

ORGANIZED CAMP INSPECTION GUIDE

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I. INTRODUCTION

Background

On June 28, 2022, the Los Angeles County Board of Supervisors adopted an ordinance that clarified that a public health permit is required for organized camps that have four (4) or more overnight stays (classified as Organized Camps). An Organized Camp is a site with program and facilities established for the primary purpose of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives.

Purpose

Public Health's Environmental Health Division is the regulatory agency responsible for conducting inspections at Organized Camps. This guide is intended to assist Environmental Health (EH) inspectors and Organized Camp business operators in the inspection process. It guides the EH inspector in documenting the Organized Camp Official Inspection Report to identify violations and record observations. This guide may not address all circumstances or violations that may be observed in an Organized Camp during the inspection. In those cases where an operator does not understand the observation or violation, the EH inspector will remain approachable to discuss the observation/violation and provide an opportunity to educate the business operator on the public health significance of a requirement.

Authority

The Environmental Health Division of the Los Angeles County Department of Public Health, Camps and Schools Program inspects organized camps to ensure code requirements are met. These include a wide variety of areas including building standards, fire regulations, accreditation requirements, water supply, food safety, facilities, housing, refuse, vector, health supervision, general safety, sanitation, and maintenance.

NOTE: *This guide is subjected to change based on changes to law and when further clarification is warranted.*

If you have any questions regarding the inspection process, violations marked in the inspection report, actions taken by an inspector, or any applicable law or regulation, please contact us at (626) 813-3428 or campsandschools@ph.lacounty.gov

II. COMMON TERMINOLOGY

The following are definitions from Title 8 – Consumer Protection, Business and Wage Regulations, Los Angeles County Code Title 11, California Code of Regulations Title 17, Sections 30700-30752, and California Health and Safety Code Section 18897 to assist in understanding the terms in the Organized Camp Inspection Process. and California Health and Safety Code Section 18897 to assist in understanding the terms in the Organized Camp Inspection Process.

Aquatic Supervisor is a person who provides supervision to the aquatic facility, staff, and program of the camp. The aquatic supervisor must be at least 18 years old and possess an American Red Cross Lifeguard certificate, YMCA Swim Lifesaving certificate, or equivalent certificate.

Camp Operator is an individual, partnership, joint venture, or organization that owns, leases, rents, or operates an organized camp, or an individual, partnership, or joint venture that has care, charge, or control of an organized camp.

Camper is any person in an Organized Camp on a fee or nonfee basis who is a participant in the regular program and training of an Organized Camp, and who may take on duties relating to such program and training.

Counselor is a person who is directly involved with camp program activities and camper supervision. Counselors must be high school graduates, or at least 18 years old, and trained in the principles of first aid and cardiopulmonary resuscitation.

Director: a person who is responsible for day-to-day decision making and supervision of the camp program and staff. The Director must be at least 25 years old and have at least two seasons of administrative or supervisory experience in camp activities.

Enforcement Agent or Agency is the local Health Officer, Director of Environmental Health, or Registered Environmental Health Specialist employed by the county of Los Angeles.

Health Screening is an examination to identify observable evidence of illness, injury, or communicable disease; to review and update each person's health history; and to identify current medical treatment (including medication), allergies or dietetic restrictions.

Health Supervisor is a person who is either a physician, registered nurse, or vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with section 1596.866 of the Health and Safety Code.

Organized Camp is a site with program and facilities established for the primary purposes of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives, for five days or more during one or more seasons of the year.

Specialized Activity is an activity that may expose a camper to risk of serious injury due to the inherent danger of the activity such a ziplining, diving, boating, horseback riding, aquatic activities, challenge courses, or similar activities.

III. INSPECTION SERVICES

The County of Los Angeles Department of Public Health's Environmental Health Division is responsible for ensuring that all organized camp establishments within Los Angeles County comply with California Code of Regulations (CCR), Los Angeles County Code (LACC) and any applicable codes.

Organized Camps located anywhere in Los Angeles County need a Public Health Permit to operate and must file an application at least 60 days prior to the anticipated operation of the Organized Camps.

Plans for operating an Organized Camp must be submitted and approved prior to the camp operation. As part of the application review process, a site evaluation will be conducted to verify that all requirements are met.

Organized Camps receive at least 1 unannounced inspection per year when the camp is in operation.

Organized Camp requirements and forms are available on our website:

<http://publichealth.lacounty.gov/eh/business/organized-camp.htm>

Operators may complete and submit the Permitting Forms to: campsandschools@ph.lacounty.gov

Failure to comply with permitting requirements may result in a closure.

All pools and food facility operations at any camp located in LA County must be approved and permitted by LA County Department of Public Health.

Inspection Process

- 1) The EHS shall begin the inspection by asking to speak with the Camp Director or Acting Camp Director and reviewing the camp's operating procedures and plans.
- 2) The EHS shall determine compliance with all violation categories on the Organized Camp Official Inspection Report and indicate the status for each as instructed in the next section of this guide. The EHS may take measurements, interview camp staff, and photograph conditions as part of the inspection.
- 3) Upon completion of the inspection, the EHS shall discuss the findings with the Camp Director or Acting Camp Director.
- 4) Violation categories marked **OUT** shall be corrected by the re-inspection date given.
- 5) The Organized Camp Official Inspection Report will be emailed or mailed to the owner on the next business day. If there is an imminent health hazard, the EHS shall take immediate action as instructed later in this guide and are encouraged to request additional guidance from their supervisor.

Additional Charges

- Citations may be issued by the camp operator for the second or subsequent re-inspections when violations are not corrected by the re-inspection date.
- After-hour inspections (Monday – Friday before 8 a.m. and after 5 p.m., Saturday, and Sunday), either due to an emergency or at the request of an owner, may be available and are billed at the overtime hourly rate.

Non-Compliance

- A Compliance Review may be scheduled at the discretion of the Chief EHS when the owner/operator fails to comply, does not show reasonable progress, or when the camp permit is suspended. See **Appendix B** for enforcement instructions.

Closures

- A camp's permit shall be suspended, and the camp closed when an imminent health hazard is identified or when high risk violations cannot be corrected at the time of inspection. See **Appendix C** for closure and reopening instructions.

NOTE: *If an Organized Camp's Public Health Permit is suspended and the reopening of the camp occurs after-hours or on the weekend, the inspection will be conducted at the overtime hourly rate.*

Complaints

Complaint investigations at camps with public health permits are initiated as a result of a complaint filed by the public or another agency.

Enforcement

Environmental Health inspectors utilize education as the primary means of gaining voluntary compliance when a violation is identified. However, when education is not sufficient to gain compliance, the inspector may utilize one or more enforcement actions to protect the public's health. Depending on the severity of the violation, frequency of the violation, and the risk for a negative public health impact, either informal or formal enforcement may be taken as an option in gaining compliance. Public Health may suspend the public health permit and order the organized camp establishment to immediately close for the following reasons:

- Sewage overflow or backup of toilets, sinks, floor sinks/drains within the premises.
- Vermin infestation.
- Lack of available water.

See Appendix B for Compliance & Enforcement.

IV. UNDERSTANDING THE ORGANIZED CAMP OFFICIAL INSPECTION REPORT

Compliance Status

The Organized Camp Official Inspection Report (OCOIR) is the official document that is used by the inspector to mark the violations observed during an inspection. A sample of the OCOIR is shown in Appendix A.

For each inspection violation category on the OCOIR, the inspector is required to select the applicable compliance status:

- **IN:** The item is in compliance with the code.
- **OUT:** The item is not in compliance and warrants correction by the reinspection date.
- **N/A:** The item is not applicable to the establishment.
- **N/O:** The item was not observed at the time of the inspection.
- **COS:** The item was not in compliance and was corrected and verified before the completion of the inspection. The corrective action is to be documented on the inspection report.
- **✓:** Additional action is taken beyond the inspection.

Reinspection Dates

The EHS shall conduct a follow-up inspection (also referred to as a re-inspection) to ensure that all violations cited on the OCOIR are corrected by the indicated reinspection date. If most violations are corrected or reasonable progress is made, additional time may be granted. However, the owner may be charged for the additional reinspection.

Reinspection dates vary depending on the public health risk associated with violations. In the event multiple compliance dates are required, the earliest date shall be documented in the Reinspection Date field on the OCOIR. For example, if sewage discharge is observed - which is an emergency violation and requires immediate abatement - the EHS is to document the next calendar day on the Reinspection Date field on the OCOIR and document the reinspection date for the remaining violations in the "Overall Comments" section on the OCOIR. When there are multiple compliance dates, the EHS shall document the reinspection date of each violation in the narrative comments of each violation.

V. ORGANIZED CAMP OFFICIAL INSPECTION REPORT VIOLATION CATEGORIES

REQUIREMENTS FOR CAMPS

1. Director

When Campers are present, every Camp shall have a Director at the Camp in charge that is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities.

The EHS is to mark as follows:

- IN** Mark **IN** if there is a Camp Director who meets requirements.
- OUT** Mark **OUT** if there is no Camp Director or if the Camp Director does not meet requirements **(CRITICAL)**.
- COS** Mark **COS** when a Camp Director was not present and arrives before the end of the inspection.

NOTE: Upon arrival to the site, the EHS shall check in with the Camp Director, check their picture ID, and verify their qualifications.

Critical Violation must be corrected at once. Recheck the next day for compliance.

Authority: California Code of Regulations (CCR) Title 17 sections: 30700, 30751

2. ACA Accreditation / Written Procedures

On an annual basis and at change of ownership the site, operator shall submit to the local health officer:

a) written verification that the Camp is accredited by the American Camp Association (formerly the American Camping Association), or b) a written description of operating procedures that describes the program of organized and supervised activities of the camp in the following areas:

- a. Supervisor qualifications and training.
- b. Staff skill verification criteria and process.
- c. Participant eligibility requirements (if any).
- d. Staff-to-participant supervision ratios.
- e. Equipment needed.
- f. Safety procedures.
- g. Emergency procedures specific to location.
- h. Environmental hazards.
- i. Access and equipment control.
- j. Equipment and maintenance repair.

The EHS is to mark as follows:

- IN** Mark **IN** if ACA accreditation or written description of operating procedures for required areas were submitted to the local agency and maintained on site.
- OUT** Mark **OUT** if ACA accreditation or written description of operating procedures for required areas were NOT submitted to the local agency and maintained on site.
- COS** Mark **COS** if during the time of the inspection, the Camp provides proof of ACA accreditation or written operating procedures.

NOTE: *Prior to the inspection, review procedures to determine if it is in compliance.*

Authority: CCR Title 17 section 30704

3. Camper Health Plan

A written health care plan developed and maintained by the Health Supervisor shall be used at the camp. The health plan shall include:

- a. Responsibilities and authority of the Health Supervisor and other qualified health staff meeting the requirements that provide health care including first aid.
- b. Procedures for camp health care and sanitation.
- c. Record keeping process.
- d. Plan for provisions and maintenance of supplies and equipment.
- e. The relationships and agreements with local medical personnel, hospitals, and providers of emergency care and other emergency care providers.
- f. Plan to prevent and control the spread of pandemic flu or other communicable diseases among campers.

The EHS is to mark as follows:

- IN** Mark **IN** if there is a camper health plan that meets requirements and is available onsite.
- OUT** Mark **OUT** if there is no camper health plan, if the camper health plan does not meet requirements, or the plan is not available onsite.
- COS** Mark **COS** if the camp has a camper health plan, and was following it; however, the plan was not initially available onsite but was provided before the end of inspection.

Authority: CCR Title 17 section 30750

4. Emergency Plan

Each Camp shall retain on site a written site-specific plan, approved by the Director, outlining procedures, which deal with the following emergency situations: natural disasters, lost campers, fires, transportation emergencies, illness/injuries, strangers in camp, aquatic emergencies, and other emergencies. The site-specific plan shall include procedures for:

- a. Evacuation of the camp site.
- b. Control of vehicular traffic through the camp.
- c. Communication from persons at the site of an emergency to the emergency medical facilities, the nearest fire station, and both administrative and health staff of the camp.

The EHS is to mark as follows:

- IN** Mark **IN** if the emergency plan meets the requirements and is available onsite.
- OUT** Mark **OUT** if the emergency plan is not available onsite or does not meet the requirements.
- COS** Mark **COS** if the camp has an emergency plan, however the plan was not initially available onsite but was provided before the end of inspection.

Authority: CCR Title 17 section 30753; California Fire 24 section 404.2

5. Specialized Recreational Activities Plan

Prior to the operation of the camp, if specialized activities are performed by the campers, a Specialized Recreational Activities Plan must be submitted to the local health officer with the initial application to obtain a public health permit. Once approved, the Specialized Recreational Activities Plan must be maintained on site and available for review by the Enforcement Agency.

The Specialized Recreational Activity Plan addressing the following:

- a. Supervisor qualifications and training.
- b. Staff skill verification criteria and process.
- c. Participant eligibility requirements.
- d. Equipment needed, maintenance, and repair.
- e. Activity area design and safety procedures including access and control.

For aquatic activities:

- f. Testing and classification of each camper according to aquatic ability before the camper engages in an aquatic activity. All campers and staff are considered non-swimmers unless tested and classified.
- g. Camper participation only in aquatic activities appropriate to a camper's swim class, except during formal instruction.

The EHS is to mark as follows:

- IN** Mark **IN** if the approved Specialized Recreational Activities Plan is available onsite.
- OUT** Mark **OUT** if the approved Specialized Recreational Activities Plan has not been submitted and approved or is not on site. Direct operator to discontinue Specialized Recreational Activities until plans are submitted and approved.
- N/A** Mark **N/A** if there are no Specialized Activities.
- COS** Mark **COS** if the camp has a Specialized Recreational Activities Plan, however the plan was not initially available onsite, but was provided before the end of inspection onsite.

Authority: CCR Title 17 section 30704

6. Transportation Plan

If applicable, the Camp director shall prepare, submit for review and approval, and keep onsite a safety plan for transportation procedures that shall address the following elements to the satisfaction of the enforcement agency:

- a. Safety regulations to protect the riders.
- b. Driver(s)'s qualifications.
- c. Regular vehicle maintenance/safety checks schedules.
- d. Trip Itinerary/Details and Designated Person: The itinerary and details of all out-of-Camp trips for Campers shall be planned and made known to a designated person in the Camp office or a responsible person located elsewhere. Information shall include a roster of participants, departure and return times, bad weather plans, intended routes, and communication plans.
- e. Leaders of out-of-Camp trips shall be trained on how to access emergency assistance and what to do when a Camper cannot continue.

The EHS is to mark as follows:

- IN** Mark **IN** if the approved Transportation Plan meets the requirements and is available onsite.
- OUT** Mark **OUT** if the approved Transportation Plan does not meet the requirements or is not available onsite. Direct operator to discontinue providing transportation until a Transportation Plan is submitted and approved.
- N/A** Mark **N/A** if the Camp does not offer Transportation for their campers.
- COS** Mark **COS** if the camp has a Transportation Plan, however, the plan was not initially available onsite, but was provided before the end of inspection.

NOTE: *Camp transportation procedures shall specify emergency procedures, provisions for nontravel days, and guidelines.*

Authority: CCR Title 17 section 30704 (b)(2), 30753

7. Lake, Stream, River, or Ocean Swimming Plan

A plan for the use of any lake, stream, river, or the ocean by any Camp for swimming or boating shall be 1) developed and maintained by the Director, 2) submitted to the local health officer prior to use, and 3) implemented in accordance with any special conditions that may be specified in writing by the local health officer to protect health and safety.

The EHS is to mark as follows:

- IN** Mark **IN** if plan meets the requirements and is available onsite.
- OUT** Mark **OUT** if plan does not meet the requirements and/or is not available onsite. Direct the operator to discontinue allowing the use of lakes, streams, rivers, or oceans by campers until a plan for the use of these water bodies is submitted and approved.
- N/A** Mark **N/A** if the Camp does not use lakes, streams, rivers, or ocean for swimming.
- COS** Mark **COS** if the camp has a Lake, Stream, River, or Ocean Swimming Plan, however the plan was not initially available onsite, but was provided before the end of inspection.

Authority: CCR - Title 17 sections: 30741 and 30753

8. Insect and Rodent Plan

Every Camp shall have a plan and equipment for coping with excessive numbers of flies, mosquitoes, and other insects and with rodents. At times or places where special risk of transmission disease to humans from insects, rodents or other animals exists, the Camp shall institute special measures to protect the Campers under the guidance of the local health officer.

The EHS is to mark as follows:

- IN** Mark **IN** if an insect and rodent control plan are available.
- OUT** Mark **OUT** if an insect and rodent control plan is not available.
- COS** Mark **COS** if the camp has an Insect and Rodent Plan, however the plan was not initially available onsite, but was provided before the end of inspection.

Authority: CCR - Title 17 sections: 30702 and 30736

9. Background Checks

There shall be a written statement from the Director that they have reviewed the following for all individuals over the age of eighteen (18) who work or volunteer at the camp:

- (1) Voluntary disclosure statement, i.e., a signed statement that, at minimum attests to the non-conviction of violent crimes and crimes against campers. It may include further information about other criminal behavior, previous addresses, and other data relevant to the camp and position.
- (2) A satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, AND from the U.S. Department of Justice National Sex Offender Public Registry.

A statement by the Camp Operator indicating they have reviewed the following for the Camp Director:

A satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, AND from the U.S. Department of Justice National Sex Offender Public Registry.

The EHS is to mark as follows:

- IN** Mark **IN** if the Camp Directors written statement that they reviewed staff criminal history check and voluntary disclosure statement, and the Camp Director criminal history record check documents are available.
- OUT** Mark **OUT** if:
- The required written statement and documents are not available.
 - Camp Director and/or counselors have unsupervised contact with Campers without a criminal history record check. **(Critical)**
- COS** Mark **COS** if missing written statement and/or documents are made available by end of the inspection.

NOTE: *The Director and counselors shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history check.*

Critical Violation – Must be corrected at once. Recheck next day for compliance.

Authority: Los Angeles County Code Title 17 sections: 30704, 30751

10. First Aid Instruction / Safety

The Health Supervisor shall verify that all counselors have been trained in the principles of first aid and cardiopulmonary resuscitation. The Director must verify that all counselors have obtained the appropriate training.

The EHS is to mark as follows:

- IN** Mark **IN** if first aid and cardiopulmonary resuscitation training certificates are available.
- OUT** Mark **OUT** if the counselors have not been trained or first aid and cardiopulmonary training certificates are not available.
- COS** Mark **COS** if during the time of the inspection missing first aid and cardiopulmonary training certificates are provided.

Authority: CCR Title 17 sections: 30751, 30753

11. Counselor Ratio

When campers are present, there shall be at least one counselor who is a high school graduate or who is at least 18 years of age, for each 10 campers under 16 years of age.

The EHS is to mark as follows:

- IN** Mark **IN** if counselor to camper ratios is met and counselor meets education and age requirements.
- OUT** Mark **OUT** if counselor to camper ratios is not met and/or counselors do not meet education and age requirements (**Critical**).
- COS** Mark **COS** if additional counselors (that meet education, and age requirements) are provided by the end of the inspection to fulfill ration requirements.
- N/A** Mark N/A if there are no campers under 16 years of age.

Authority: CCR Title 17 section 30751

12. Staff Training

Camp staff shall be trained in implementation of the procedures set forth in the emergency plan. Every Organized Camp shall institute fire training programs for all employees in the use of all fire extinguishing and methods of evacuation, and shall establish procedures which shall, as far as possible, be followed in the event of fire or any other emergency. If located in a forest area a plan shall be prepared for the evacuation of the camp in case of an approaching forest fire or other emergency.

The EHS is to mark as follows:

- IN** Mark **IN** if staff are trained in emergency plans and documentation verifying this is available.
- OUT** Mark **OUT** if staff are not trained and/or there is no documentation of training.

NOTE: *The EHS shall verify the written emergency procedures on site are adapted to address the environmental conditions on site and the Campers they service. Camp staff and counselors should be able to answer open-ended questions on the emergency, to show that they have been properly trained.*

Authority: CCR Title 17 section 30753, California Fire Code 404.2.1, 404.2.3.2, 405.2

13. Aquatic Supervisor

There shall be a designated aquatics supervisor who is at least 18 years of age and who shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate, or its equivalent certificate.

The EHS is to mark as follows:

- IN** Mark **IN** if Aquatic Supervisor code requirements are met.
- OUT** Mark **OUT** if Aquatic Supervisor code requirements are not met.
- COS** Mark **COS** if an aquatics supervisor becomes available onsite by the end of the inspection.
- N/A** Mark N/A if there are no aquatic activities at the camp.

Critical Violation – Closure of aquatic activities until corrected. Recheck next day for compliance.

Authority: CCR Title 17 sections: 30700, 30741(d)(1)

14. Lifeguards

There shall be lifeguard services at any location used for swimming by Campers, with a minimum of one (1) lifeguard for every 25 Campers in the water.

The EHS is to mark as follows:

- IN** Mark **IN** if lifeguard code requirements are met.
- OUT** Mark **OUT** if lifeguard code requirements are not met.
- N/A** Mark N/A if there are no aquatic activities at the camp.

Critical Violation – Closure of aquatic activities until corrected. Recheck next day for compliance.

Authority: CCR Title 17 section 30741(d)(2)

HEALTH

15. Health Supervision

When Campers are present, there shall be a full-time adult health supervisor in charge of health supervision. Health screenings shall be conducted under the supervision of the health supervisor or by qualified staff that meet the requirements for:

- All staff prior to the arrival of Campers.
- All Campers under the age of 18 who are unaccompanied by a parent or guardian within 24 hours of arrival at Camp.

The EHS is to mark as follows:

- IN** Mark **IN** if:
 - A full-time adult health supervisor is present who supervises health screenings.
 - If a physician is present or available on call.
- OUT** Mark **OUT** if:
 - A full-time adult health supervisor is not present and/or health screenings are not supervised by the health supervisor.
 - If a physician is not present or available on call.
- COS** Mark **COS** when a health supervisor was not present and arrives before the end of the inspection.

NOTE: *If a physician is not on site when Campers are present, arrangements shall be made for a physician to be available on an on-call basis.*

Critical Violation – Must be corrected at once. Recheck the next day for compliance.

Authority: CCR Title 17 sections: 30700(f), 30750

16. Health Records

Every Camper and each staff member entering Camp shall furnish a health history of his or her health status that is completed and signed by the individual Camper or staff member, or by the parent or guardian if the Camper or staff member is under the age of 18. This history shall be kept on-site if the Camper or staff member is at Camp and shall include the following:

- a. Description of any health condition requiring medication, treatment, special restriction, or consideration while at Camp.
- b. Record of immunizations including date of the last tetanus shot.
- c. Record of any allergies.
- d. A signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or Camper, except those minors accompanied in a Camp by a parent or guardian.

A medical logbook shall be maintained by the health supervisor which includes at least the following information for each accident, injury, or illness:

- a. Name of the person treated.
- b. Dosage and intervals of any medication dispensed.
- c. First aid or medical treatment rendered.
- d. Name of the person administering the first aid or medical treatment.
- e. Date and time of treatment.
- f. Date parent/guardian notified of accident, illness, or injury.

The EHS is to mark as follows:

- IN** Mark **IN** if records and required documents are maintained.
- OUT** Mark **OUT** if records and required documents are not maintained: Health history is missing or missing information, emergency medical treatment statements are missing or missing information.
- COS** Mark **COS** if during the time of the inspection missing records and documentation are provided.

Authority: CCR Title 17 section 30750

17. Medication

All medication brought to a Camp by Campers that needs to be dispensed by the health supervisor or qualified staff shall be:

- a. In the original container and labeled.
- b. In containers accompanied by specific written dispensing instructions from a parent, legal guardian, or licensed physician.
- c. Stored in a locked container when unattended by the health supervisor.

The EHS is to mark as follows:

- IN** Mark **IN** if medication storage, maintenance, and dispensing meet requirements.
- OUT** Mark **OUT** if medication storage, maintenance, and dispensing do not meet requirements.
- COS** Mark **COS** if the requirement is met by the end of the inspection.

NOTE: *If no medication is required and present at the time of the inspection, confirm that a locked medication storage is available for use when needed.*

Authority: CCR Title 17 section 30750(h)

18. Infirmary

An infirmary, with provision for isolating patients, shall be provided. Advance arrangements shall be made for the immediate removal of seriously sick or injured Campers or staff members to a point of adequate medical care, on recommendation of a physician.

The EHS is to mark as follows:

IN Mark **IN** if:

- Camp is equipped with an infirmary.
- Camp infirmary has separate toilet facility, lavatory with running water and in good repair.
- Camp has procedures for immediate removal of seriously sick or injured Campers or staff members to a point of adequate medical care.

OUT Mark **OUT** if:

- Camp does not have an infirmary or if there is not a separate toilet facility and lavatory with running water and in good repair.
- Camp does not have procedures for immediate removal of seriously sick or injured Campers or staff members to a point of adequate medical care.

NOTE:

- *If a physician is not on site when campers are present, arrangements shall be made for a physician to be available on an on-call basis.*
- *This subsection shall not apply to intermittent short-term Organized Camps operating less than 72 hours except when required by the local health officer for the protection of the health of campers and adult supervisors.*

Authority: CCR Title 17 section 30750(e)

19. First Aid and Healthcare Supplies

First aid and healthcare supplies must be provided and stored safely.

The EHS is to mark as follows:

IN Mark **IN** if first aid and healthcare supplies are provided and stored safely.

OUT Mark **OUT** if first aid and healthcare supplies are not provided, or not stored safely.

COS Mark **COS** if first aid and healthcare supplies are provided by the end of inspection.

NOTE: *A written health care plan developed and maintained by the Health Supervisor shall be used at the Camp. The health plan shall include a plan for provisions and maintenance of supplies and equipment.*

Critical Violation – Must be corrected at once. Recheck next day for compliance.

Authority: CCR Title 17 section 30750(i)

CAMPS AND TRAILS

20. Camp Safety

The Camp and established trails shall be in an area properly drained and free or protected from natural or man-made hazards, such as mine pits, quarries, and high-speed roads, or large numbers of insects and venomous snakes. Poison oak shall be controlled. Excessive dust that may be injurious to health and safety in the main living and housing areas of the Camp.

- Camps shall be prevented by suitable means.
- Camps should be monitored for strangers in the camp.

The EHS is to mark as follows:

IN Mark **IN** if the Camp site and established trails are protected from natural or man-made hazards.

OUT Mark **OUT** if:

- The Camp site and established trails are not protected from natural or man-made hazards.
- Visitors walk unnoticed into the camp.

NOTE: *Verify possible hazards have been identified and addressed, such as cutting down or removing poison oak from marked trails.*

Authority: CCR Title 17 sections: 30702, 30704

21. Drainage

The Camp and established trails shall be in an area properly drained.

The EHS is to mark as follows:

IN Mark **IN** if the Camp site and established trails are properly drained.

OUT Mark **OUT** if the Camp site and established trails are not properly drained.

NOTE: *The Camp shall consider possible flooding in the event of rain or down pour.*

Authority: CCR Title 17 section 30702

22. Insect / Rodent

Camps shall not have excessive numbers of flies, mosquitoes and other insects or rodents. At times or places where special risk of transmission disease to humans from insects, rodents or other animals exists, the Camp shall institute special measures to protect the Campers under the guidance of the local health officer.

The EHS is to mark as follows:

- IN** Mark **IN** if excessive numbers of flies, mosquitoes, other insects, or rodents are not present.
- OUT** Mark **OUT** if excessive numbers of flies, mosquitoes, other insects, or rodents are present.

NOTE: *The EHS should review control measures in place when excessive numbers of flies, mosquitoes and other insects, and rodents are observed.*

Authority: CCR Title 17 sections: 30702, 30736

23. Animals

Camps shall not allow on Camp premises unvaccinated dogs, or other animals that may cause injury or disease to Campers. Pets or animals of any kind are not permitted at swimming or food service areas unless the animal is a service animal.

The EHS is to mark as follows:

- IN** Mark **IN** if unvaccinated dogs, or other animals that may cause injury or disease to Campers are not at Camp. Pets or animals are not present at swimming or food service areas.
- OUT** Mark **OUT** if unvaccinated dogs, or other animals that may cause injury or disease to Campers are present at Camp. Pets or animals of are present at swimming or food service areas unless the animal is a service animal.

NOTE: *When dogs are observed at swimming or food areas, the EHS shall inquire with Camp staff if the animal is required because of a disability, and what work the dog is trained to perform. The EHS shall ask for proof of vaccination when dogs are observed in the Camp.*

Authority: CCR Title 17 sections: 30736; California Retail Food Code 113903

CAMP PROGRAMS

24. Specialized Activities

All specialized activities shall meet the following requirements to the satisfaction of the enforcement agency:

- a. Access of specialized activity areas shall be restricted to designated Campers and staff, and properly secured when not in use.
- b. First Aid, CPR/AED trained staff shall be readily available.
- c. Supervisors shall demonstrate through either certification or experience their qualification for the specialized activity.
- d. For activities requiring protective Headgear and/or safety apparel, such as horseback riding and skateboarding: Protective headgear must be worn by all Campers and staff under the age of 18. The use of safety apparels such as pants and boots are strongly recommended for horseback riding. For staff and Campers aged 18 and over, an acknowledgement-of-risk form must be signed if they choose not to wear a helmet.
- e. Equipment Maintenance and Safety Checks shall be conducted as per the specialized activity industry standards when such standards exist. In the absence of standards, the Camp director shall provide to the enforcement agency a safety plan to ensure equipment are kept in good repair and regularly checked.
- f. Adventure course/challenge course/zip lines, rope courses and similar shall be inspected annually by qualified personnel. Inspection reports and related records shall be kept on site and made available for review upon request.

For Horse/Livestock Programs*

The Camp shall comply with the following requirements to the satisfaction of the enforcement agency:

- a. Establish procedures for pony rides that require the use of sound horses/ponies and an adequate number of qualified people assisting riders as necessary.
- b. Stables, corrals, paddocks, rings, and other livestock areas shall be located at least 35 feet away from Camp living areas (LACC 11.16.090) and be clean and supplied with fresh water.
- c. Ensure that horse and livestock medications are handled only by trained or experienced people, secured away from Camper access, and locked up when not in use.
- d. Ensure that staff classify horses for various rider skill levels before use by participants, classify participants' riding abilities and assign participants to appropriate horses, equipment, and activities.
- e. Ensure that staff check all horses daily for physical soundness and remove any unsound horses from the riding program.

The EHS is to mark as follows:

- IN** Mark **IN** if:
- Specialized activity equipment is maintained in good repair (e.g., rope course, zip line, life jackets).
 - Camp staff trained in and are following specialized activity safety equipment procedures.
 - Specialized activity procedures are being followed.
- OUT** Mark **OUT** if:
- Specialized activity equipment is missing or not maintained in good repair.
 - Camp staff not trained on and/or not following specialized activity safety equipment procedures.
 - Specialized activity procedures are not being followed.
- N/A** Mark **N/A** if there are no specialized activity.
- COS** Mark **COS** if during the time of the inspection missing/damaged specialized activity safety equipment is replaced or repaired.

Critical Violation – Must be corrected at once if there are safety concerns. If unable to correct the violation, the operator should discontinue the use of equipment or specialized activity in all. Recheck next day for compliance.

Authority: CCR Title 17 section 30704

25. Trips and Transportation

The Camp shall follow a written site-specific transportation plan that addresses the following:

- a. Transportation of Campers and staff for offsite activities.
- b. Transportation of Campers and staff to a different location in case of emergency.
- c. Transportation of Campers for immediate medical care.

The EHS is to mark as follows:

- IN** Mark **IN** if trips and transportation requirements are met.
- OUT** Mark **OUT** if trips and transportation requirements are not met.
- N/O** Mark **N/O** if transportation activities are not occurring at the time of inspection.
- COS** Mark **COS** if any component of the camp's transportation plan is not followed, but the operator was able to correct it by the end of the inspection.
- N/A** Mark **N/A** if the camp does not provide transportation.

Authority: CCR Title 17 sections: 30704 (b)(2)(E), 30753

26. Firearms

All firearms and ammunition, when not in use for authorized Camp activities, shall be stored and locked in a cabinet designated for this use. The key for this cabinet shall only be in the possession of the director, or a qualified designee who meets the requirements of a director.

The EHS is to mark as follows:

- IN** Mark **IN** if firearms and ammunition are stored in a lockable firearm storage cabinet and access to the cabinet is limited to the Director or qualified designee.
- OUT** Mark **OUT** if firearms and ammunition are not stored in a lockable firearm storage cabinet, or key is not in possession of the Director or qualified designee.
- COS** Mark **COS** if during the time of the inspection firearms and ammunition are moved into a lockable firearm storage cabinet which is then locked, and access is limited to the Director or qualified designee.
- N/A** Mark **N/A** if there are no firearms or ammunition at the Camp.

Critical Violation – Must be corrected at once. Recheck next day for compliance.

Authority: CCR Title 17 section 30752

LAKE, STREAM, RIVER, OR OCEAN SWIMMING

27. Lifeboat/ Water Safety Device

There shall be at least one (1) lifeboat or equivalent water safety device that is suited to the size, location, and use of the water facility, population of the Camp, and dangers inherent to the water facility as determined by the director and that shall:

- a. Be used for no other purpose than for saving lives or for other emergencies.
- b. Be kept in good repair and readily accessible to the areas of potential use.
- c. Comply with California Harbors and Navigation Code section 652: operation and equipment of vessels.

The EHS is to mark as follows:

- IN** Mark **IN** if Camp using a lake, stream, river, or ocean is equipped with at least one lifeboat or equivalent water safety device, kept in good repair, readily accessible, and complies with Harbors and Navigation Code section 652.
- OUT** Mark **OUT** if Camp using a lake, stream, river, or ocean is not equipped with at least one lifeboat or equivalent water safety device, and/or it is not kept in good repair, and /or not readily accessible, and/or does not comply with Harbors and Navigation Code section 652.
- N/A** Mark **N/A** if the Camp does not use lakes, streams, rivers, or ocean for swimming.

Critical Violation – Closure of the aquatic activities until corrected. Recheck next day for compliance.

Authority: CCR Title 17 section 30741 and California Harbors and Navigation Code section 652

28. Safety and Hazards

Camp operators shall carefully measure the depth of water, identify the location of eddies and pools, and determine the presence and nature of dangerous currents, sunken logs, rocks, and obstructions in the lake, stream, or river.

The EHS is to mark as follows:

- IN** Mark **IN** if Camp using a lake, stream, river for Camper swimming or bathing has determined water depth, location of pools or eddies, presence of dangerous currents, sunken logs, and other obstructions.
- OUT** Mark **OUT** if dangers to swimming noted in code have not been determined.
- N/A** Mark **N/A** if the Camp does not use lakes, streams, rivers, or ocean for swimming.

Critical Violation – Closure of the aquatic activities until corrected. Recheck next day for compliance.

Authority: CCR Title 17 section 30741(c)

29. Signs

There shall be legible signs indicating in plain letters, the depth of water, the location of pools or eddies, and the presence and direction of currents of water shall be posted at any lake, stream, or river used by a Camp for Camper swimming.

The signs shall be visible from the swimming or bathing area during the season when bathing and swimming are permitted.

The EHS is to mark as follows:

- IN** Mark **IN** if Camp using lake, stream or river for Camper swimming or bathing:
- Has posted a legible sign at any lake, stream or river used for Camper swimming indicating in plain letters the depth of water, location of pools or eddies, and presence and direction of water currents.
 - The signs are visible from swimming or bathing areas.
- OUT** Mark **OUT** if:
- There is no sign indicating dangers to swimming, or sign is not in plain language or missing required information.
 - Sign indicating dangers to swimming is not clearly visible from swimming or bathing areas.
- N/A** Mark **N/A** if the Camp does not use lakes, streams, rivers, or ocean for swimming.

NOTE: *It is understood that survey and required sign requirements apply to Camps that own and/or are in control of lake, stream, river, or swimming area. Contact supervision if these requirements are not met at public swimming areas used by a Camp such as a public beach or public swimming area.*

Critical Violation – Closure of the aquatic activities until corrected. Recheck next day for compliance.

Authority: CCR Title 17 section 30741(c)

BUILDING STRUCTURES

30. Constructed with Approvals

Camp operator shall submit plans and specifications for every building or structure including a plot plan drawn to scale, to the Department for approval, prior to construction of new buildings or conversion of existing buildings.

The EHS is to mark as follows:

- IN** Mark **IN** if plans were approved prior to construction of buildings.
- OUT** Mark **OUT** if construction has started or been completed prior to plans being approved.
- N/A** Mark **N/A** if there is no construction requiring plan approval.

NOTE: *This category is marked for plan approval of active or recently completed construction of buildings (since the last routine inspection). Plan approval cannot be marked COS, Plans must be reviewed before the violation can be marked IN. Contact supervisor if buildings were constructed without approval.*

Authority: CCR Title 17 sections: 30703, 30720

31. Safety Detectors & Fire Alarms

Every building and structure used for sleeping purposes shall be provided with automatic carbon monoxide and smoke detectors. Systems shall conform to the Fire Code and shall be state fire marshal-approved and listed.

EXCEPTION: *Buildings and structures in existence and in operation prior to January 1, 1985.*

Every Camp shall provide and maintain a device or devices suitable for sounding a fire alarm. Such device or devices may be of any type acceptable to the enforcing agency provided they are distinctive in tone from all other signaling devices or systems and shall be audible throughout the Camp premises. When an automatic fire alarm system is provided, all signaling devices required shall be of the same type as that used in the automatic system.

The EHS is to mark as follows:

IN Mark **IN** if:

- Buildings used for sleeping quarters have fire and carbon monoxide detectors.
- Camp has and maintains a fire alarm.

OUT Mark **OUT** if:

- Buildings used for sleeping quarters do not have fire and carbon monoxide detectors, or if detectors are damaged/nonworking.
- Camp does not have and/or maintains a fire alarm.

COS Mark **COS** if during the time of the inspection missing/damaged fire and/or carbon monoxide detectors are repaired or replaced.

NOTE: Refer missing or unapproved fire alarms to the fire marshal or local fire department.

Authority: CCR Title 19 sections: 3.12; California Health and Safety Code 18897.6; California Fire Code, Title 24, Part 9 section 907.2.25

32. Structures, Tents, and Cabins

Every building, structure, tent, tent structure, cabin, and premises shall be kept in good repair, and shall be maintained in a safe and sanitary condition, clean and free from accumulations of paper, rubbish, or standing water, satisfactory to the local health officer. All canvas or other fabric material shall be treated and maintained in a flame-retardant condition.

The EHS is to mark as follows:

IN Mark **IN** if:

- Buildings, tents, structures, cabins, and premises are kept in good repair, in safe and sanitary condition, clean from accumulation of rubbish or standing water.
- Tent material is treated and maintained in a flame-retardant condition.
- If stairs and railings are maintained in good condition and meet building code requirements.

OUT Mark **OUT** if:

- Buildings, tents, structures, cabins, and premises are not kept in good repair, in safe and sanitary condition, clean from accumulation of rubbish or standing water.
- Tent material is not treated and/or not maintained in a flame-retardant condition.
- If stairs and railings are missing, damaged, not maintained in good condition, or do not meet building code requirements.

COS Mark **COS** if during the time of the inspection operator was able to correct observed violations.

Authority: California Building Code, Title 24, Part 2 section 450.5.2; CCR Title 17 section 30722(a)

33. Electrical, Equipment, and Appliances

All appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating, and ventilating systems within any Camp shall be kept in good repair and shall be maintained in a safe and sanitary condition satisfactory to the Department.

The installation of all electrical wiring shall conform to the applicable provisions of the California Electrical Code. Extension cords shall not be used to provide electricity to permanently fixed outdoor fixtures.

There shall be no electrical devices, installed or used in the tents.

The EHS is to mark as follows:

IN Mark **IN** if:

- Appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating and ventilating system are kept in good repair and in a safe and sanitary manner.
- Electrical wiring conforms to applicable code, extension cords are not used for permanently fixed outdoor fixtures, and all electrical appliance, equipment, wiring, and systems are maintained in good repair.

OUT Mark **OUT** if:

- Appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating and ventilating system are not kept in good repair and in a safe and sanitary manner.
- Electrical wiring does not conform to applicable code, extension cords are used for permanently fixed outdoor fixtures, and all electrical appliance, equipment, wiring, and systems are not maintained in good repair.
- Electrical devices installed or used in tents.

COS Mark **COS** if during the time of the inspection extension cord use is corrected, and damaged electrical appliances or equipment is repaired or replaced.

Authority: CCR Title 17 section 30722(b) and 30723

34. Exits

Every building shall meet California Building Code number, size, and other requirements for exits. Building exits shall not be blocked.

Every room or area housing more than eight persons shall be provided with not less than two approved exits, each of which shall be directed to the exterior. Rooms or areas housing eight or less persons shall be provided with at least one such exit directed to the exterior.

Every exit door shall be openable from the inside without the use of any key, special knowledge, or effort.

The EHS is to mark as follows:

IN Mark **IN** if building exits meet number, size, and other requirements.

OUT Mark **OUT** if building exits do not meet number, size, or other requirements, or is blocked so it is not usable.

COS Mark **COS** if during the time of the inspection a blocked exit is cleared so it is usable again.

Authority: California Building Code Title 24, Part 2, section 431A

SLEEPING ACCOMODATIONS

35. Sanitary / Good Conditions

Provided sleeping materials (mattresses, mattress covers, blankets, sheets, pillows, and/or sleeping bags) must be maintained sanitary and in good condition.

Blankets, sheets, pillows, and/or sleeping bags shall be laundered and/or sanitized prior to issuance to a Camper.

Mattresses shall be covered with waterproof material or washable covers to be easily cleaned and sanitized.

The EHS is to mark as follows:

- IN** Mark **IN** if bedding is laundered and/or sanitized before issuing to a Camper.
- OUT** Mark **OUT** if bedding is not laundered and/or sanitized before issuing to a Camper.
- COS** Mark **COS** if during the time of the inspection unlaundered/unsanitized bedding is removed and replaced with laundered/sanitized bedding.
- N/A** Mark **N/A** if sleeping materials are not provided by the camp.

NOTE: *The EHS shall conduct visual spot check of any provided sleeping materials and shall ask about laundering protocols.*

Authority: CCR Title 17 section 30722(c)

36. Air Space / Occupancy

Every room or place used for sleeping purposes shall contain at least:

- 630 cubic feet of air space when occupied by two persons.
- 500 cubic feet for each additional person.

The EHS is to mark as follows:

- IN** Mark **IN** if rooms used for sleeping meet the air space requirement.
- OUT** Mark **OUT** if rooms used for sleeping do not meet air space requirements.
- COS** Mark **COS** if Campers are relocated to other sleeping quarters to meet the air space requirements.
- N/O** Mark **N/O** if sleeping arrangements, tents or sleeping bags, are not set up at the time of inspection.

NOTE: *The EHS shall measure the dimensions of select sleeping quarters and use those as reference while checking other units. Any units appearing to be overcrowded shall be measured.*

Authority: CCR Title 24 section 431A. 3.2

37. Arrangements

- Head-to-head sleeping accommodations is prohibited.
- A minimum space of 18 inches, or a physical barrier, shall be provided between bed units including sleeping bags.

The EHS is to mark as follows:

- IN** Mark **IN** if Camper sleeping arrangements met requirements.
- OUT** Mark **OUT** if Camper sleeping arrangements do not meet requirements, beds are arranged for head-to-head sleeping, and/or are less than 18 inches of space without physical barrier.
- COS** Mark **COS** if during the time of the inspection bed arrangements are rearranged to meet spacing requirements.
- N/O** Mark **N/O** if sleeping arrangements, tents or sleeping bags, are not set up at the time of inspection.

Authority: CCR Title 17 section 30721

WATER SUPPLY

38. Safe & Adequate

A dependable supply of potable water adequate to furnish 50 gallons of water per person per day shall be available. Where chemical toilets are used, this figure may be reduced to 30 gallons per person per day.

Water supply, quality, monitoring, storage, and distribution shall comply with the requirements of the California Safe Drinking Water Act. Obtaining water from a well or other local water system requires approval from the State or the Los Angeles County Drinking Water program.

The EHS is to mark as follows:

- IN** Mark **IN** if the Camp water supply comes from an approved source.
- OUT** Mark **OUT** if the Camp water does not come from an approved source.

NOTE: *The EHS shall verify if the water supply comes from a municipal water system or a local system that has been approved by LA County Drinking Water (permit) or the State.*

Critical Violation – Closure if no potable water available. Recheck next day for compliance.

Authority: CCR Title 17 section 30710

39. Centrally Located

Drinking water shall be provided and be centrally located in the Camp.

The EHS is to mark as follows:

- IN** Mark **IN** if drinking water is provided and centrally located.
- OUT** Mark **OUT** if drinking water is not provided and/or centrally located.
- COS** Mark **COS** if drinking water is provided from a centrally located site by the end of the inspection.

NOTE: *The Camp cannot operate and must close if there is no potable water available.*

Authority: CCR Title 17 section 30711

HYGIENE FACILITIES

40. Hand washing

Hand washing facilities are required adjacent to all flush toilets and must be kept in good repair and maintained in a safe and sanitary condition.

Single service soap dispensers are required at hand washing facilities, except for those hand washing facilities located in Camper housing facilities.

The EHS is to mark as follows:

- IN** Mark **IN** if handwashing facilities are provided adjacent to all flush toilets, and maintained in good repair, and in safe and sanitary condition.
- OUT** Mark **OUT** if handwashing facilities are not provided where required and/or not maintained in good/safe/sanitary condition (no water, not functioning, taps broken, etc.).
- COS** Mark **COS** if violations are corrected (repairs made or single service soap provided) before end of the inspection.

NOTE: *The EHS shall check hand wash sinks at each toilet room.*

Authority: CCR Title 17 section 30712

41. Toilets

Toilets are required at the ratio of at least one (1) toilet for each multiple of fifteen (15) campers.

Toilets shall be maintained in good repair and sanitary condition.

Chemical toilets may only be used in remote areas where a plumbing system for water distribution is unavailable as specified in section 11.38.535

Toilets shall be available within 200 feet of sleeping quarters.

The EHS is to mark as follows:

- IN** Mark **IN** if there is an adequate number of toilets.
- OUT** Mark **OUT** if there is an inadequate number of toilets, toilets are not working, or chemical toilets are used when not allowed.
- COS** Mark **COS** if damaged or non-working toilets are repaired before end of inspection.

NOTE: *Refer issues with chemical toilets to the Land Use Program.*

Critical Violation – CLOSURE – If no toilets and cannot be COS. Recheck next day for compliance.

Authority: CCR Title 17 section 30714

42. Showers

Showers required when Campers are present for three (3) or more consecutive days and nights, shall have the following:

- At least one (1) shower head with hot and cold running water shall be provided at a ratio of 1 per 15 persons.
- All showers shall be in buildings and all such buildings shall be properly lighted, plumbed, and ventilated.
- Soap at all showers.
- All Campers shall be given the opportunity to use showers at reasonable intervals.

The EHS is to mark as follows:

- IN** Mark **IN** if showers in good working order are provided as required.
- OUT** Mark **OUT** if showers are not provided as required, and/or are not in good working order.
- COS** Mark **COS** if during the time of the inspection damaged or non-working showers are repaired.

NOTE:

- *The EHS shall verify that sufficient shower heads are provided if required.*
- *Additional open-air showers in connection with swimming pools or swimming areas may be provided.*

Authority: CCR Title 17 section 30713

WASTE

43. Solid Waste Disposal

All garbage and refuse must be deposited and stored in fly tight, leak proof, non-absorbent containers.

Waste containers must be kept in a sanitary condition and emptied within seven (7) days.

The EHS is to mark as follows:

- IN** Mark **IN** if garbage and refuse is deposited and stored in appropriate containers and emptied within 7 days.
- OUT** Mark **OUT** if garbage and refuse is not deposited and stored in fly tight containers, and/or garbage and refuse kept more than 7 days.
- COS** Mark **COS** if solid waste disposal violations are corrected by end of the inspection.

NOTE: *The EHS shall verify that waste containers are emptied on a regular schedule that does not exceed 7 days.*

Authority: CCR Title 17 section 30735

44. Liquid Waste Disposal

Liquid waste from any source must be disposed of in an approved manner and shall not discharge onto the ground or in a manner that might contaminate any standing water, stream, hole, excavation, or public place.

The EHS is to mark as follows:

IN Mark **IN** if liquid waste is disposed of properly.

OUT Mark **OUT** if:

- Liquid waste is not disposed of properly. Recheck next day for compliance.
- Sewage is discharging from the plumbing system or an onsite wastewater treatment system and is impacting where campers are housed or participate in activities (**CLOSURE**).
- Toilets cannot be used due to sewage leaks or overflows. Mark also violation #41 (**CLOSURE**).

COS Mark **COS** if liquid waste disposal violations are corrected by end of inspection and all affected areas are cleaned and sanitized.

Critical Violation – Must be corrected at once. Recheck next day for compliance.

Authority: Los Angeles County Code of Regulations – 11.16.050

COMPLIANCE AND ENFORCEMENT

45. Notice of Intent to Operate (NOI)

At least 30 days prior to the operation of any Camp in any calendar year, written notice shall be sent by the site operator to the local health officer of the city, county, or city and county in which the Camp is located, setting forth:

- Name, location and mailing address of the person or agency that owns the Camp.
- Name and address of the person or agency proposing to operate the Camp.
- Proposed dates of occupancy during that calendar year.

Written notice shall be sent to the local health officer at least 30 days prior to any changes to information above, construction of a new Camp, or any major expansion of physical features.

Written notice shall be sent to the local health officer at least 30 days prior to (1) changing from no on-site food preparation to onsite food preparation, or (2) adding or removing specialized activities.

Camps which operate year-round shall provide only an initial notice of operation, however proposed dates of operation during that calendar year and updates to changes in operation dates must be submitted annually.

The EHS is to mark as follows:

IN Mark **IN** if a notice of intent to operate has been submitted as required.

OUT Mark **OUT** if:

- No notice of intent to operate was submitted, the notice was submitted less than 30 days prior to operation, or the notice was missing required information.
- Written notice was not submitted prior to construction, expansion of physical features, changes to on-site food preparation, or specialized activities.

COS Mark **COS** if NOI was not maintained onsite but was submitted prior to initial plan operation.

Authority: CCR Title 17 section 30703

46. Permits Available

A public health permit shall be obtained for an Organized Camp as defined in Los Angeles County Code, Section 8.04.560. Organized camps should maintain a copy of their permit at the sites.

The EHS is to mark as follows:

- IN** Mark **IN** if permit is available and financially compliant.
- OUT** Mark **OUT** if the facility is not permitted, or the permit is not available and financially compliant.

NOTE: *If the facility is not permitted, the EHS shall contact the EHS IV or higher and issue a Compliance Review.*

Authority: Los Angeles County Code 8.04.932, 8.04.560

47. Public Pools

All Public Swimming Pools shall be approved and permitted by this Department. The EHS shall conduct the inspection to ensure compliance with California Code of Regulations, Title 22, public swimming pool laws.

The EHS is to mark as follows:

- IN** Mark **IN** if the pool is approved and permitted, and in compliance with the California Health & Safety Code. A separate Swimming Pool Official Inspection Report (SPOIR) will be issued to records swimming pool related violations.
- OUT** Mark **OUT** if the pool is not approved or in is violation of the California Health & Safety Code
- N/A** Mark **N/A** if the facility does not have a pool.

NOTE: *If a pool closure is required, the EHS shall notify the Director or person in charge. A signature of acknowledgement for pool closure should be obtained to provide them a copy of the SPOIR. Complete and post all Pool Closure Signs securely and visibly at all entries of the pool. A pool closure must be immediately reported to an EHS IV or higher providing the following information: name of facility, address, and city, PR#, time of closure, reason of closure, and whether a person was notified.*

Authority: CCR Title 17 section 30703

48. Food Service

Food service operations have been approved and operate in compliance with the California Retail Food Code.

The EHS is to mark as follows:

- IN** Mark **IN** if the food service is approved and permitted, and in compliance with the California Retail Food Code. Separate Food Official Inspection Report (FOIR) will be issued to record food service violations.
- OUT** Mark **OUT** if the food service is not approved or in is violation of the California Retail Food Code.
- N/A** Mark **N/A** if the facility does not provide food service.

NOTE: Camps that offer food for service must comply with California Health and Safety Code sections 113700-114437.

Authority: CCR Title 17 section 30730

49. Public Water System Permit Required

When 25 or more people are on site for 60 days or more per year and water is provided from an onsite well or spring the owner is required to obtain a permit as a Public Water System from either Los Angeles County Department of Public Health, Environmental Health, Drinking Water Program, or the State Water Board Division of Drinking Water.

The EHS is to mark as follows:

- IN** Mark **IN** if the Public Water System is used on site, approved, and permitted, and in compliance with CCR Title 22 section 64211.
- OUT** Mark **OUT** if the Public Water System is used but not approved and not permitted by the Department.
- N/A** Mark **N/A** if the facility does not use a Public Water System.

Authority: California Code of Regulations Title 22 and California Health and Safety Code – section 116270-116293

50. Permit Suspension

Any public health permit issued pursuant to Los Angeles County Code, Title 8, may be suspended or revoked and remain closed until the permit has been reinstated or reissued by the Department.

The EHS shall mark this section if public health permit is suspended.

NOTE: *In the event of suspension or revocation, the decision shall specify the violations that were found to exist and/or continue, the extent of the suspension of the permit, and the actions required for correction of the continuing violations.*

Authority: Los Angeles County Code 8.04.943, 8.04.946

51. Referral to Other Agency

Document if a referral is made to another agency.

The EHS will mark this section and document the agency being referred.

52. Compliance Review

Whenever the Department finds that a Camp is not in compliance with the requirements, a written notice of violation that contains a required compliance date shall be issued to the permittee.

The EHS shall mark this section when a Compliance Review is issued to the Camp operator.

NOTE:

- *If the permittee fails to correct the violation within the specified time, the Department shall issue to the permittee a written notice setting forth the violations found by the Department. The notice shall inform the permittee of a right to a compliance review, if requested, to show cause why the public health permit should not be suspended or revoked. LACC 11.08.540 Hearing Procedures*
- *The Department may elect to conduct a compliance review in accordance with the provisions of section 11.08.530, or in accordance with the provisions of Chapter 1.25*

Authority: Los Angeles County Code 8.04.943 and 11.08.540

53. Citation Issued

The EHS shall mark this section when a citation is issued to the camp operator, if not in compliance and supervision deems the need to cite the Camp, a citation will be issued to Camp and signed by the Director or Assistant Director in charge at time of inspection.

VI. APPENDIX A



ORGANIZED CAMP OFFICIAL INSPECTION REPORT

COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC HEALTH
 OFFICE: CAMPS AND SCHOOLS PROGRAM • CHIEF: TATEVIK SAHAKIAN
 1435 WEST COVINA PKWY, WEST COVINA, CA 91790 • Phone: (626) 813-3428
WWW.PUBLICHEALTH.LACOUNTY.GOV/EH



Campsite Name:			Inspection Date:		
Owner/Permittee:			Re-Inspection Date:		
Campsite Address:			City/Zip:		
Program Identifier:		Time In:	Service:		
FA:	PR:	PE:	Time Out:	Result:	
			Action:		

During an inspection of the facility at the above address, the following statuses were noted.

IN = In Compliance OUT = Out of Compliance COS = Corrected On Site NO = Not Observed NA = Not Applicable ✓ = Action taken

The items marked below represent violations of the California Code of Regulations Title 17 and must be corrected by the reinspection date given above unless otherwise stated in the report.

REQUIREMENTS FOR CAMPS	STATUS	BUILDING STRUCTURES	STATUS
1. Director		30. Constructed With Approvals	
2. ACA Accreditation / Written Procedures		31. Safety Detectors & Fire Alarms	
3. Camper Health Plan		32. Structures, Tents, and Cabins	
4. Emergency Plan		33. Electrical, Equipment and Appliances	
5. Specialized Recreational Activities Plan		34. Exits	
6. Transportation Plan		SLEEPING ACCOMMODATIONS	
7. Lake, Stream, River or Ocean Swimming Plan		35. Sanitary / Good Conditions	STATUS
8. Insect And Rodent Plan		36. Air Space / Occupancy	
9. Background Checks		37. Arrangements	
10. First Aid Instruction/Safety		WATER SUPPLY	
11. Counselor Ratio		38. Safe and Adequate	STATUS
12. Staff Training		39. Centrally Located	
13. Aquatic Supervisor		HYGIENE FACILITIES	
14. Lifeguards		40. Hand Washing	STATUS
HEALTH		41. Toilets	
15. Health Supervision	STATUS	42. Showers	
16. Health Records		WASTE	
17. Medication		43. Solid Waste Disposal	STATUS
18. Infirmary		44. Liquid Waste Disposal	
19. First Aid and Healthcare Supplies		COMPLIANCE & ENFORCEMENT	
CAMPS AND TRAILS		45. Notice of Intent to Operate	STATUS
20. Camp Safety		46. Permits Available	
21. Drainage		47. Public Pools	
22. Insect / Rodent		48. Food Service	
23. Animals		49. Public Water System Permit Required	
CAMP PROGRAMS		50. Permit Suspension	STATUS
24. Specialized Activities		51. Referral to Other Agency	
25. Trips and Transportation		52. Compliance Review	
26. Firearms		53. Citation Issued	
LAKE, STREAM, RIVER OR OCEAN SWIMMING			STATUS
27. Lifeboat / Water Safety Device			
28. Safety and Hazards			
29. Signs			

PIC/Owner/Permittee Signature

EHS Signature

VII. APPENDIX B

ENFORCEMENT ACTION

Environmental Health Inspectors utilize education as the primary means of gaining voluntary compliance when a violation is identified. However, when education is not sufficient to gain compliance, the inspector may utilize one or more enforcement actions to protect the public's health. Depending on the severity of the violation, frequency of the violation, and the risk for a negative public health impact, either informal or formal enforcement may be taken as an option in gaining compliance.

Violations of local requirements as indicated on the OCOIR are misdemeanors and may be punishable by a fine of no less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000), or imprisonment for no more than six months, or both. Non-Compliance fees or other administrative fines may also be issued.

Each day that a violation continues is a separate offense.

VIOLATION	EXAMPLE	REINSPECTION DATE
Critical Violations	#1 – Camp Director meeting requirements not at the site or worker and volunteers (18+) lack criminal history record check. #9 – Background Checks not performed on workers/volunteers. #11 – Counselor Ratios not met, if applicable. #13 – Aquatic Supervisor (Closure of aquatic activities). #14 – Lifeguards (Closure of aquatic activities). #19 – No First Aid/Healthcare supplies available. #24 – Specialized Activities posing safety concerns. #26 – Firearms not stored in locked cabinet. #27 – Lifeboat/Water Safety Device missing (Closure of aquatic activities). #28 – Safety and Hazards not determined (Closure of aquatic activities). #29 – Signs missing at swimming areas (Closure of aquatic activities). #38 – If no water, Closure . #41 – If no toilets available, Closure . #44 – If sewage impacts camper housing or where campers are participating in activities, Closure .	Next calendar day Indicate that “violation” shall be corrected <u>at once</u> in violation text narrative.
Non-Critical Violations	All other violations	14 calendar days

Progressive Enforcement

For all uncorrected violations, the EHS must evaluate the progress and amount of effort towards compliance before determining the next step. Progress towards compliance will usually warrant consideration of a suitable time extension before taking progressive enforcement. Critical violations must still be corrected as quickly as possible following the initial compliance date.

If the owner fails to make progress toward compliance, the EHS shall take the following progressive enforcement actions:

Revisit	Critical Violations	Non-Critical Violations
1 st	Compliance Review for next day	Schedule 2 nd revisit
2 nd	Refer to City/District Attorney for emergency hearing	Schedule Compliance Review
3 rd	Elevate to Branch Director	Refer to City/District Attorney

Compliance Reviews

- A Compliance Review is an in-person or telephone conference between the owner/responsible party and a representative from Public Health to discuss violations/conditions observed during the inspection.
- Compliance reviews are held at the discretion of the Chief Environmental Health Specialist (CEHS)
- Reasons for issuing a compliance review to an Operator are, but not limited to:
 - Serious conditions, such as no water or sewage, not immediately corrected.
 - Repeated violations.
 - Camp closure.
 - Camp being reopened without written permission from the Department.
 - Renovation or change of equipment without plan review.
- The following will be discussed during the Compliance Review:
 - Observed violations/conditions.
 - Health impacts of the violations.
 - Methods of compliance.
 - Deadline for compliance.
 - Enforcement actions/penalties for non-compliance.

VIII. APPENDIX C

CAMP CLOSURES

A **critical violation** is defined as any violation that, if not corrected, can lead to an imminent health hazard to the camper or facility staff. Immediate corrective action is required of any **critical** violation that has been identified. Certain critical violations (as shown below) require closure of the camp or activity until the hazards have been corrected.

CRITICAL VIOLATION & REQUIREMENT	REQUIRED ACTION
Water Supply #38 Adequate supply & approved source	CLOSURE – When adequate potable water is not available and cannot be COS. Stay closed until corrected.
Toilets #41 Adequate number of toilets in good working order	CLOSURE – When toilets are not available and cannot be COS. Stay closed until corrected.
Liquid Waste #44 Liquid waste disposed of properly and not discharged in a public place	CLOSURE – When camper areas are impacted by sewage and cannot be COS. Stay closed until corrected.
Permit #46 Obtain and maintain valid Public Health Permit	CLOSURE – When permit not obtained after given opportunity to do so.
Food Service #48 Must be approved, permitted, and operating in compliance with the California Retail Food Code	CLOSURE – When expected food service cannot be provided.
Aquatic Supervisor #13 Required for aquatic activities and must meet qualifications	CLOSURE OF AQUATIC ACTIVITIES – When Aquatic Supervisor not present
Lifeguards # 14 Required for aquatic activities and must meet qualifications	CLOSURE OF AQUATIC ACTIVITIES – When Lifeguard not present
Lifeboat/Water Safety Device #27 Required for aquatic activities and must be in good repair and accessible	CLOSURE OF AQUATIC ACTIVITIES – When required lifeboat or water safety device is missing
Safety and Hazards #28 Hazards must be identified before use of lake, stream, or river for aquatic activities	CLOSURE OF AQUATIC ACTIVITIES – When hazard assessment not performed prior to using lake, stream, or river for aquatic activities
Signs #29 Signs required when lake, stream or river used for aquatic activities	CLOSURE OF AQUATIC ACTIVITIES – When required signs not posted at lake, stream or river used for aquatic activities
Failure to correct Critical violations or repeat Critical violations	Discuss with supervisor for possible CLOSURE .

When imminent hazards are observed, the EHS shall:

- Discuss the hazards and steps to correct with the Camp Director or Acting Camp Director.
- Document the findings on the OCOIR.
- Document his/her actions on the OCOIR.

Procedures For Closing a Camp

To close the camp or aquatic activity, the EHS shall:

- Contact Supervision for approval.
- Complete the OCOIR
- Mark **OUT** in the **Permit Suspension** box (**violation #50**) along with any other violations closing the camp. In the Overall Inspection Comments section, indicate the regulation(s) and section number(s) of the violation(s) resulting in the closure of the camp. Include the corrective action needed to abate the violation.

Examples:

- Toilets – California Code of Regulations (CCR) Title 17 section 30714
 - Sewage discharge - Los Angeles County Code, 11.16.050
 - Water supply - California Code of Regulations 30710 – Maintain a water source from a municipal water system or local system approved by the County.
-
- Include the statement, *“The camp is officially closed. Lock all gates / doors and do not allow any use of the camp. Correct all violations and contact your inspector to reopen the camp. The camp can only be reopened with written approval by the enforcement agency.”*
 - Issue the OCOIR
 - Instruct the Camp Director or Acting Camp Director to implement their Emergency Plans to ensure that all campers are picked up from the camp location.
 - Report the following to your immediate supervisor:
 - Name of Camp
 - Address and City
 - PR#
 - Time of closure
 - Reason of closure

Reopening a Camp

- A camp may be reopened when the EHS has verified the violations warranting the closure of the camp have been corrected.
- If upon reinspection, the violations that resulted in the original closure have been corrected, the Overall Inspection Comments section of the report shall include the statement “Violations that warranted the suspension of the license and closure of the camp have been corrected. The camp is approved to reopen.” The action code 15 on Envision Connect (EC) – PERMIT OR LICENSE REINSTATED / FACILITY RE-OPENED should be used.
- If upon reinspection, the violations that resulted in the original closure persist or the camp conditions are determined not to be safe for campers, the camp shall remain closed.