

**DEPARTMENT OF PUBLIC HEALTH – COMMUNITY SANITATION PROGRAM**  
**105 CMR 430.000: MINIMUM STANDARDS FOR RECREATIONAL CAMPS FOR CHILDREN**  
**STATE SANITARY CODE, CHAPTER IV**

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

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

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

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

Regulation – 105 CMR 430		Yes	No	N/A	Comments
<b>PERMITS</b>					
.451	Current Certificate(s) of Inspection from local building inspector for sleeping/assembly areas.				
.215	Written compliance from local fire department.				
.300(A)(2) (a)	Private water supply: DEP approval (>25 people, >60 days/yr)				
.300(A)(2) (b)	Private water supply: (<25 people OR <60days/yr) BOH approval, chemical & bacterial analyses, no more than 45 days prior to opening				
<b>CAMP POLICIES - WRITTEN</b>					
.090(A)	Procedures for Background Review of Staff and Volunteers.				
.090(C)	<b>Staff</b> – CORI and SORI Previous Work History (5yrs) – 3 Positive Reference Checks Out-of-state/International Criminal Background Checks				
.090(D)	<b>Volunteer Staff</b> – CORI and SORI Previous Work/Volunteer History (5yrs) Out-of-state/International Criminal Background Checks				
.090(F)	All Background Info - Received, reviewed, & made determination required pursuant to .090 (C&D).				
.091 .159(B)(1) .210	Staff/Volunteer Orientation: Orientation Plan & Attendance Records, Training on Disaster/Emergency Plans, Health Care Policies, & Concussion Awareness				
.093	Abuse & Neglect Prevention Policies & Procedures Report procedures in accordance w/ M.G.L. c. 119, § 51A Written notification to MDPH and BOH.				
.191	Discipline Policy: Appropriate Discipline Methods & Prohibitions: (1) Corporal Punishment, including spanking, is prohibited; (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse; (3) No camper shall be denied food, water, or shelter; (4) No child shall be punished for soiling, wetting or not using the toilet				

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<b>CAMP PLANS - WRITTEN</b>					
.210(A)	Fire Evacuation Plan and Drills				
.210(B)	Disaster/Emergency Plan				
.210(C)	Lost Camper Plan / Lost Swimmer Plan				
.210(D)	Traffic Control Plan				
<b>SPECIAL CONTINGENCY PLANS - DAY CAMP</b>					
.211(A)	Camper doesn't show up for day.				
.211(B)	Camper doesn't show up at point of pick up.				
.211(C)	Child not registered arrives.				
<b>Promotional Literature/General Requirement</b>					
.159(B)(2)	Copy of Policy ( <b>Parents/Guardians</b> ): Care of Mildly Ill Campers, Administration of Meds & Emergency Health Care Provision.				
.157(C)	Meningococcal Disease & Immunization info provided to parents/guardians annually.				
.190(B)	Camper released only to Parents/Guardians or Designated Individual with written authorization.				
.190(C)	Regulatory Compliance & Licensing Statement: "This camp must comply with regulations of the MDPH & be licensed by the LBOH."				
.190(D) (at time of application)	Inform parents of right to review background check, health care, discipline policies and grievance procedures upon request.				
.190(E)	Protocol in place to handle unrecognized persons at camp.				
<b>FIELD TRIPS</b>					
.212(A)	Written itinerary provided to parents/guardians before departure.				
.212(B)	Source of emergency care identified; minimum 1 health care supervisor accompanying trip.				
.212(C)	Health records easily accessible for all campers/staff, medications stored securely and accessible only by HCS. First aid kit present.				
.212(D)	Written contingency plans brought on all field trips: (natural disasters, lost camper/swimmer, injuries and illnesses)				
<b>TRANSPORTATION</b>					
.250	Vehicle must comply with M.G.L. c. 90 §§ 7B & 7D: <14 passengers & driver is camp coach, director, etc. camp vehicles may be used >14 passengers, vehicle must be school bus <b>All vehicles RMV compliant w/ annual safety insp</b>				
.253	Proper automobile insurance.				
.251(C)	Seatbelts must be worn.				
.251(D)(E)	1 staff person required when transporting: Campers to the pick-up/drop-off site; or 8+ campers under 5 yrs. of age; or 2+ campers with physical handicaps.				
.251(I)	Camper under 7 yrs. are not transported longer than 1 hour non-stop.				
.252	<b>Camp vehicle drivers:</b> 18 yrs.+, 2yrs. driving experience, current license for type of vehicle. First Aid certified if no other trained staff aboard.				



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<b>STAFF QUALIFICATIONS</b>					
<b>Camp Director:</b>					
.102(A)	<b>Residential:</b> 25 yrs.+, successful completion of Camp Administration Course or 2+ seasons experience.				
.102(B)	<b>Day:</b> 21 yrs.+, successful completion of Camp Administration Course or 2+ seasons experience.				
.102(C)	<b>Primitive, Travel, Trip:</b> 25 yrs.+ and proof of experience.				
.102(D)	<b>Designated Substitute:</b>				
	Substitute must meet above criteria.				
<b>Counselors/Junior Counselors:</b>					
.100(C)(2) .100(A)	<b>Day Camp, Non-Sport:</b> Counselor = 16 yrs.+ Junior Counselor = 15 yrs.+ 4+ weeks experience & attend orientation and training				
.100(C)(1) .100(A)	<b>Residential, Primitive, Sport, Travel, Trip, Medical:</b> Counselors = 18 yrs.+ or graduated from high school Junior Counselors = 16 yrs.+ 4+ weeks experience & attend orientation and training				
.100(C)(3)	All counselors 3 yrs. older than campers.				
<b>Required Counselor Ratios:</b>					
.101(A)	<b>Residential / Day / Sports Camps:</b> 1 counselor per 10 campers 7 yrs. or above 1 counselor per 5 campers under 7 yrs.				
.101(B) .159(C)	<b>Primitive/Outpost, Travel, Trip Camps:</b> 1 counselor per 10 campers - 1 counselor at least 21 yrs. 2 counselor minimum with 1 counselor having First Aid Certificate or its equivalent				
.101(A&B) .103	<b>All Camps:</b> Staffing plan to supervise campers w/ disabilities during regular and specialized high risk activities.				
<b>Aquatics Director:</b>					
.020 .103(A)	Lifeguard certification, 21 yrs.+, 6 weeks previous experience in similar supervisory position.				
<b>Lifeguard:</b>					
.020 .103(A)	At least 16 years old with [American Red Cross Lifeguard Training Cert/Royal Bronze Medallion/Boy Scouts Lifeguard Cert/YMCA Lifeguard Cert]* AND CPR AND First Aid Certificate* *Or their equivalent				
<b>MEDICAL PERSONNEL</b>					
<b>Health Care Consultant (HCC):</b>					
.159(A)	<b>MD/DO NP PA</b> (with documented pediatric training) *Check for Health Care Consultant Agreement* License #:				
.159(A)(6)	Develop written orders to be followed by HCS, including responsibilities for medication administration				
.160(C)	Develop a written list of all medication administered at camp				
.160 (E)(G)(H)	HCC Provided & Documented Trainings: HCS required trainings, signs of hypo/hyperglycemia, diabetic plan management, and administering epi-pen with evidence of competency				

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<b>MEDICAL PERSONNEL</b>					
<b>Health Care Supervisor (HCS):</b> (All Camps must have at least 1 HCS on site at all times)					
<b>.020</b> <b>.159(C)(E)</b>	<b>MD PA NP RN LPN or...</b> 18 yrs.+, First Aid & CPR certified				
<b>MEDICAL POLICIES AND FACILITIES</b>					
<b>.159(B)</b>	Camp Health Care Policy				
<b>.160 (A)(I)</b>	<b>ALL</b> Medications stored in Original Containers and meds properly disposed of with disposal log.				
<b>.160(B)</b>	Meds stored in secured manner (ACA standards) Medication refrigerator temp 36°F - 46°F				
<b>.160 (C)(D)</b>	Written Medication Administration Policy: Medication administered by HCC authorized staff only; oral/topical medication administration training; and epi-pen and insulin use.				
<b>.163</b>	Sunscreen policy with parent/guardian sign off.				
<b>.155</b>	<b>Medical Log:</b> Readily available and signed by authorized staff person				
<b>.154</b>	Injury Report completed for a fatality or serious injury. Copy sent to MDPH and BOH.				
<b>.161(A)</b>	<b>Day / Residential Camps</b> - Infirmary provided <b>Residential Camps</b> - Easily recognizable and accessible during the day and night.				
<b>.453</b>	Lighting provided in infirmary.				
<b>.161(B)</b>	<b>Residential Camp</b> - Area for isolation of ill child with ability to provide negative pressure.				
<b>.161(C)</b>	<b>First Aid Kit:</b> meet ANSI Z308.1-2015 standards <b>Minimum:</b> 1 Class B kit and 1 Class A kit				
<b>.140 &amp; .160(F)</b>	Medical/Biological waste managed in accordance with 105 CMR 480.000.				
<b>MEDICAL RECORDS</b>					
<b>.150</b> <b>.160(D)</b> <b>.190(A)</b>	<b>Health Record for each Camper &amp; Staff:</b> <b>Staff/Camper &lt; 18 yrs:</b> Emergency Contact Info, Written Parental Permission for Meds, Emergency Care, and Self-Administration of epi-pen or insulin <b>Camper &gt; 18 yrs:</b> Emergency Contact Info				
<b>.151(A)(B)</b>	<b>Residential, Travel, Trip, Sports</b> – Medical History & physical within past 18 months <b>Day</b> – Medical history signed off by Parent/Guardian				
<b>IMMUNIZATIONS:</b>					
<b>.152</b>	<b>Campers and Staff under 18yrs:</b>				Number of records checked: _____
<b>.152</b>	<b>Campers and Staff over 18yrs:</b>				Number of records checked: _____
<b>.153</b>	Exemption Documentation				



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<b>ACTIVITIES</b>					
.190(A)	Activities and physical environment meet the needs of campers; do not pose hazard to health/safety.				
<b>AQUATICS:</b>					
.430	Swimming Pool: in compliance with 105 CMR 435.000 - Permit Posted <b>Compliant w/ VGB Act &amp; Pool Fence Requirements</b>				
.432	Bathing Beach: in compliance with 105 CMR 445.000 - weekly water sampling, water clarity, and ring buoy present				
.204(C) Christian's Law	All camps in compliance with 105 CMR 432.000 M.G.L. c. 111 § 127A ½				
.204(C) .430(B)	Swim test to classify swimmers by ability at pools and beaches (Christian's Law).				
.103 .204(D)	Proper supervision at swimming venue: 1 lifeguard per 25 campers 1 counselor per 10 campers Plan to check swimmers - "buddy system" 50+ kids in/near water Aquatics Director must be present				
.204	Swimming areas clean and safe, no swimming at undesignated sites or at night without lighting.				
.204(F)	Piers, floats, and platforms in good repair.				
<b>WATERCRAFT</b>					
.204(H) .103(B)(4)	Watercraft: equipped with USCG approved flotation devices and worn by all campers and staff engaging in watercraft activities.(paddle boards included)				
.204(I)	White water, hazardous salt/fresh water activities: Campers certified with ARC Level 4+ Certificate or equivalent.				
.103(B)	White water, hazardous salt/fresh water activities: Minimum 2 counselors in separate watercrafts 1 counselor per 10 campers (counselor must have lifeguard or small craft safety and basic water rescue cert, or equivalent )				
<b>CRAFTS:</b>					
.205	Equipment in good repair, safety precautions taken.				
<b>PLAYGROUND/ATHLETIC EQUIPMENT:</b>					
.206 (A)(B)	Equipment properly maintained, fields/surfaces free of holes/accident hazards.				
.206(C)	Playground equipment securely anchored with no concrete under/around it, and pliable swing seats.				
<b>ARCHERY:</b>		Names/Certs:			
.202(A)	Equipment in good condition, stored locked.				
.202(B)	Range away from other activity areas, clearly marked danger area with 25 yards clearance behind each target. Common firing & ready line in place.				
.203	Personal weapons allowed with camp operator's written permission.				
.103(E)	1 counselor per 10 campers at range at all times.				

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<b>FIREARMS:</b>		Names/Certs:			
.201(A)	Firearms in good condition, stored in locked cabinet. Ammunition locked in separate cabinet.				
.201(B)	Shooting range away from other activity areas.				
.201(C)	Only non-large capacity, single shot rifles permitted.				
.201(D) .201(E)	Firing line in place, no crossing without instructor's permission.				
.103(D)	<b>Direct Supervisor:</b> NRA Instructor's certification and maintain compliance with applicable M.G.L.'s <b>1 counselor per 10 campers</b>				
<b>HORSEBACK RIDING:</b>		Names/Certs:			
.103(F) .208(A)	Excursions: 1 Certified Instructor per 10 campers Minimum 2 counselors present during excursions In accordance with M.G.L. c. 128, § 2A				
.208(A)	Riders must wear hard hat at all times.				
.208(B)	Licensed stable in use.				
<b>CHALLENGE COURSES AND CLIMBING WALLS:</b>		Operator:			
.103(G)(1)	Licensed and maintained in accordance with 520 CMR 5.00 – Amusement Devices				
.103(G)(2)	Annual inspection with written report				
.103(G)(3)	1 counselor per 10 campers at all times				
<b>CABINS &amp; STRUCTURES</b>					
.457	<b>Day Camp</b> provides shelter for on-going camp activities with certificate of inspection.				
.216	<b>Residential</b> - Smoke and carbon monoxide detectors provided.				
.456	Adequate egresses free from obstruction (780 CMR).				
.453	Lighting provided for stairways.				
.454	All structural and interior elements maintained in good repair and in a safe and sanitary condition.				
<b>SLEEPING AREAS - RESIDENTIAL CAMPS</b>					
.458	Provide adequate space: <b>Single bed:</b> 40ft <sup>2</sup> /person; <b>Bunk bed:</b> 35ft <sup>2</sup> /person ; 50ft <sup>2</sup> /person requiring special equipment				
.470	Provide separate bed/cot per person with: 6 ft. between individuals heads; and 3 ft. between single beds & 4 ½ ft. between bunks				
.459	Campers and staff with limited mobility housed on ground level; egresses leading to grade or ramp provided.				
.452	Screens & screen doors provided. All doors equipped with a self-closing device.				
.454	All structural and interior elements maintained in good repair and in a safe and sanitary condition.				
<b>TENTS</b>					
.217	Clearly labeled as fire resistant. No open flame in or near tent.				



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<b>TOILETS/HANDWASH SINKS/SHOWERS</b>					
.360	Proper sewage disposal.				
.301	Plumbing maintained in good working order.				
.370	Adequate # of toilets: <b>All Camps:</b> Min. 2 toilets/privy seats for each gender <b>Day Camp:</b> >60 of one gender, provide 1 more toilet for each additional 30 persons of that gender. <b>Residential:</b> >20 of one gender, provide 1 more toilet for each additional 10 persons of that gender.				
.372	Toilets less than 200 feet from sleeping rooms. Toilet paper provided. Windows/ openings screened. Screen doors self-closing.				
.373	Adequate # of sinks in compliance w/ 248 CMR: <b>Day Camp:</b> 1 sink per every 30 people <b>Residential Camp:</b> 1 sink per every 10 people				
.374	Adequate # of showers (no duckboards): <b>Residential Camp:</b> 1 shower/tub per 20 people				
.378-.380	Campers with special needs provided sanitary facilities meeting their needs.				
.453	Lighting provided.				
.375	Adequate ventilation provided for all bathhouses, dressing rooms, shower rooms, and toilets for indoor/outdoor pools.				
.376	Hot Water in sufficient quantity and pressure: <b>Handwash Sink:</b> 110°F - 130°F <b>Shower/Bathtub:</b> 100°F - 112°F				
.374(B) .377	Sanitary facilities maintained in clean condition. Shower room floors washed daily.				
<b>LAUNDRY</b>					
.162	<b>Residential Camp:</b> Laundry facilities provided.				
.472	Bedding and towels laundered; no common towels.				
<b>GROUNDS</b>					
.300	Potable water provided.				
.300(B) .304	Adequate and centralized drinking water facilities. No common drinking cups.				
.350/.355	Proper storage and disposal of solid waste.				
.209	<b>Residential/Day Camps:</b> Immediate access to reliable phone with posted dialing instructions & (or have readily accessible) telephone numbers for HCC, police, emergency medical services, fire dept.				
.213	<b>Emergency Communication System</b>				
.450	Site location does not cause undue traffic hazards and is accessible at all times.				

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<b>GROUND</b>					
.165	Tobacco use prohibited at camp.				
.166	Alcohol and marijuana use prohibited during camp operating hours.				
.207	Proper storage and operation of power equipment Power tools stored in locked place.				
.214	Flammable and hazardous materials labeled and stored in locked unoccupied building.				
.400	Rodent and insect control.				
.401	Weed and noxious plant control.				
<b>FOOD SERVICE</b>					
.320	Food service in compliance with 105 CMR 590.000, Minimum Standards for Food Establishments. Prominently displayed food permit from BOH.				
.320(B)	USDA Summer Food Service Program – written documentation of compliance with 105 CMR 590.				
.330	Nutritious meals that include a variety of foods served. Menus posted.				
.331	<b>Residential, Travel, Trip camps</b> – Provide at least 3 nutritious meals per day. Foods must meet recommended dietary guidelines.				
.332	<b>Day camps</b> – If serving 1 or 2 meals per day food must meet recommended dietary guidelines.				
.334	Adequately trained staff and equipment to ensure campers with disabilities are eating nutritious meals. Meals not denied or forced.				
.335	Proper methods for storing meals brought from home. Meals provided to campers who arrive without a bag lunch.				
.452	Screening provided for food preparation and food service areas. Screen doors must be self-closing.				
.453	Lighting provided in kitchen and dining area.				
.471	Sleeping prohibited in food areas.				
<b>MAINTENANCE OF RECORDS</b>					
.145	Operator maintains all records relating to campers, staff, and volunteers for a minimum of 3 years.				
<b>Date and Time of Re-Inspection (if applicable):</b>					



**Regulation  
105 CMR 430**

**THE SPACE BELOW DESCRIBES VIOLATIONS MARKED ABOVE**

**Camp Operator:**

Name:

Address:

Phone Number:

Fax Number:

Email Address:

