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RULE PROPOSALS

**HEALTH AND SENIOR SERVICES
PUBLIC HEALTH SERVICES BRANCH
DIVISION OF EPIDEMIOLOGY, ENVIRONMENTAL AND OCCUPATIONAL HEALTH
CONSUMER AND ENVIRONMENTAL HEALTH SERVICES
PUBLIC HEALTH SANITATION AND SAFETY PROGRAM**

40 N.J.R. 4888(a)

Proposed Readoption with Amendments: N.J.A.C. 8:25

Proposed Repeals and New Rules: N.J.A.C. 8:25-1.1, 1.2, 4 through 10 and 14

Proposed New Rules: N.J.A.C. 8:25-1.3, 2.3, 3.2, 13.4, 15 and 8:25 Appendices A through E

[Click here to view Interested Persons Statement](#)

New Jersey Youth Camp Safety Standards

Authorized By: Heather Howard, Commissioner, Department of Health and Senior Services.

Authority: N.J.S.A. 26:12-1 et seq., specifically N.J.S.A. 26:12-5.

Calendar Reference: See Summary below for explanation of exception to the calendar requirement.

Proposal Number: PRN 2008-296.

Written comments must be postmarked on or before November 1, 2008 and mailed to:

Ruth Charbonneau, Director
Office of Legal and Regulatory Affairs
Office of the Commissioner
Department of Health and Senior Services
PO Box 360
Trenton, NJ 08625-0360

The agency proposal follows:

Summary

The Department of Health and Senior Services (Department) proposes the readoption with amendments of N.J.A.C. 8:25, New Jersey Youth Camp Safety Standards. N.J.A.C. 8:25 is scheduled to expire on July 30, 2008, in accordance with N.J.S.A. 52:14B-5.1 and Executive Order No. 66 (1978). The Department also proposes repeals and new rules at N.J.A.C. 8:25. In accordance with N.J.S.A. 52:14B-5.1c, the filing of this notice of proposal with the Office of Administrative Law on or prior to July 30, 2008, operates to extend the expiration date of N.J.A.C. 8:25 to January 26, 2009.

The New Jersey Youth Camp Safety Act (Act) at N.J.S.A. 26:12-1 et seq. directs the Department to develop youth camp safety standards and promulgate rules to implement the Act. The rules at N.J.A.C. 8:25 fulfill this statutory mandate. The Department has reviewed the rules at N.J.A.C. 8:25, and has determined that the existing rules continue to be necessary, adequate, reasonable, efficient, and responsive to the purposes for which they were originally promulgated. The rules proposed for readoption with amendments, repeals and new rules would continue to provide the regulatory framework to protect the health and safety of children that attend private day and residential youth camps. The Department retains the majority of the content of the existing rules but proposes amendments, repeals, and new rules to better articulate the responsibilities under this chapter and make the rules easier to use. The Department continues to reference standards set forth by other agencies including the Department of Environmental Protection (DEP) and the Department of Community Affairs, as applicable to youth camp construction and operation. The Department consulted with DEP staff to make revisions at N.J.A.C. 8:25-10 and 11 regarding DEP rules that have been recodified over time or that the Department cited incorrectly in prior rulemakings.

Following is a summary of the rulemaking history of N.J.A.C. 8:25. In 1974, the Department adopted the Youth Camp Safety Act Standards at N.J.A.C. 8:25, R.1974 d.156, which became effective on June 19, 1974. (6 N.J.R. 180(a), 264(b)). In 1983, the Department readopted N.J.A.C. 8:25 with amendments, R.1983 d.186, which became effective on May 20, 1983 (readoption) and June 6, 1983 (amendments). (15 N.J.R. 467(a), 918(b)). The Department made amendments to N.J.A.C. 8:25 in order to clarify the standards, modify the boating standards, eliminate the physical examination standards for staff and campers, change the sampling frequency for natural bathing waters, and provide cross citations for existing standards on sewage, solid waste disposal, and the application of pesticides. Again in 1988, the Department readopted N.J.A.C. 8:25 with an amendment, R.1988 d.269, which became effective on May 19, 1988 (readoption) and June 20, 1988 (amendment). (20 N.J.R. 463(a), 1428(a)). The Department made an amendment to remove a provision that would have required a parent or guardian to give "advanced consent" for emergency medical treatment of a camper because such consent would not be "informed consent" as the parent or guardian would not know anything about the illness or injury at the time of "advanced consent."

The Department readopted N.J.A.C. 8:25 without change, R.1993 d.264, which became effective on May 11, 1993. (25 N.J.R. 756(a), 2546(b)). In 1998, the Department repealed N.J.A.C. 8:25 and adopted new rules at the same chapter, R.1998 d.226, which became effective on May 4, 1998. (30 N.J.R. 812(a), 1602(b)). The Department repealed the rules at N.J.A.C. 8:25 and adopted new rules in order to reorganize and expand the rules to include provisions specific to requirements established at N.J.S.A. 26:12-1 et seq. and changes in the youth camp industry. In the adopted new rules, the Department also included cross citations to the New Jersey Uniform Construction Code and various Department of Environmental Protection rules to make N.J.A.C. 8:25 more complete and easier for consumers to use. The Department last readopted N.J.A.C. 8:25 without change, R.2003 d.350, which became effective on July 30, 2003. (34 N.J.R. 3452(a), 35 N.J.R. 4082(a)).

Following is a summary of the rules proposed for readoption and the proposed amendments, repeals and new rules:

N.J.A.C. 8:25-1

The Department proposes to repeal N.J.A.C. 8:25-1.1 and 1.2 and add new rules at those sections to better articulate the purpose and scope of this chapter. Proposed new N.J.A.C. 8:25-1.1 would set forth the purpose of this chapter, which includes establishing the minimum standards necessary to promote, protect, and safeguard the health and safety of all youth who attend a youth camp. Proposed new N.J.A.C. 8:25-1.2 would establish that the chapter applies to all

private youth camps operating in New Jersey and set forth the major topics covered at this chapter.

The Department proposes a new rule at N.J.A.C. 8:25-1.3 to set forth in one central location the materials that the Department is incorporating by reference in this chapter. The Department proposes to incorporate by reference, as amended and supplemented, the Twenty-third Revision of the United States Pharmacopoeia (USP XXIII), the 18th Revision of the National Formulary (NF XVIII) and the Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2007. The Department incorporates by reference the following Department documents: Application for Certification of Approval to Operate a Youth Camp (CB-11) (Appendix A); Application for Certification of Approval to Operate a Single Sport Youth Camp and the SSYC Location List (CB-14) (Appendix B); Annual Accident Report Youth Camp Safety Act form (CB-15), with accompanying instructions and codes, (Appendix C); Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator) (Appendix D); and Health Center Supplies (Appendix E). Proposed new N.J.A.C. 8:25-1.3 would also set forth the methods through which each document is available.

The Department proposes to recodify N.J.A.C. 8:25-1.3 as 1.4 and readopt this section, which would continue to define the words and terms used throughout this chapter. The Department also proposes new definitions of the following words and terms: "camper," "communicable disease," "high risk activity," and "single sport youth camp." The Department proposes amendments to revise the following definitions: "Act" to correctly list the cross-references; "activity specialist" to replace the term "hazardous camp activity" with the defined term "high risk activity"; "applicant" to more efficiently cite to the section that sets forth the requirements for applicants; "sanitary sewage" to make a technical revisions for better clarity of the definition; and "youth camp" to add "camp" to the defined term, use the defined term high risk activity, distinguish between a day camp and a resident camp, and add the words "within the same week" to better clarify that the number of days in the definition is applicable within one week rather than one month or one season. The Department proposes an amendment to remove the definition of "approved" because the Department now includes in this chapter the criteria for approval and the Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator), which lists entities from which various certifications are recognized by the Department.

The Department proposes to recodify N.J.A.C. 8:25-1.4 as 1.5 and readopt this section, which would continue to establish the procedures for obtaining waivers from the standards established in the chapter. The Department proposes amendments to remove unnecessary language as a consequence of the use of defined terms and to rearrange some provisions to replace passive voice with active voice.

N.J.A.C. 8:25-2

The Department proposes to readopt N.J.A.C. 8:25-2, which would continue to set forth who is required to obtain a certificate of approval; the required forms and fees; the criteria for obtaining a certificate of approval; the term of the certificate of approval; the procedure for renewal of the certificate of approval; and the date for submission of the renewal application. N.J.A.C. 8:25-2 would also continue to set forth the requirement that each camp obtain liability insurance.

The Department proposes several amendments throughout Subchapter 2 that would replace passive voice with active voice to better articulate who has responsibilities under this subchapter. In addition, at N.J.A.C. 8:25-2.1 the Department proposes an amendment to delete the terms "day or resident" and instead leave only the general term "youth camp," which includes day and resident camps. At N.J.A.C. 8:25-2.2(a) the Department proposes an amendment to remove the information about the required forms for application for a certificate of approval and instead proposes to add N.J.A.C. 8:25-2.2(a) and (b), which would specify the required application forms for youth camps and single sport youth camps respectively, and require single sport youth camps to submit the camp's written policy and procedures to the Department. The Department proposes an amendment to remove N.J.A.C. 8:25-2.3(a) and instead reformat and replace that subsection with proposed new N.J.A.C. 8:25-2.3(a)1 and 2 to better articulate the requirements for obtaining a certificate of approval without changing the substantive content of the subsection. The Department proposes

an amendment to remove existing N.J.A.C. 8:25-2.4(b) and add proposed new N.J.A.C. 8:25-2.4(b), which would reference the required forms for renewal of the certificate of approval and establish that youth camps have to submit renewal applications to the Department no later than May 1 of each year and include updates to the camp's written policy and procedures. The Department proposes an amendment to remove existing N.J.A.C. 8:25-2.4(c) as the language would be redundant due to the proposed new subsection (b).

N.J.A.C. 8:25-3

The Department proposes to readopt N.J.A.C. 8:25-3, which would continue to set forth the policies and practices for discipline of campers; staffing qualifications; standards for reviewing the background of each staff member; staff training requirements; standards for conducting high risk activities; and standards for supervising groups of campers according to age and size of the group.

The Department proposes several amendments throughout Subchapter 3 that would use defined terms and replace passive voice with active voice to better articulate who has responsibilities under this subchapter. At N.J.A.C. 8:25-3.1(c) the Department proposes an amendment to correct the name of the State agency and phone number where child abuse must be reported. At N.J.A.C. 8:25-3.2(a), the Department proposes amendments to expand the qualifications that are acceptable for a camp director position. The Department proposes an amendment to reformat N.J.A.C. 8:25-3.2(c) to move the required contents of the staff orientation to a new N.J.A.C. 8:25-3.2(d). At proposed N.J.A.C. 8:25-3.2(d)iv, the Department proposes to add a new requirement for the staff orientation to include basic principles of blood borne pathogens, infection control, and hand washing practices.

The Department proposes an amendment to delete N.J.A.C. 8:25-3.2(d) and replace that subsection with proposed new rules at N.J.A.C. 8:25-3.2(e) through (j). The proposed new rules at N.J.A.C. 8:25-3.2(e) through (j) would establish that youth operators are responsible for developing and following procedures for the review of the background of each staff member; the required background information that the youth camp operator or camp director must obtain and review; and standards for maintaining documentation of the background check on file. In particular, proposed new N.J.A.C. 8:25-3.2(g)3i, in addition to other background information, would require a youth camp operator or camp director to obtain, at a minimum, a criminal history name check for each staff member, and allow the camp discretion to either pay the associated fee or require the staff member to pay the fee. As an alternative, proposed new N.J.A.C. 8:25-3.2(g)3ii would permit a youth camp operator or camp director to obtain a criminal history State fingerprint check and may render prospective adult staff members responsible for paying the associated fee, only after providing notice of the associated fee to the prospective adult staff member. In addition, proposed new N.J.A.C. 8:25-3.2(g)4 would require the youth camp operator or camp director to complete a national and State sex offender registry check.

The Department proposes to recodify N.J.A.C. 8:25-3.2(e) and (f) as 3.2(k) and (l). The Department proposes an amendment at N.J.A.C. 8:25-3.2(k)1 to articulate that youth camps shall conduct high risk activities in accordance with guidelines recognized in the specialized field that are current as of the day of the activity. The Department proposes an amendment at N.J.A.C. 8:25-3.2(k)1 to remove the statement that copies of the guidelines are available from the Department and instead proposes an amendment to add N.J.A.C. 8:25-3.2(k)1i, which would require that the camp director maintain a copy of the guidelines on site.

The Department's proposed amendments at recodified N.J.A.C. 8:25-3.2(l) and proposed new rules at N.J.A.C. 8:25-3.2(m) through (p) would establish more explicit standards for supervising groups of campers in order to provide broader guidance to youth camps on this topic.

The Department proposes at N.J.A.C. 8:25-3.2(m) to increase the staffing ratios for campers two and one half up to, and including, four years of age to an adult assisted by a counselor for the first group of 14 campers and one additional staff member for each additional seven campers. The Department proposes at N.J.A.C. 8:25-3.2(n) to increase the staffing ratios for campers who are less than two and one half years of age to an adult assisted by a counselor for the first group of eight campers and an additional staff member for each additional four campers. The Department would

require all groups of campers to have one of the staff members be an adult.

N.J.A.C. 8:25-4

The Department proposes to repeal the existing rules at N.J.A.C. 8:25-4 and replace them with new rules. Although the majority of the content of proposed new N.J.A.C. 8:25-4 will remain the same as in the existing rules, the Department proposes the reformatted and reworded new rules in order to better articulate the requirements of the rule and provide rule text that is easier to use.

Proposed new N.J.A.C. 8:25-4.1(a) and (b) would establish the responsibility of the youth camp operator to ensure the location of the camp does not present a fire, health, or safety hazard and is on land that allows for proper water drainage. Proposed new N.J.A.C. 8:25-4.1(c) would require either the youth camp operator or camp director to protect campers from hazardous areas.

Proposed new N.J.A.C. 8:24-4.2(a) would articulate the responsibility of the youth camp operator to ensure that all structures and facilities comply with local building, zoning, and health codes; and along with the camp director of a new or renovated camp, make letters of approval or the Certificate of Occupancy available for review. Proposed new N.J.A.C. 8:25-4.2(b) through (e) would establish the standards for the sleeping quarters that a director of a resident youth camp must provide; the appropriate window or skylight area and amount they may be opened for a resident youth camp; and for youth camps, the screening requirements to prevent flies from entering facilities. Proposed new N.J.A.C. 8:24-4.2(f) would establish that each camp director is responsible for making sure that there is a health center on the campsite that complies with the requirements for sanitation, privacy, prevention of contamination of food, maintaining necessary medical equipment and supplies as determined by the directing physician or health director, and providing clean mattresses and sheets.

Proposed new N.J.A.C. 8:24-4.3(a) would articulate the responsibility of the youth camp operator to make sure that all heating equipment is in compliance with the New Jersey Uniform Construction Code at N.J.A.C. 5:23. Proposed new N.J.A.C. 8:24-4.3(b) through (c) would establish the camp director's responsibility to maintain the heating equipment at the established temperature; prohibit the use of portable heating devices; and secure all fire places and steam radiators and pipes to prevent burns.

Proposed new N.J.A.C. 8:24-4.4 would establish the camp director's responsibility to use equipment at the camp that is good quality and to prohibit power equipment from being stored or left unattended at the camp.

N.J.A.C. 8:25-5

The Department proposes to repeal the existing rules at N.J.A.C. 8:25-5 and replace them with new rules in order to better articulate the requirements of the rules and provide rule text that is easier to use. Proposed new N.J.A.C. 8:25-5.1(a) would set forth that each youth camp must have a medical program that is under the direction of a physician licensed to practice medicine or osteopathy in New Jersey or a health director. Proposed new N.J.A.C. 8:25-5.1(b) through (d) would establish safety standards that the medical program must comply with, including arrangements for medical transport, obtaining and maintaining onsite parental consent for emergency treatment of each camper, maintaining a medical log with the information set forth, handling communicable diseases, and procedures for health surveillance of campers and staff. Proposed new N.J.A.C. 8:25-5.1(e) and (f), would establish reporting requirements applicable to serious injuries; a report of each serious injury must be made within 24 hours and a final report must be made by September 15 each year using the Annual Accident Report Youth Camp Safety Act form.

Proposed new N.J.A.C. 8:25-5.2 would set forth the particular qualifications for the health director position at resident youth camps and day youth camps, including required certifications in standard first aid and infant, child and adult cardiopulmonary resuscitation. Proposed new N.J.A.C. 8:25-5.2(a) would list an athletic trainer that has a valid certification from the Board of Certification, Inc. (BOC) as one of the possible qualifications for the health director

position. The BOC is an independent non-profit corporation and is also the only accredited certification program for athletic trainers in the United States.

Proposed new N.J.A.C. 8:25-5.3(a) through (c) would establish requirements for administering and storing medication. Proposed new N.J.A.C. 8:25-5.3(d) would establish the responsibility of the health director to inform staff members of the medication needs of each camper under their direct supervision and limitations associated with the medication. Proposed new N.J.A.C. 8:25-5.3(e) would set forth the information that the health director must document in a camper's medical record upon administration of medication. Proposed new N.J.A.C. 8:25-5.3(f) through (h) would articulate that a prescribing physician must be informed of adverse reactions to medication, any unused medication has to be returned to the parent or destroyed, and parents have to be notified by the camp prior to the time of camper enrollment if the camp does not administer medications.

Proposed new N.J.A.C. 8:25-5.4 would set forth the minimum first aid supplies that a health director must maintain at the camp and standards for maintaining the supplies.

Proposed new N.J.A.C. 8:25-5.5(a) through (c) would establish that each staff member and the parent or guardian of each camper must submit a written health history to the camp for review by the health director, which has to be maintained on file in the youth camp during the camping season. Proposed new N.J.A.C. 8:25-5.5(d) through (f) would set forth the immunization requirements for each camper's enrollment in a youth camp and includes medical and religious exemptions all of which are consistent with Immunization of Pupils in School, N.J.A.C. 8:57-4. Proposed new N.J.A.C. 8:25-5.5(g) would set forth the requirement that the camp director maintain on file at the youth camp all immunization records and medical and/or religious exemptions for each camper during the camp season.

N.J.A.C. 8:25-6

The Department proposes to repeal the existing rules at N.J.A.C. 8:25-6 and replace them with new rules in order to better articulate the requirements of the rules and provide rule text that is easier to use.

Proposed new N.J.A.C. 8:25-6.1 would establish general safety standards, such as establishing written emergency procedures, at a minimum covering the scenarios specified; conducting periodic fire and emergency drills; and maintaining a list of emergency numbers.

Proposed new N.J.A.C. 8:25-6.2 would articulate the responsibility of the camp director to make sure all hazardous substances are stored and handled in accordance with the New Jersey Uniform Construction Code at N.J.A.C. 5:23 and applicable local laws and ordinances.

Proposed new N.J.A.C. 8:25-6.3 would establish standards for fire-fighting equipment that the camp director must follow.

Proposed new N.J.A.C. 8:25-6.4 would set forth standards that promote fire safety, which the youth camp operator or camp director must follow.

N.J.A.C. 8:25-7

The Department proposes to repeal the existing rules at N.J.A.C. 8:25-7 and replace them with new rules in order to better articulate the requirements of the rules and provide rule text that is easier to use.

Proposed new N.J.A.C. 8:25-7.1 would set forth standards that the camp director must follow in order to maintain food safety and quality; provide meals to campers without excessive periods of time between meals; provide meals to campers while taking any particular needs into account; and inform campers of the weekly menu, while noting all food substitutes.

Proposed new N.J.A.C. 8:25-7.2(a) would set forth standards that the youth camp operator and/or camp director must follow in order to ensure the safety of the camp's potable water supply. Proposed new N.J.A.C. 8:25-7.2(b) establishes the water quality tests that the camp director for each camp, that is open for less than a calendar quarter every year, must pass and present to the Department or local health authority. Proposed new N.J.A.C. 8:25-7.2(c) would set forth the standard that each camp director must comply with regarding drinking fountains, if provided onsite.

Proposed new N.J.A.C. 8:25-7.3 would set forth recordkeeping requirements for the results of water testing as set forth at existing N.J.A.C. 8:25-7.2.

N.J.A.C. 8:25-8

The Department proposes to repeal the existing rules at N.J.A.C. 8:25-8 and replace them with new rules in order to better articulate the requirements of the rules and provide rule text that is easier to use.

Proposed new N.J.A.C. 8:25-8.1 would establish standards to promote the safety of the vehicles that youth camps use to transport campers.

Proposed new N.J.A.C. 8:25-8.2(a) would set forth standards that camp directors must comply with regarding the safety of campers during transportation, such as: appropriate supervision; proper entry into and exit from the vehicle; the presence of child restraint systems for children under 18 months of age; maintaining the vehicle; and conducting checks to make sure campers are not left in the vehicle. Proposed new N.J.A.C. 8:25-8.2(b) and (c) would set forth the responsibility of the camp director to establish a written policy only allowing preschool campers to be discharged to a designated person and to obtain from each parent or guardian written notification of the persons to whom the camper may be released. Proposed new N.J.A.C. 8:25-8.2(d) would set forth the schedule for the performance of emergency evacuation drills on Type I and Type II school buses.

Proposed new N.J.A.C. 8:25-8.3 would establish that youth camp operators are responsible for ensuring that the camp, person, or agency that provides transportation for campers maintains appropriate vehicle liability insurance.

Proposed new N.J.A.C. 8:25-8.4 would set forth the recordkeeping requirements regarding transportation of campers, emergency evacuation drills, licenses of drivers, and the release of campers.

Proposed new N.J.A.C. 8:25-8.5 would establish additional vehicle requirements that the camp director must ensure compliance with in order to provide safe transport of campers that are physically handicapped and non-ambulatory.

N.J.A.C. 8:25-9

The Department proposes to repeal the existing rules at N.J.A.C. 8:25-9 and replace them with new rules in order to better articulate the requirements of the rules and provide rule text that is easier to use.

Proposed new N.J.A.C. 8:25-9.1 would set forth the standards that youth camps must meet when using swimming pools or bathing beaches and requires the following designations in permanent swimming areas: non-swimmers, beginners, and swimmers.

Proposed new N.J.A.C. 8:25-9.2(a) would establish the required qualifications of waterfront staff, which includes lifeguards and lifeguard supervisors. Proposed new N.J.A.C. 8:25-9.2(b) would require a lifeguard supervisor to attend and supervise each non-instructional swimming program. Proposed new N.J.A.C. 8:25-9.2(c) through (e) would set forth supervision requirements for water activities. Proposed new N.J.A.C. 8:25-9.2(f) would establish standards for conducting off-site swimming activities at public recreational bathing facilities and for supervision of campers while at an off-site swimming activity. Proposed new N.J.A.C. 8:25-9.2(g) would articulate the camp director's responsibility to establish policies and procedures setting forth the youth camp's responsibilities for off-site swimming and the method of keeping track of campers during off-site swimming activities.

Proposed new N.J.A.C. 8:25-9.3(a) and (b) would establish the responsibility of the camp director to develop a system to assess and classify each campers swimming ability as non-swimmer, beginner or swimmer, and to ensure that campers swim in an area commensurate with their skill level. Proposed new N.J.A.C. 8:25-9.3(c) would set forth the criteria by which a camper may be classified as a swimmer. Proposed new N.J.A.C. 8:25-9.3(d) and (e) would establish the camp director's responsibility to develop and implement a system for monitoring swimmers and a written lost swimmer plan, including lost swimmer drills.

Proposed new N.J.A.C. 8:25-9.4 would establish standards for operating watercraft activities including, supervision, the use of personal flotation devices, and the use of a rescue craft.

N.J.A.C. 8:25-10

The Department proposes to repeal the existing rules at N.J.A.C. 8:25-10 and replace them with new rules in order to better articulate the requirements of the rules and provide rule text that is easier to use. As stated in the Summary above, the Department also proposes new rules to correct existing citations to DEP rules, as applicable.

Proposed new N.J.A.C. 8:25-10.1 would establish the standards with which all plumbing and plumbing fixtures at youth camps must be in compliance.

Proposed new N.J.A.C. 8:25-10.2 would establish the standards with which all sewer lines and appurtenances shall be in compliance, which are the Pollutant Discharge Elimination System rules, N.J.A.C. 7:14A.

Proposed new N.J.A.C. 8:25-10.3 would articulate the responsibility of the youth camp operator to ensure that storm water sewers are separate and apart from and sanitary sewage disposal system.

Proposed new N.J.A.C. 8:25-10.4 would set forth the correct standards with which an individual subsurface sewage disposal system or wastewater treatment plant shall be in compliance.

Proposed new N.J.A.C. 8:25-10.5 would set forth the standards applicable to flush toilets at youth camps, including having separate bathroom facilities for males and females; the ratio of toilets and/or urinals, as applicable, to campers that must be provided; maintaining privacy; and maintaining clean and sanitary facilities. Proposed new N.J.A.C. 8:25-10.5(g) would sets forth the standards that youth camps must meet in order to provide portable toilets.

Proposed new N.J.A.C. 8:25-10.6(a) would prohibit youth camps from using privies and pit-toilets at campsites, as such use is prohibited by the Department of Environmental Protection. Instead of privies and pit-toilets, proposed new N.J.A.C. 8:25-10.6(b) would establish that youth camps may use a sewage disposal system as set forth at N.J.A.C. 8:25-10.4, a waterless toilet or a portable toilet. Proposed new N.J.A.C. 8:25-10.6(c) through (g) would establish sanitation, waste disposal and construction requirements for waterless and portable toilets.

N.J.A.C. 8:25-11

The Department proposes to readopt N.J.A.C. 8:25-11, which would continue to set forth the standards for the construction, sanitation, and safety of water closets and showers and continue to prohibit the use of common towels. The Department proposes amendments throughout Subchapter 11 that would replace passive voice with active voice to better articulate who has responsibilities under this subchapter and to make formatting revisions. The Department proposes an amendment at N.J.A.C. 8:25-11.1(a)10 to establish that the floors of all water closets or showers must be washed at least once a day with a disinfectant solution. The Department proposes an amendment at N.J.A.C. 8:25-11.1(b) to remove an incorrect citation.

N.J.A.C. 8:25-12

The Department proposes to readopt N.J.A.C. 8:25-12, which would continue to set forth standards for the

collection, storage, and disposal of solid waste. The Department proposes amendments throughout Subchapter 12 that would replace passive voice with active voice to better articulate who has responsibilities under this subchapter and to make formatting revisions. The Department also proposes an amendment at N.J.A.C. 8:25-12.1(b) to remove "the Rules of the Bureau of Waste Management" and instead add the correct name of the rules "Solid Waste."

N.J.A.C. 8:25-13

The Department proposes to readopt N.J.A.C. 8:25-13, which would continue to set forth standards for the youth camp's electrical systems and equipment; construction of buildings; control of insects, rodents, and weeds; allowing farm and domestic animals onsite; and general maintenance, including maintaining a record of recreational inspections. The Department proposes amendments throughout Subchapter 13 that would replace passive voice with active voice to better articulate who has responsibilities under this subchapter and to make formatting and technical revisions. In addition, the Department proposes an amendment at N.J.A.C. 8:25-13.2(b) to remove "Retail Food Establishments and Food and Beverage Vending Machines Chapter XII" and instead add the correct name of the chapter "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines." The Department proposes a new rule at N.J.A.C. 8:25-13.4(e) to establish that youth camps shall meet the requirements of the "Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2007."

N.J.A.C. 8:25-14

The Department proposes new rules at N.J.A.C. 8:25-14 to establish standards for single sports youth camps (SSYC) as defined at recodified N.J.A.C. 8:25-1.4. Proposed new N.J.A.C. 8:25-14.1(a) would set forth that SSYCs are prohibited from having sports, which are considered high risk activities as their primary activity. Proposed new N.J.A.C. 8:25-14.1(b) would establish that SSYCs are required to follow all of the rules in this chapter, as appropriate, according to whether the SSYC is located at a permanent facility or is transient, and sets forth the rules, which are not applicable to any SSYC and with which they do not have to comply. Proposed new N.J.A.C. 8:25-14.1(c) would establish the particular standards that are only applicable to SSYCs, which include: procedures for handling situations involving lost campers, inclement weather, and serious injury; conducting drills; providing shelter and a place for sick campers to lie down; maintaining facilities; having a means of communication and when in an isolated location, having a means to communicate with a 911 emergency service; making liquid supplements available for campers; and providing bathroom facilities if the SSYC is a full-day camp that operates for four hours or more.

N.J.A.C. 8:25-15

The Department proposes new rules at N.J.A.C. 8:25-15, establishing enforcement procedures, which would remain substantially the same as the content of existing N.J.A.C. 8:25-14, which is proposed for repeal. At proposed new N.J.A.C. 8:25-15, the Department has revised the formatting and uses active voice to better articulate the requirements of the rules and provide rule text that is easier to use.

Proposed new N.J.A.C. 8:25-15.1 would articulate that youth camp operators and camp directors must comply with the standards established in this chapter and the Act. N.J.A.C. 8:25-15.2 would establish the inspection requirements applicable to all youth camps and establish that the Department will accept an American Camp Association Certificate of Accreditation in place of inspections by the local health authority, and that the Department may still conduct its own inspection. Proposed new N.J.A.C. 8:25-15.3 would set forth the penalties that a youth camp may incur for violation of this chapter or the Act, which could include a fine, temporary suspension of the certificate of approval, or revocation of the certificate of approval; the procedures for issuing a penalty, including the required content of the notice of penalty; and factors for determining an appropriate penalty. Proposed new N.J.A.C. 8:25-15.4, would set forth the contents of an order of revocation and the timeframe for requesting an informal conference, settlement conference, or administrative hearing.

The Department has provided a 60-day comment period for this rulemaking. Therefore, pursuant to N.J.A.C.

1:30-3.3(a)5 and (b), this rulemaking is exempt from the calendar listing requirement provided at N.J.A.C. 1:30-5.1(b)7.

Social Impact

The rules proposed for readoption with amendments, repeals and new rules at N.J.A.C. 8:25 have had and/or would have a beneficial social impact on the approximately 800 private youth camps in New Jersey and the campers that attend those camps. As described in the Summary above, the rules proposed for readoption with amendments, repeals and new rules at N.J.A.C. 8:25 would set forth the minimum standards necessary to protect the health and safety of campers. The protection of campers is an ongoing concern, especially with the increase in demand for child day care. The number of private youth camps has increased over the years and the camps have expanded the types of activities and services they provide. In addition to the traditional swimming and target sports, youth camps now provide archery and riflery, and field sports that include rope courses, motor cross, and specialized sports. The increase in private youth camps and expansion of activities and services reinforces the necessity for minimum health and safety standards.

In the Summary above, the Department describes in more detail the particular requirements discussed below. The proposed amendments and new rules would have a beneficial social impact on youth camps by better articulating their responsibilities under this chapter, perhaps making compliance easier, and establishing standards that are consistent across all private youth camps. The readopted rules and the proposed new rules have and would continue to establish minimum standards for construction, sanitation, and maintenance, which would protect the safety of all children and staff at the camps. The proposed new rules would maintain existing immunization requirements, consistent with the immunization requirements at N.J.A.C. 8:57-4, which would have the beneficial social impact of preventing the spread of communicable diseases. The proposed new rules would establish minimum standards for swimming and water activities, which would promote safe practices for the campers and the staff during those activities. The proposed new rules at N.J.A.C. 8:25-10.6 prohibiting the use of privies and pit-toilets at camps and allowing replacement with a sewage disposal system, or waterless or portable toilets would have a beneficial social impact on campers by increasing the protection of campers from possible exposure to septage effluents. The proposed new rules covering single sports youth camps would have a beneficial social impact on campers by including specific requirements for safety applicable to the types of activities conducted at SSYCs. The rules proposed for readoption and proposed new rules establish various types of recordkeeping requirements that would allow more efficient and accurate inspections to ensure safety and to more easily identify areas where the camps can make improvements. The proposed new rules would establish the requirement for a health center and maintenance of minimum medical supplies, which allows for the provision of safe and timely treatment of illnesses and injuries. The proposed new rules require camps to meet the requirements of the "Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2007," which would protect campers and staff from contracting zoonotic diseases. The proposed new rules setting forth staff qualifications, the requirement to conduct a criminal history background information check, and the requirement to conduct a sex offender registry check would have the beneficial social impact of having appropriate staff at the camp to conduct activities, operate the camp, and work with children. The proposed new rules also have a beneficial social impact on youth camps by articulating the potential fines and penalties for violation of this chapter or the Act and the process for imposing a penalty including the camp's right to notice and a hearing.

Economic Impact

The economic impact of the rules proposed for readoption with amendments, repeals and new rules at N.J.A.C. 8:25 is extremely varied and not easily quantified. The actual costs for operating youth camps depend on the type of camp conducted; for example, sports, specialized populations, and scouting. The costs would vary according to the size of the camp, the number of staff required to maintain the camp, and the type and number of activities offered at the camp.

The costs to youth camps, which will vary according to the type of camp, associated with the rules proposed for readoption with amendments, repeals and new rules at N.J.A.C. 8:25 would include the cost of applying for or renewing the certificate of approval, which remains at \$ 50.00 for day youth camps, \$ 100.00 for resident youth camps, and \$

100.00 for day and resident youth camps at the same location. Camps would incur administrative costs to ensure compliance with this chapter for example, in having staff to maintain cleaning and sanitation schedules and to complete recordkeeping as described in the Summary above. Camps may incur a new cost due to the required criminal history name check for each prospective staff member, which is \$ 18.00, although the camp may render the prospective staff member responsible for the fee. Camps may voluntarily incur the \$ 41.00 cost of a criminal history fingerprint check in place of the required criminal history name check for each prospective staff member, and may render prospective adult staff members responsible for paying the associated fee, only after providing notice of the associated fee to the prospective adult staff member. Camps that provide activities for campers under five years of age may incur costs for hiring additional staff in order to comply with the proposed new supervision requirements at proposed new N.J.A.C. 8:25-3.2(m) and (n). Single sports youth camps would incur costs for new requirement that they provide a method of communication, specifically when in an isolated area, however, this method could be a cellular phone or similar device, which is commonplace today. SSYCs would also incur additional costs for providing a portable shelter when a permanent structure is not available, which would vary based on the type of shelter the camp chooses to purchase.

The Department anticipates that only a small number of youth camps, if any, would incur costs for the new requirement proposed at N.J.A.C. 8:25-10.6(a) prohibiting the use of privies and pit-toilets at camps. Proposed new N.J.A.C. 8:25-10.6(b) would allow for the replacement of privies and pit-toilets with waterless or portable toilets. The proposed changes bring the rules up to date with current DEP requirements. At proposed new N.J.A.C. 8:25-10.6(e) the Department would require a youth camp operator or camp director to show proof of an agreement with a service provider to ensure appropriate servicing of the waterless or portable toilets, including removal of solid and liquid materials, which would require additional costs for youth camp operators that choose to use waterless or portable toilets. The Department anticipates that such costs would vary according to the service provider's fee schedule depending on the number of waterless or portable toilets and possibly, location of the camp.

The Department anticipates that there may be cost savings to some youth camps because the proposed new rules would base the required health center supplies on the number of campers rather than requiring a set number of supplies for every camp. The Department anticipates that there may be cost savings to some youth camps and staff because the proposed new rules would expand the list of Department-approved entities from which various staff may obtain the certifications required by this chapter, such as lifeguard certifications. Although the Department proposes to readopt this chapter with amendments and proposed new rules, this notice of proposal retains most of the substantive content of the chapter and therefore, the Department does not anticipate a major economic impact upon the youth camp industry by virtue of this rulemaking.

Federal Standards Statement

The Department is not proposing the readoption with amendments, repeals and new rules at N.J.A.C. 8:25, under the authority of, or in order to implement, comply with, or participate in any program established under Federal law, or under a State statute that incorporates or refers to Federal law, standards or requirements. The Department is proposing the readoption with amendments, repeals, and new rules at N.J.A.C. 8:25 under the authority of N.J.S.A. 26:12-1 et seq., particularly 26:12-5. Therefore, a Federal standards analysis is not required.

Jobs Impact

The Department believes that the rules proposed for readoption with amendments, repeals and new rules will not result in the loss of jobs. The rules proposed for readoption with amendments, repeals and new rules would preserve existing jobs at youth camps and may create some new positions for a small number of youth camps that provide youth camp activities for children five years of age and under.

Agriculture Industry Impact

The rules proposed for readoption with amendments, repeals and new rules have not had and would not have an

impact on the agriculture industry of the State.

Regulatory Flexibility Analysis

There are approximately 800 youth camps that have a certificate of approval on file with the Department at this time and most of these camps are small businesses as defined under the Regulatory Flexibility Act, N.J.S.A. 52:14B-16 et seq. As described in the Summary above, the rules proposed for reoption with amendments, repeals and new rules would impose training, recordkeeping, reporting and other compliance requirements on private youth camps. The costs to small businesses to comply with N.J.A.C. 8:25 are the same as the costs imposed on businesses generally, and are the same as those described in the Economic Impact above.

The proposed new rules would require the retention of some professional services. Proposed new N.J.A.C. 8:25-5.1(b) would maintain the requirement that the camp director or health director make arrangements with the local Emergency Medical Service or ambulance squad for medical transport to the nearest hospital to treat campers with serious injuries and/or illnesses. Proposed new N.J.A.C. 8:25-5.2 would require a camp director to hire a medical director that meets the licensing and/or certification requirements set forth in that section for resident youth camps and day youth camps respectively. Proposed new N.J.A.C. 8:25-9.2(a) would maintain the requirement that 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)." Proposed new N.J.A.C. 8:25-10.6(e) would require a youth camp to show proof of an agreement with a service provider to ensure appropriate servicing of waterless or portable toilets. A camp would necessarily have to utilize the professional services of engineers, architects, attorneys, and physicians at various times, however, N.J.A.C. 8:25 would not require the camp to retain those professional services; rather prudent business practice would dictate the use of such services.

The health, welfare, and safety of campers are of paramount importance therefore, the Department believes that it is inappropriate to make a differentiation in the standards because of a camp's business size.

Smart Growth Impact

The rules proposed for reoption with amendments, repeals and new rules have not had and would not have an impact on the achievement of smart growth and implementation of the State Development and Redevelopment Plan.

Housing Affordability Impact

The rules proposed for reoption with amendments, repeals, and new rules have not had and would not have an impact on the costs associated with housing because the rules only apply to private youth camps operating in New Jersey.

Smart Growth Development Impact

The rules proposed for reoption with amendments, repeals, and new rules have not had and would not have an impact on housing production because the proposed rules do not apply to housing.

Full text of the rules proposed for reoption may be found in the New Jersey Administrative Code at N.J.A.C. 8:25.

Full text of the rules proposed for repeal may be found in the New Jersey Administrative Code at N.J.A.C. 8:25-1.1, 1.2, 4 through 10 and 14.

Full text of the proposed amendments and new rules follows (additions indicated in boldface **thus**; deletions indicated in brackets [thus]):

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 New Jersey.**

(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. Pharmacopeial 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 SSSYC 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/forms.htm>.

8:25-[1.3]1.4 Definitions

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

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

"Activity specialist" means a person who has specialized training and/or experience in a [hazardous camp] **high risk** activity.

...

"Applicant" means any private individual, partnership, corporation, or other entity, whether for profit or nonprofit, who applies to the Department [on prescribed application forms (see) **pursuant to N.J.A.C. 8:25-2.2()**] for the purpose of requesting a certificate of approval to operate a [day or resident] youth camp.

["Approved" means a youth camp has been determined acceptable to the State Department of Health and Senior Services or the local health authority, based on its determination as to conformance with the requirements of this chapter.]

...

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

...

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

...

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

...

"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.

...

"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. [This term specifically] Sanitary sewage excludes industrial, hazardous, or toxic wastes and materials.

...

"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.

...

"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 [hazardous recreational] high risk activity [such as (but not limited) to aquatics, archery, horseback riding, and riflery].

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.

...

8:25-[1.4]1.5 Waiver

(a) The Commissioner [or his or her designee] may, in accordance with the general purposes and intent of [N.J.S.A. 26:12-1 et seq., and amendments thereto] **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) (No change.)

(c) [A written application for waiver shall include the following:] **The youth camp operator shall include the following in the application for waiver:**

1. [Nature] **A description** of the waiver requested;

2.-5. (No change.)

(d) (No change.)

(e) [A] **The Department may exempt a** youth camp or activity [may be exempted] from **the** provisions of this chapter after:

1.-3. (No change.)

(f) As a condition of the waiver, **the camp director shall provide** appropriate notice thereof [shall be made] in writing to the parents and guardians of the affected campers [by the camp operator].

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 [day or resident] youth camp in New Jersey shall obtain a certificate of approval [for such operation] from the Department.

8:25-2.2 Application for certificate of approval

[(a) Application for the issuance or renewal of a certificate of approval shall be made on forms prescribed by the Commissioner. Such forms may be obtained from:

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

(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.

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

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

[1.] **i. If the Department denies** the application for certificate of approval [is denied], the fee shall be refunded to the applicant.

8:25-2.3 Issuance of a certificate of approval

[(a) A certificate of approval to establish and operate a day or resident youth camp shall be issued upon approval of the Commissioner.

1. Youth camp structures and facilities shall comply with local building, zoning, and health codes. Letters of approval or a Certificate of Occupancy, as the case may be, issued by the appropriate local authority shall be available for review at new camps and renovated facilities.]

(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 [day or resident] 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 [conducted while the camp is operational] establishing compliance with the Act and this chapter.

(c) (No change.)

8:25-2.4 Annual renewal of certificate of approval

(a) (No change.)

[(b) Application for the renewal of a certificate of approval shall be made to the Department on forms prescribed by the Commissioner.

(c) The application process and filing fee for renewal are the same as set forth at N.J.A.C. 8:25-2.2(a) and (b), respectively.]

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

8:25-2.5 Insurance

[Liability] **Each youth camp shall obtain liability** insurance[,], in an amount consistent with the expected risks[,], shall be carried by the youth camp].

SUBCHAPTER 3. ADMINISTRATION

8:25-3.1 General care of campers

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

[1. In no instance shall a camper be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another camper.]

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) [Reasonable] **The camp director shall maintain reasonable groupings of campers**, according to the age and the capabilities of each camper[, shall be observed] 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 [Human Services, Division of Youth and Family Services, Office of Child Abuse Control at 1-800-792-8610 or 1-609-292-0617] **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[. The camp director shall be] **that is** at least 21 years of age and [shall have at least two years of administrative experience in an organized camp] **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) [A youth camp] **The camp director** shall [have] **develop and maintain** a written statement of personnel policies and practices.

1. [Staff shall be informed of] **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 [youth] camp **director** shall conduct and document preseason orientation and training for the staff. [This orientation and training shall include:]

(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.-iii. (No change.)

iv. Basic principles of emergency first aid, **blood borne pathogens, infection control, and hand washing practices;**

v.-ix. (No change.)

2. The youth camp operator **or camp director** shall [consult with the Department of Human Services, Division of Youth and Family Services for guidance in the development] **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.**

[(d) The youth camp operator shall certify a prospective staff member's background and character through reasonable inquiries. These inquiries shall include, but not be limited to, character references, personal or telephone interviews, and a review of prior employment records. Documentation to verify a prospective staff member's background and character checks shall be available to the Department upon request.]

(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 following each camping season:

1. Prior employment history, including name, address and phone number of a contact person at each place of employment;

2. Three character reference checks from individuals not related to the staff member;

3. The criminal history of each staff member as obtained through 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:

i. At a minimum the youth camp operator or camp director shall obtain a criminal history name check and may render the prospective staff member responsible for paying the associated fee, only after providing notice of the associated fee to the prospective staff member; or

ii. The youth camp operator or camp director may obtain a criminal history State fingerprint check in place of a criminal history name check and may render prospective adult staff members responsible for paying the associated fee, only after providing notice of the associated fee to the prospective adult staff member; and

4. The results of a sex offender registry check for each staff member at both of the following websites:

i. Family watchdog(R), a national sex offender registry, at <http://www.familywatchdog.us/>; and

ii. New Jersey Sex Offender Internet Registry, at http://www.njsp.org/info/reg_sexoffend.html.

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

(i) If there is no interruption in the staff member's employment by the camp from the time of the initial background check, no new criminal or sex offender history is required for each camping season.

1. Any break in employment service requires a new criminal history and sex offender inquiry for the staff member.

(j) 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 (g) and (h) 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.

[(e)] (k) [Hazardous camp] High risk activities[, such as, but not limited to, aquatics, archery, horseback riding, riflery, rope courses, and out-of-camp trips,] shall be conducted by a qualified adult activity specialist.

1. [Hazardous camp] 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. [Copies of the guidelines may be obtained from the Department at no charge.]

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.

[(f)] (l) [An] At a minimum, an adult, who is assisted by a counselor, shall be responsible for the care and supervision of [every] 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. [The camp director shall not be included in this ratio in camps serving over 50 children.]

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.

(m) 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 for every additional seven campers.

(n) 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 for every additional four campers.

(o) 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.

(p) The camp director shall not be included in the required staff ratios set forth in (l) through (n) 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.

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 from all other such structures by at least 25 feet.

(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 45 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

(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) 588-3124 or by fax at (609) 588-4621 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 143rd 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 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 require 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 18th 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 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/training-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 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 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 physically handicapped, 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 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;**
- 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 physical handicaps of the campers.

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(l) through (n).

(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

(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 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 Privies and pit-toilets

(a) The Department and local health authority shall prohibit youth camps from using privies and pit-toilets.

1. Any youth camps that have privies or pit toilets shall permanently abandon these units according to the requirements of the local health authority.

(b) Youth camps may replace privies and pit-toilets with a sewage disposal system as set forth at N.J.A.C.

8:25-10.4, a waterless toilet or a portable toilet upon approval by the local health authority based on the standards set forth in this chapter, standards established by the local health authority and/or local ordinances.

(c) Youth camps shall use waterless or portable toilets that have:

- 1. Been constructed of readily cleanable material;**
- 2. Adequate natural lighting and ventilation;**
- 3. Self-closing doors;**
- 4. Windows and vents with fly-proof screens;**
- 5. A watertight means of containment so that flies cannot gain access to the excrement.**
 - i. Excrement shall not be allowed to fall or spill on to the ground.**
 - ii. The containment shall not extend below the prevailing water table; and**
- 6. A reusable seat and lid made from smooth, durable, impervious, and readily cleanable material.**

(d) Each waterless or portable 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.

(e) Prior to approving any waterless or portable toilet, the local health authority shall require proof that the youth camp operator or camp director has executed an agreement with a service provider to ensure adequate servicing of the waterless or portable toilets, including the removal of all solid and liquid materials collected in the toilets.

(f) The youth camp operator or camp director shall ensure that the youth camp disposes of all solid and liquid materials collected in the waterless or portable toilets pursuant to the requirements of the Statewide Sludge Management Plan and the Pollutant Discharge Elimination System rules, N.J.A.C. 7:14A.

(g) Youth camps are prohibited from using waterless or portable toilets to reduce the total daily volume of sewage generated for the campsite as a means to avoid the limitations established at N.J.A.C. 7:9A-1.8.

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 closets and showers shall be made from moisture-resistant material, which shall be able to withstand frequent washing and cleaning[.];

7. Water closet and shower 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 closets and showers 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 [the provisions of Treatment Works Approvals, Sewer Bans, Sewer Ban Exemptions, and Technical Requirements for Treatment Works Approval Applications, N.J.A.C. 7:14A-22 and 23, respectively] **standards established by the local health authority or local ordinances, as applicable.**

8:25-11.2 Common towels

[Youth camps shall not permit] **The camp director shall prohibit** the use of common towels.

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

(a) [Youth camps shall manage] **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 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[s shall] conforms to the requirements of [the Rules of the Bureau of Solid Waste Management] **Solid Waste**, N.J.A.C. 7:26, and the applicable District Solid Waste Management Plan.

SUBCHAPTER 13. MISCELLANEOUS

8:25-13.1 Electricity

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

8:25-13.2 Buildings

(a) [Youth camps] **The youth camp operator** shall ensure that [all] **the youth camp's** buildings are in compliance with the requirements of the New Jersey Uniform Construction Code, N.J.A.C. 5:23.

(b) [Youth camps] **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** [Chapter XII], N.J.A.C. 8:24.

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

(a) [Youth] **The camp director shall ensure that the youth** camp[s shall] 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 [rules] **Code**, N.J.A.C. 7:30[-1].

(b) [Youth] **The camp director shall ensure that the youth** camp[s shall] controls fly breeding by eliminating unsanitary practices, which may promote the development of breeding places.

1.-2. (No change.)

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

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

1. [Poison] **The camp director shall ensure that the youth camp controls poison** ivy, poison oak, and poison sumac [shall be controlled] within each campsite.

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

8:25-13.4 Farm and domestic animals

(a) [Youth camps shall] **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) Wherever farm or domestic animals are kept, youth camps shall not allow manure to remain for more than 24 hours.

1. Fly repellent and other precautions shall be used to prevent these areas from becoming an attraction to or breeding place for flies.]

(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) [Youth camps shall] **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) [Youth camps shall] **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."

8:25-13.5 Maintenance

(a) [Youth camps shall be] **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 [should] **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. A permanent record of each inspection shall be maintained.

ii. Equipment shall be maintained in safe operating condition at all times.]

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.

(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 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.

APPENDIX A

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

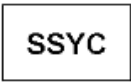
**APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A YOUTH CAMP
(AUTHORITY: N.J.S.A. 26:12-6)**

CAMP STATUS	FOR STATE USE ONLY																				
Status <i>(Please check only one)</i> : <input type="checkbox"/> Active / will operate this season <input type="checkbox"/> Inactive / will not operate this season <input type="checkbox"/> Out of Business / no longer in operation Application Type: _____	Amount Received: \$ _____ <input type="checkbox"/> Check <input type="checkbox"/> Money Order No.: _____ Date: ____/____/____ Permanent Camp ID Number: _____																				
CAMP IDENTIFICATION																					
Name and Mailing Address of Owner or Corporation _____ _____ _____	Camp Location _____ _____ County of Camp Location _____																				
Telephone Number at Mailing Address _____	Telephone Number at Camp Location _____																				
Camp Name _____	Camp Director _____																				
If any of the above information has changed, check the appropriate box(es) and make the correction(s) below:																					
<input type="checkbox"/> Owner/Corporation Name _____ <input type="checkbox"/> Mailing Address _____ <input type="checkbox"/> Tel. # at Mailing Address (____) _____ <input type="checkbox"/> Camp Name _____	<input type="checkbox"/> Camp Location _____ <input type="checkbox"/> County of Camp Location _____ <input type="checkbox"/> Tel. # at Camp Location (____) _____ <input type="checkbox"/> Camp Director _____																				
CAMP INFORMATION																					
Weekly Summer Camp Attendance _____ Total Summer Camp Attendance _____	Age Group Served _____																				
Dates of Camp Session(s): Open: _____ Close: _____ _____ _____ _____ _____	Activities: <input type="checkbox"/> Archery <input type="checkbox"/> Field Trips <input type="checkbox"/> Rope Course <input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Travel Camp <input type="checkbox"/> Boating <input type="checkbox"/> Overnights <input type="checkbox"/> Field Sports <input type="checkbox"/> Riflery <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Other: _____ <input type="checkbox"/> Swimming: <table style="width:100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Onsite</td> <td style="text-align: center;">Offsite</td> <td style="text-align: center;">Location</td> </tr> <tr> <td>Pool</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Lake</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Ocean</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> </tr> <tr> <td>River</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> </tr> </table>		Onsite	Offsite	Location	Pool	<input type="checkbox"/>	<input type="checkbox"/>	_____	Lake	<input type="checkbox"/>	<input type="checkbox"/>	_____	Ocean	<input type="checkbox"/>	<input type="checkbox"/>	_____	River	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Campers <input type="checkbox"/> Girls Only <input type="checkbox"/> Coed <input type="checkbox"/> Boys Only <input type="checkbox"/> Handicapped <input type="checkbox"/> Other: _____	Does your camp participate in the NJ Department of Agriculture Summer Lunch Program? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
Water Supply <input type="checkbox"/> Municipal <input type="checkbox"/> Well	Waste Disposal <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System																				
CERTIFICATION BY APPLICANT																					
<p style="font-size: small;"><i>I have received and read the NJ Youth Camp Safety Act Standards and I certify this camp meets these standards. I realize I will be liable for a fine not to exceed \$1,000 for any violation of the NJ Youth Camp Safety Act Standards or of any rule or regulation duly issued thereunto or order issued pursuant thereto. I certify the statements made in this application are true, complete and correct to the best of my knowledge and belief.</i></p>																					
Name of Applicant (Print) _____	Title of Applicant _____																				
Signature of Applicant _____	Date _____																				
FEE SCHEDULE																					
Camp Type <i>(Please check only one)</i> : <input type="checkbox"/> Day \$50.00 <input type="checkbox"/> Resident \$100.00 <input type="checkbox"/> Day and Resident (Same Location) \$100.00	Return completed application to the above address. Make Check/Money Order payable to: <p align="center">"TREASURER, STATE OF NEW JERSEY"</p>																				

[Click here for image](#)

APPENDIX B

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



APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A YOUTH CAMP
 (AUTHORITY: N.J.S.A. 26:12-6)

CAMP STATUS		FOR STATE USE ONLY																					
Status <i>(Please check only one)</i> : <input type="checkbox"/> Active / will operate this season <input type="checkbox"/> Inactive / will not operate this season <input type="checkbox"/> Out of Business / no longer in operation Application Type: _____		Amount Received: \$ _____ <input type="checkbox"/> Check <input type="checkbox"/> Money Order No.: _____ Date: ____/____/____ Permanent Camp ID Number: _____																					
CAMP IDENTIFICATION																							
Name and Mailing Address of Owner or Corporation		Camp Location Single Sport Youth Camps (see attached list)																					
		County of Camp Location (see attached list)																					
Telephone Number at Mailing Address		Telephone Number at Camp Location (see attached list)																					
Camp Name (see attached list)		Camp Director																					
If any of the above information has changed, check the appropriate box(es) and make the correction(s) below: <input type="checkbox"/> Owner/Corporation Name _____ Comments: _____ _____ <input type="checkbox"/> Mailing Address _____ _____ <input type="checkbox"/> Tel. # at Mailing Address (____) _____																							
CAMP INFORMATION																							
Weekly Summer Camp Attendance	Total Summer Camp Attendance	Age Group Served																					
Dates of Camp Session(s): (see attached list)		Activities:																					
Campers		<input type="checkbox"/> Archery <input type="checkbox"/> Field Trips <input type="checkbox"/> Rope Course <input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Travel Camp <input type="checkbox"/> Boating <input type="checkbox"/> Overnights <input type="checkbox"/> Field Sports <input type="checkbox"/> Rifiery <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Other: _____ <input type="checkbox"/> Swimming: _____																					
<input type="checkbox"/> Girls Only <input type="checkbox"/> Coed <input type="checkbox"/> Boys Only <input type="checkbox"/> Handicapped <input type="checkbox"/> Other: _____	Water Supply <input type="checkbox"/> Municipal <input type="checkbox"/> Well	Waste Disposal <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Onsite</th> <th style="text-align: center;">Offsite</th> <th style="text-align: center;">Location</th> </tr> </thead> <tbody> <tr> <td>Pool</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Lake</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Ocean</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>River</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> </tbody> </table>		Onsite	Offsite	Location	Pool	<input type="checkbox"/>	<input type="checkbox"/>	_____	Lake	<input type="checkbox"/>	<input type="checkbox"/>	_____	Ocean	<input type="checkbox"/>	<input type="checkbox"/>	_____	River	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Onsite	Offsite	Location																				
Pool	<input type="checkbox"/>	<input type="checkbox"/>	_____																				
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Ocean	<input type="checkbox"/>	<input type="checkbox"/>	_____																				
River	<input type="checkbox"/>	<input type="checkbox"/>	_____																				
Does your camp participate in the NJ Department of Agriculture Summer Lunch Program? <input type="checkbox"/> Yes <input type="checkbox"/> No																							
CERTIFICATION BY APPLICANT																							
<i>I have received and read the NJ Youth Camp Safety Act Standards and I certify this camp meets these standards. I realize I will be liable for a fine not to exceed \$1,000 for any violation of the NJ Youth Camp Safety Act Standards or of any rule or regulation duly issued thereunto or order issued pursuant thereto. I certify the statements made in this application are true, complete and correct to the best of my knowledge and belief.</i>																							
Name of Applicant (Print)		Title of Applicant																					
Signature of Applicant		Date																					
FEE SCHEDULE																							
Camp Type <i>(Please check only one)</i> : <input type="checkbox"/> Day <input type="checkbox"/> Resident <input type="checkbox"/> Day and Resident (Same Location)	Annual Fee \$50.00 \$100.00 \$100.00	Return completed application to the above address. Make Check/Money Order payable to: "TREASURER, STATE OF NEW JERSEY"																					

[Click here for image](#)

APPENDIX C

**ANNUAL ACCIDENT REPORT
YOUTH CAMP SAFETY ACT
INSTRUCTIONS AND CODES**

INSTRUCTIONS:

In accordance with N.J.A.C. 8:25-5.1(f), report all accidents resulting in death or serious injury. DO NOT INCLUDE 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. Complete and forward the CB-15 form within five days of the closure of the camp, or no later than October 1, whichever date is sooner.

Use the following codes to complete the requested information.

If no reportable incidents occurred, submit a negative report by writing "NO REPORTABLE INCIDENTS" across the front of the CB-15 form, and complete the signature area at the bottom. Mail the form to the address listed, retain a copy for your records.

REPORTING CRITERIA CODES:

- 1 - Involved Professional Medical Treatment
- 2 - Involved Loss of Consciousness
- 3 - Involved Restriction of Activity or Motion
- 4 - Involved Premature Termination of Camper's Stay

LOCATION CODES:

- 1 - General Camp Grounds
- 2 - Off Site
- 3 - Playground
- 4 - Pool/Lake/Other Body of Water
- 5 - Sporting Field/Gymnasium
- 6 - Transport To/From Camp

ACTIVITY INVOLVED CODES:

- 01 - Archery
- 02 - Baseball
- 03 - Basketball
- 04 - Bicycling
- 05 - Board Games
- 06 - Boating
- 07 - Bowling
- 08 - Campfire Making or Tending
- 09 - Commutation
- 10 - Dancing/Theater
- 11 - Dodgeball
- 12 - Football
- 13 - Go-Kart
- 14 - Gymnastics/Cheerleading
- 15 - Hiking/Walking/Running
- 16 - Hockey (Ice or Field)
- 17 - Horseback Riding
- 18 - Indoor Games
- 19 - Kickball
- 20 - Miniature Golf
- 21 - Playground Equipment
- 22 - Rope Course
- 23 - Skating (Roller or Ice)
- 24 - Soccer
- 25 - Swimming
- 26 - Tennis
- 27 - Volleyball
- 28 - Woodworking (Whittling, Woodburning)
- 29 - Wrestling/Martial Arts
- 30 - Does Not Involve Activity/Not Specified

TYPE OF INJURY CODES:

- 01 - Allergic Reaction (to Bite, Sting or Medication)
- 02 - Back Injury
- 03 - Bite (Animal)
- 04 - Bite (Human)
- 05 - Bites (Insect)/Sting/Skin Rash/Poison
Ivy/Ringworm
- 06 - Breathing
Difficulty/Respiratory/Asthma/Hyperventilation
- 07 - Bruise/Contusion/Abrasion
- 08 - Burn
- 09 - Dental/Mouth Injury
- 10 - Ear Injury
- 11 - Excess of Heat or Sun (Heat Stroke, Exhaustion,
Rash, Cramps and Sunburn)
- 12 - Eye Injury/Disease (including Conjunctivitis)
- 13 - Fainting/Seizure
- 14 - Food Poisoning
- 15 - Fracture
- 16 - General Illness (Fever, Nausea, Vomiting,
Stomach Pain, Menstrual Cramps, etc.)
- 17 - Head/Neck Injury (including Concussion, Loss of
Consciousness)
- 18 - Laceration/Puncture/Splinter
- 19 - Nosebleed/Nose Injury
- 20 - Sprain/Strain/Dislocation (Muscle, Ligament or
Joint)

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

**ANNUAL ACCIDENT REPORT
YOUTH CAMP SAFETY ACT**

INSTRUCTIONS:

In accordance with N.J.A.C. 8:25-5.1(f), report all accidents resulting in death or serious injury. DO NOT INCLUDE 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. Complete and forward this form within five days of the closure of the camp, or no later than October 1, whichever date is sooner. Use the codes provided to complete the requested information. If no reportable incidents occurred, submit a negative report by writing "NO REPORTABLE INCIDENTS" across the front of the form, and complete the signature area at the bottom. Mail this form to the address listed above; retain a copy for your records.

Name and Mailing Address of Owner or Corporation (Include Camp Name)					Report Year			(WEB)			
					Permanent Camp ID Number						
					Location of Camp						
Date of Incident	Reporting Criteria Code(s)				Full Name of Camper	Description of Incident			Check If Death Resulted		
	1	2	3	4		Location Code	Activity Code	Injury Code(s)			
Name and Title of Responsible Official (Please Print)							Telephone Number				
Signature of Responsible Official							Date				

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APPENDIX D

*New Jersey Department of Health and Senior Services
Consumer and Environmental Health Services
Public Health, Sanitation and Safety Program*

**RECOGNIZED CERTIFICATIONS
(CPR - FIRST AID - LIFEGUARDING - TRAINED POOL OPERATOR)**

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

American Red Cross

American Heart Association

National Safety Council

Emergency Care and Safety Institute

American Safety and Health Institute

NOTE: The professional-level CPR is required for all health directors at both day and residential youth camps and by at least one individual at all public recreational bathing places.

FIRST AID CERTIFICATION

American Red Cross

National Safety Council

American Safety and Health Institute

American Heart Association

Emergency Care and Safety Institute

LIFEGUARDING CERTIFICATION
(for Swimming Pools and Lake Bathing)

American Red Cross

Starfish Aquatics Institute

Boy Scouts of America (BSA)

National Pool and Waterpark Lifeguard Training (Jeff Ellis and Associates)

Young Men's Christian Association (YMCA)

National Aquatics Safety Company (NASCO)

International Life Saving Federation (ILSA)

RECOGNIZED CERTIFICATIONS
(CPR - FIRST AID - LIFEGUARDING - TRAINED POOL OPERATOR)
(Continued)

(OCEAN AND TIDAL WATERS)

United States Lifesaving Association (USLA)

South Jersey Lifeguard Chiefs Assoc. (SJLCA)

North Shore Lifesaving Association (NSLA)

TRAINED POOL OPERATORS CERTIFICATION

American Swimming Pool and Spa Association (ASPSA)

Association of Pool and Spa Professionals (APSP)

Aquatics Training Institute (ATI)

National Pool and Spa Institute (NSPI)

National Recreation and Park Association (NRPA)

National Swimming Pool Foundation (NSPF)

North Shore Lifesaving Association (NSLA)

Starfish Aquatics Institute

Young Men's Christian Association (YMCA)

[Click here for image](#) APPENDIX E

**New Jersey Department of Health and Senior Services
Consumer and Environmental Health Services
Public Health Sanitation and Safety Program**

HEALTH CENTER SUPPLIES

Description of Required Items	Quantities Required		
	<40 Campers	40-90 Campers	>90 Campers
Adhesive Compress Strips (band aid type)	25	50	100
Sterile Gauze Dressings (sponge 2"x2")	10	15	25
Sterile Gauze Dressings (sponge 2"x3")	10	15	25
Sterile Gauze Dressings (sponge 4"x4")	10	15	25
Sterile Gauze Roller Bandage (1" wide)	4	8	15
Sterile Gauze Roller Bandage (3" wide)	4	8	15
Sterile Eye Dressing Pads (box)	1	1	1
Triangle Bandages	2	4	6
Waterproof Tape (1"x 5 yards)	1	1	1
Bandage Scissors	1	1	1
Tweezers	1	1	1
Blanket	1	1	1
Instant Cold Pack	5	5	5
Disposable Protective Face Shield	1	1	1
Disposable Protective Gown	2	4	6
Disposable Gloves (box)	1	1	1
Pocket Resuscitation Mask	2	4	6
Liquid Hand Soap or Hand Sanitizer	1	1	1
First Aid Treatment Policies and Procedures	1	1	1

[Click here for image](#)