each camper.	<input type="checkbox"/>	<input type="checkbox"/>	7.1(e)	Mealtimes meet the campers' needs.
<input type="checkbox"/>	<input type="checkbox"/>		SUBCHAPTER 6. SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	7.1(e)1	At least three meals and two snacks provided each day in a resident camp.
<input type="checkbox"/>	<input type="checkbox"/>		SUBCHAPTER 6. SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	7.1(f)	Meets N.J.A.C. 8:24 when potentially hazardous foods brought on site.
<input type="checkbox"/>	<input type="checkbox"/>	6.1	General Provisions	<input type="checkbox"/>	<input type="checkbox"/>	7.2	Potable Water
<input type="checkbox"/>	<input type="checkbox"/>	6.1(a)	Written emergency procedures, evacuation, fires, natural disasters, serious accidents, illness or injury, and lost camper(s).	<input type="checkbox"/>	<input type="checkbox"/>	7.2(a)	Provide potable water.
<input type="checkbox"/>	<input type="checkbox"/>	6.1(a)2	Each staff member informed of duties in case of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	7.2(b)	Satisfactory water bacti and nitrate tests.
<input type="checkbox"/>	<input type="checkbox"/>	6.1(b)	Fire and emergency drills at least once each camp period or every 2 weeks,	<input type="checkbox"/>	<input type="checkbox"/>	7.2(c)	Drinking fountains meet NJUCC.
<input type="checkbox"/>	<input type="checkbox"/>	6.1(c)	Emergency phone numbers posted.	<input type="checkbox"/>	<input type="checkbox"/>	7.3	Water sampling records on site.
<input type="checkbox"/>	<input type="checkbox"/>	6.2	Flammable liquids and hazardous substances conforms to NJUCC, N.J.A.C. 5:23 and local laws and ordinances.				SUBCHAPTER 8. TRANSPORTATION
<input type="checkbox"/>	<input type="checkbox"/>	6.3(a)	Fire extinguishers meet requirements of Fire Underwriters Association and strategically placed.	<input type="checkbox"/>	<input type="checkbox"/>	8.1	Transportation meets Motor Vehicles and Traffic Regulation, and the MVC.
<input type="checkbox"/>	<input type="checkbox"/>	6.3(b)	Each fire extinguisher is:	<input type="checkbox"/>	<input type="checkbox"/>	8.2	Vehicle-related safety practices
<input type="checkbox"/>	<input type="checkbox"/>	6.3(b)1	Serviced regularly;	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)	Ensure for transportation of campers:
<input type="checkbox"/>	<input type="checkbox"/>	6.3(b)2	Inspected at the time application is made	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)1	Never left unattended in a bus or vehicle;
<input type="checkbox"/>	<input type="checkbox"/>	6.3(b)3	Inspected at periodic intervals.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)2	Enter and exit from curbside;
<input type="checkbox"/>	<input type="checkbox"/>	6.4	Fire Safety	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)3	Interior and exterior of each bus or vehicle maintained clean and safe;
<input type="checkbox"/>	<input type="checkbox"/>	6.4(a)	Certification from State/local fire marshal.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)4	Transport vehicles of children who are <18 months equipped with child passenger restraint systems;
<input type="checkbox"/>	<input type="checkbox"/>	6.4(b)	Conform to the requirements of the Forest Fire Prevention and Control Act,	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)5	Driver does not transport more persons than specified by the manufacturer;
<input type="checkbox"/>	<input type="checkbox"/>	6.4(c)	Tents made of fire-retardant fabrics.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)6	Passengers seated when in motion;
<input type="checkbox"/>	<input type="checkbox"/>	6.4(d)	Permanent sleeping quarters have a smoke detector.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)7	In addition to the driver, at least 1 adult counselor present for every 10 campers being transported to and from off-site trips, except 1 adult or counselor present for every 7 children <6 and 1 adult or counselor present for every 4 children <2-1/2
<input type="checkbox"/>	<input type="checkbox"/>	6.4(d)1	Smoke detector is checked and in working order prior to the first day of camp.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)8	Vehicle checked daily.
			SUBCHAPTER 7. FOOD AND WATER	<input type="checkbox"/>	<input type="checkbox"/>	8.2(a)9	Vehicle checked after each run.
<input type="checkbox"/>	<input type="checkbox"/>	7.1	Nutrition and meal service.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(b)	Written policy for preschool.
<input type="checkbox"/>	<input type="checkbox"/>	7.1(a)	Meets N.J.A.C. 8:24.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(c)	In writing the name(s) of the person(s) to whom a camper can be discharged.
<input type="checkbox"/>	<input type="checkbox"/>	7.1(b)	Sufficient quantity and nutritional quality.	<input type="checkbox"/>	<input type="checkbox"/>	8.2(d)	Emergency evacuation drills at least once during each camping session or at least once every 4 weeks.
<input type="checkbox"/>	<input type="checkbox"/>	7.1(c)	Meals appetizing and sanitary.	<input type="checkbox"/>	<input type="checkbox"/>	8.3	Vehicle liability insurance provided.
<input type="checkbox"/>	<input type="checkbox"/>	7.1(d)	Posted week's menu in food preparation.				

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<input type="checkbox"/>	<input type="checkbox"/>	8.4	Recordkeeping				SUBCHAPTER 9. WATERFRONT SAFETY
<input type="checkbox"/>	<input type="checkbox"/>	8.4(a)	Maintain a record of the following:				
<input type="checkbox"/>	<input type="checkbox"/>	8.4(a)1	Transportation routes;	<input type="checkbox"/>	<input type="checkbox"/>	9.1	Swimming areas
<input type="checkbox"/>	<input type="checkbox"/>	8.4(a)2	Names of the campers being transported;	<input type="checkbox"/>	<input type="checkbox"/>	9.1(a)	Pools and beaches conform to municipal ordinances, and the PRB rules.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(a)3	The name and address of the driver;	<input type="checkbox"/>	<input type="checkbox"/>	9.1(b)	Sections designated for non-swimmers, beginners, and swimmers.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(a)4	A photostatic copy of his or her valid school bus drivers license; and	<input type="checkbox"/>	<input type="checkbox"/>	9.2	Waterfront staff
<input type="checkbox"/>	<input type="checkbox"/>	8.4(a)5	Contractor provided transportation services, name and address of the contractor.	<input type="checkbox"/>	<input type="checkbox"/>	9.2(a)	All lifeguards for wading, swimming, or watercraft certified.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(b)	Commercial Driver's License with a "P" and "S" endorsement copy of license on file.	<input type="checkbox"/>	<input type="checkbox"/>	9.2(a)2	A lifeguard is at least 16, and a lifeguard supervisor is at least 18 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(c)	Maintained on file, the name and address of the person(s) designated as the additional adult(s) to whom each camper may be released, and the license tag number of the vehicle to which each camper is assigned.	<input type="checkbox"/>	<input type="checkbox"/>	9.2(b)	Lifeguard supervisor attends and supervises each non-instructional swim.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(d)	Documentation of emergency evacuation drills in a log book containing the following:	<input type="checkbox"/>	<input type="checkbox"/>	9.2(c)	A lifeguard supervisor and one lifeguard on duty, during free swims, for 30 or fewer campers in the water.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(d)1	Date of the drill;	<input type="checkbox"/>	<input type="checkbox"/>	9.2(c)1	One additional lifeguard for every additional 30 campers or fraction thereof.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(d)2	Number of passengers;	<input type="checkbox"/>	<input type="checkbox"/>	9.2(d)	One lifeguard and two adults or one adult lifeguard and two counselors on duty, during instructional swim, <30 campers in water.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(d)3	Time taken to evacuate the bus; and	<input type="checkbox"/>	<input type="checkbox"/>	9.2(d)1	One additional lifeguard for every additional 30 campers or fraction thereof.
<input type="checkbox"/>	<input type="checkbox"/>	8.4(d)4	Signature of the person conducting drill.	<input type="checkbox"/>	<input type="checkbox"/>	9.2(e)	1 lifeguard and 2 adults, for <20 campers in the water, for pools maximum depth of 36 inches and a maximum swim area of 500 square feet.
<input type="checkbox"/>	<input type="checkbox"/>	8.5	Special requirements for campers with physical disabilities, non-ambulatory campers	<input type="checkbox"/>	<input type="checkbox"/>	9.2(e)1	1 additional lifeguard and 1 additional adult on duty for every additional 20 campers or fraction thereof.
<input type="checkbox"/>	<input type="checkbox"/>	8.5(a)	Compliance with these additional requirements, for transport for campers with physical disabilities	<input type="checkbox"/>	<input type="checkbox"/>	9.2(f)	Provides prior notification to the operator off-site swimming activities.
<input type="checkbox"/>	<input type="checkbox"/>	8.5(a)1	A ramp device or a hydraulic lift minimum payload of 800 pounds;	<input type="checkbox"/>	<input type="checkbox"/>	9.2(f)1	Group leader notifies the waterfront supervisor(s) of the size of the camp group, ages, and any campers with disabilities.
<input type="checkbox"/>	<input type="checkbox"/>	8.5(a)1i	Non-skid surface, be securely stored, be protected from the elements when not in use, and have at least 3 feet of length for each foot of incline.	<input type="checkbox"/>	<input type="checkbox"/>	9.2(f)2	An adult, who is assisted by a counselor, for: every 20 campers at off-site swimming.
<input type="checkbox"/>	<input type="checkbox"/>	8.5(a)2	Wheelchairs shall be securely fastened and face forward;	<input type="checkbox"/>	<input type="checkbox"/>	9.2(f)2ii	Supervision ratios at N.J.A.C. 8:25-3.2(i), (j), (k) followed.
<input type="checkbox"/>	<input type="checkbox"/>	8.5(a)3	Arrangement of wheelchairs does not impede access to the exit door;	<input type="checkbox"/>	<input type="checkbox"/>	9.2(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.
<input type="checkbox"/>	<input type="checkbox"/>	8.5(a)4	Seat belts approved by the MVC.				
<input type="checkbox"/>	<input type="checkbox"/>	8.5(a)5	Aisles leading from a wheelchair position to an exit door have a minimum width of 30 inches.				

YOUTH CAMP SAFETY DETAILED DATA SHEET (FOR YOUTH CAMP OPERATORS)
(Continued)

Met	Not Met	N.J.A.C. 8:25	ITEM	Met	Not Met	N.J.A.C. 8:25	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	9.2(f)1	Method to keep track of location and safety of all campers during off-site swimming activities.	<input type="checkbox"/>	<input type="checkbox"/>	10.3	Storm sewer drainage separate and apart from any sanitary sewage disposal system.
<input type="checkbox"/>	<input type="checkbox"/>	9.3	Swimming procedures	<input type="checkbox"/>	<input type="checkbox"/>	10.4	Sewage disposal facilities
<input type="checkbox"/>	<input type="checkbox"/>	9.3(a)1	Develop a system to assess the swimming ability of each camper, or	<input type="checkbox"/>	<input type="checkbox"/>	10.4(a)	Local health authority and/or DEP, approval for sewage disposal facilities.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(a)2	Classify all campers as non-swimmers.	<input type="checkbox"/>	<input type="checkbox"/>	10.4(b)	Sewage disposal at the campsite by subsurface means designed and constructed to the Standards for Individual Subsurface Sewage Disposal Systems.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(b)	Campers stay in swimming areas based on swimming ability or a swimming area which requires lesser skills.	<input type="checkbox"/>	<input type="checkbox"/>	10.4(b)1	Obtained approval from the local health authority and/or the DEP for the subsurface sewage disposal.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(c)	A camper is a swimmer, when:	<input type="checkbox"/>	<input type="checkbox"/>	10.4(c)	Sewage disposal systems that exceed N.J.A.C. 7:9A-1.8 must be designed and constructed to the Pollutant Discharge Elimination System rules, N.J.A.C. 7:14A.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(c)1	Jump feet first into water, over their head and come to the surface;	<input type="checkbox"/>	<input type="checkbox"/>	10.4(c)1	Approval from the local health authority and/or DEP for systems in (c) above.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(c)2	Swim 25 feet and change directions using different strokes; and	<input type="checkbox"/>	<input type="checkbox"/>	10.4(d)	A septic or a wastewater treatment plant not approved if public sanitary sewer system, N.J.A.C. 7:9A-1.6(e), is available, N.J.A.C. 7:15, or as specified by local ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(c)3	Swim another 25 feet, stop, and float or tread water for one minute.	<input type="checkbox"/>	<input type="checkbox"/>	10.4(e)	Dispose of septage per N.J.A.C. 7:14A.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(d)	System of supervising and checking bathers.	<input type="checkbox"/>	<input type="checkbox"/>	10.5	Flush Toilets
<input type="checkbox"/>	<input type="checkbox"/>	9.3(d)2	Bather checks at least every 10 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(a)	Flush toilets and urinals available.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(e)	Written lost swimmer plan,	<input type="checkbox"/>	<input type="checkbox"/>	10.5(b)	Provides separate bathroom facilities.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(e)1	Staff responsibilities and duties.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(b)1	Resident camps 1 toilet for 10 females, 1 toilet for 15 males and 1 urinal.
<input type="checkbox"/>	<input type="checkbox"/>	9.3(e)2	Lost swimmer drill held and documented at least once every 2 weeks.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(b)2	Day camps provide 1 toilet for every 20.
<input type="checkbox"/>	<input type="checkbox"/>	9.4	Watercraft	<input type="checkbox"/>	<input type="checkbox"/>	10.5(b)2i	All male day camp, 1 toilet and 1 urinal, or equivalent, provided for every 30.
<input type="checkbox"/>	<input type="checkbox"/>	9.4(a)	Only permit activities during daylight.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(c)	Each flush toilet separated with a door.
<input type="checkbox"/>	<input type="checkbox"/>	9.4(a)1	Staff is appropriately trained for activities.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(d)	Adequate supply of toilet paper.
<input type="checkbox"/>	<input type="checkbox"/>	9.4(b)	Provide staff member and camper personal flotation device, good condition and of appropriate size for the intended user.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(e)	Flush toilets and urinals are maintained in a clean and sanitary condition.
<input type="checkbox"/>	<input type="checkbox"/>	9.4(b)1	Personal flotation device worn.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(f)	Female bathroom container for sanitary napkin disposal.
<input type="checkbox"/>	<input type="checkbox"/>	9.4(c)	Provide a lifeguard in a lifeboat with another adult observing on the shore.	<input type="checkbox"/>	<input type="checkbox"/>	10.5(g)	A camp director may provide portable toilets at the camp.
<input type="checkbox"/>	<input type="checkbox"/>	9.4(c)1	Rescue craft can support 2 adults.	<input type="checkbox"/>	<input type="checkbox"/>	10.6	Existing privies and pit-toilets
<input type="checkbox"/>	<input type="checkbox"/>	9.4(c)2	Lifeboat has rescue ring, >25 feet of rope.	<input type="checkbox"/>	<input type="checkbox"/>	10.6(a)	Privies and pit-toilets prior to June 6, 1994 permitted to continue.
			SUBCHAPTER 10. SANITATION	<input type="checkbox"/>	<input type="checkbox"/>	10.6(b)	Constructed of easily cleanable material.
<input type="checkbox"/>	<input type="checkbox"/>	10.1	Plumbing and plumbing fixtures conform to the NJUCC at N.J.A.C. 5:23.	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	10.2	Sewer lines and appurtenances conform to the Pollutant Discharge Elimination System rules, N.J.A.C. 7:14A.	<input type="checkbox"/>	<input type="checkbox"/>		

YOUTH CAMP SAFETY DETAILED DATA SHEET (FOR YOUTH CAMP OPERATORS)
(Continued)

Met	Not Met	N.J.A.C. 8:25	ITEM	Met	Not Met	N.J.A.C. 8:25	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	10.6(c)	Privy and pit-toilet doors are self-closing.	<input type="checkbox"/>	<input type="checkbox"/>	12.1(a)5	Containers sufficient in size.
<input type="checkbox"/>	<input type="checkbox"/>	10.6(d)	Windows and vents have screens.	<input type="checkbox"/>	<input type="checkbox"/>	12.1(a)5	Containers washed regularly
<input type="checkbox"/>	<input type="checkbox"/>	10.6(e)	Provided with a watertight vault.	<input type="checkbox"/>	<input type="checkbox"/>	12.1(a)5	Collected regularly, min 2 times per week.
<input type="checkbox"/>	<input type="checkbox"/>	10.6(f)	Have a raisable seat and lid, easily cleanable.	<input type="checkbox"/>	<input type="checkbox"/>	12.1(b)	Camp meets, N.J.A.C. 7:26, and District Solid Waste Management Plan.
<input type="checkbox"/>	<input type="checkbox"/>	10.6(g)	Located >150 feet from any well, stream or lake and >50 feet from any campsite.				SUBCHAPTER 13. MISCELLANEOUS
<input type="checkbox"/>	<input type="checkbox"/>	10.6(h)	Deodorant sprinkled daily.	<input type="checkbox"/>	<input type="checkbox"/>	13.1	Electrical systems, equipment, and grounding meet NJUCC.
<input type="checkbox"/>	<input type="checkbox"/>	10.6(i)	Vault emptied regularly and disposed as per N.J.A.C. 7:14A.*	<input type="checkbox"/>	<input type="checkbox"/>	13.2	Buildings
			SUBCHAPTER 11. WATER CLOSETS AND SHOWERS	<input type="checkbox"/>	<input type="checkbox"/>	13.2(a)	Buildings meet NJUCC & N.J.A.C. 5:70.
<input type="checkbox"/>	<input type="checkbox"/>	11.1	Building requirements	<input type="checkbox"/>	<input type="checkbox"/>	13.2(b)	Buildings for food prep meet NJAC 8:24.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)1	Buildings substantially constructed have natural lighting and ventilation;	<input type="checkbox"/>	<input type="checkbox"/>	13.3	Insect, rodent, and weed control
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)2	Buildings for males and females within the same structure are separated with a wall.	<input type="checkbox"/>	<input type="checkbox"/>	13.3(a)	Controls mosquito breeding.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)3	Exterior doors self-closing.	<input type="checkbox"/>	<input type="checkbox"/>	13.3(a)1	Pesticides meet N.J.A.C. 7:30.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)3i	Exterior doors screened by a vestibule or wall to prevent direct view;	<input type="checkbox"/>	<input type="checkbox"/>	13.3(b)1	No leaking solid waste and recycling containers.2.Waste and recycling areas clean.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)4	Windows and vents fly-proof screens;	<input type="checkbox"/>	<input type="checkbox"/>	13.3(c)	Buildings no rodent harborage.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)5	Window area = 12% of the floor area.	<input type="checkbox"/>	<input type="checkbox"/>	13.3(d)	Controls weed growth.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)6	Interior finish, buildings moisture-resistant	<input type="checkbox"/>	<input type="checkbox"/>	13.3(d)1	Including poison ivy, poison oak, and poison sumac within each campsite.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)7	Buildings floors impervious to water;	<input type="checkbox"/>	<input type="checkbox"/>	13.3(d)2	Pesticide(s) meet N.J.A.C. 7:30.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)8	Shower floors sloped to drains.	<input type="checkbox"/>	<input type="checkbox"/>	13.4	Farm and Domestic Animals
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)9	Interior finish constructed from material that can be washed and painted regularly to maintain them clean and sanitary condition;	<input type="checkbox"/>	<input type="checkbox"/>	13.4(a)	Living quarters, kitchens, or mess halls >100 feet from housing for farm animals.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(a)10	Floors washed daily with disinfectant	<input type="checkbox"/>	<input type="checkbox"/>	13.4(b)	Manure removed <24 hours.
<input type="checkbox"/>	<input type="checkbox"/>	11.1(b)	Portable showers local ordinances.	<input type="checkbox"/>	<input type="checkbox"/>	13.4(b)1	Fly repellent used to control flies.
<input type="checkbox"/>	<input type="checkbox"/>	11.2	Common towels prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	13.4(c)	No drainage from stables into a spring, stream, or lake.
			SUBCHAPTER 12. COLLECTION, STORAGE, AND DISPOSAL OF SOLID WASTE	<input type="checkbox"/>	<input type="checkbox"/>	13.4(d)	No farm or domestic animals on or in a bathing beach used for waterfront activities.
<input type="checkbox"/>	<input type="checkbox"/>	12.1(a)	Storage, collection, and disposal of solid waste no health hazards, rodent harborage, insect breeding, accident hazards, and air pollution	<input type="checkbox"/>	<input type="checkbox"/>	13.4(e)	Camp meets the requirements of the "Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2007."
<input type="checkbox"/>	<input type="checkbox"/>	12.1(a)1	Durable, watertight containers;	<input type="checkbox"/>	<input type="checkbox"/>	13.5	Maintenance
<input type="checkbox"/>	<input type="checkbox"/>	12.1(a)3	Containers furnished with a fly-tight lids;	<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)	Camp is maintained in a clean, safe, and sanitary condition:
<input type="checkbox"/>	<input type="checkbox"/>	12.1(a)4	Containers located several locations				

YOUTH CAMP SAFETY DETAILED DATA SHEET (FOR YOUTH CAMP OPERATORS)
(Continued)

Met	Not Met	N.J.A.C. 8:25	ITEM	Met	Not Met	N.J.A.C. 8:25	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)1	All roofs, exterior walls, doors, skylights, and windows in good repair;	<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)4	Maintain ground facilities as per N.J.A.C. 8:25-10 through 13;
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)2	All floors, interior walls, and ceilings in good repair, clean and sanitary condition;	<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)5	Means for campers to lie down when sick
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)3	All plumbing fixtures, water, waste pipes maintained and kept clean;	<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)6	Means of communication or connect to a 911 emergency service;
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)4	All water closet, bathroom, kitchen floors maintained, impervious to water, clean and sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)7	Provide liquid supplements
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)4i	Floor finishes non-slip material	<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)8	Provide bathroom facilities if full-day.
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)4ii	Floors cleaned 1 per day in good repair.				SUBCHAPTER 15. ENFORCEMENT PROCEDURES
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)5	Recreational equipment inspected at least once per week.	<input type="checkbox"/>	<input type="checkbox"/>	15.1	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.
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)5i	Camp maintains a record of inspection.	<input type="checkbox"/>	<input type="checkbox"/>	15.2	Inspection
<input type="checkbox"/>	<input type="checkbox"/>	13.5(a)5ii	Camp maintains recreational equipment in safe operating condition at all times.	<input type="checkbox"/>	<input type="checkbox"/>	15.2(b)	Camp operator permits access
			SUBCHAPTER 14. SINGLE SPORT YOUTH CAMPS	<input type="checkbox"/>	<input type="checkbox"/>	15.2(c)	Camp forwarded a copy of recent ACA Certificate of Accreditation (CA) by June 1.
<input type="checkbox"/>	<input type="checkbox"/>	14.1(a)	Single Sport Youth Camps (SSYC) are prohibited from having high risk activities as primary activity.	<input type="checkbox"/>	<input type="checkbox"/>	15.2(d)	The Department accepts ACACA in lieu of inspections.
<input type="checkbox"/>	<input type="checkbox"/>	14.1(a)1	Swimming secondary activity follows N.J.A.C. 8:25-9.	<input type="checkbox"/>	<input type="checkbox"/>	15.2(d)1	ACACA report provided upon request.
<input type="checkbox"/>	<input type="checkbox"/>	14.1(b)	Complies with this chapter with the following exceptions, which would not apply to any SSYC:	<input type="checkbox"/>	<input type="checkbox"/>	15.3	Penalties
<input type="checkbox"/>	<input type="checkbox"/>	14.1(b)1	N.J.A.C. 8:25-3.2(b); and			15.3(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.
<input type="checkbox"/>	<input type="checkbox"/>	14.1(b)2	N.J.A.C. 8:25-6.1(b) and (c).				
<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)	All SSYC's will:	<input type="checkbox"/>	<input type="checkbox"/>	15.3(a)1	If the violation is of a continuing nature, each day shall constitute an additional and separate offense.
<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)1	Procedures lost campers, inclement weather, and serious injury;			15.3(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.
<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)2	Drill once per session;	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)3	Provide a shelter				
<input type="checkbox"/>	<input type="checkbox"/>	14.1(c)3i	Shelter permanent or temporary structure;				