

CHAPTER 25

NEW JERSEY YOUTH CAMP SAFETY STANDARDS

Authority

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

Source and Effective Date

R.2009 d.66, effective January 26, 2009.
See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 25, New Jersey Youth Camp Safety Standards, expires on January 26, 2016. See: 43 N.J.R. 1203(a).

Chapter Historical Note

Chapter 25, Youth Camp Safety Act Standards, was adopted as R.1974 d.156, effective June 19, 1974. See: 6 N.J.R. 180(a), 6 N.J.R. 264(b).

Pursuant to Executive Order No. 66(1978), Chapter 25, Youth Camp Safety Act Standards, was readopted as R.1983 d.186, effective May 20, 1983. See: 15 N.J.R. 467(a), 15 N.J.R. 918(b).

Pursuant to Executive Order No. 66(1978), Chapter 25, Youth Camp Safety Act Standards, was readopted as R.1988 d.269, effective May 19, 1988. See: 20 N.J.R. 463(a), 20 N.J.R. 1428(a).

Pursuant to Executive Order No. 66(1978), Chapter 25, Youth Camp Safety Act Standards, was readopted as R.1993 d.264, effective May 11, 1993. See: 25 N.J.R. 756(a), 25 N.J.R. 2546(b).

Chapter 25, Youth Camp Safety Act Standards, was repealed, and Chapter 25, New Jersey Youth Camp Safety Standards, was adopted as R.1998 d.226, effective May 4, 1998. See: 30 N.J.R. 812(a), 30 N.J.R. 1602(b).

Chapter 25, New Jersey Youth Camp Safety Standards, was readopted as R.2003 d.350, effective July 30, 2003. See: 34 N.J.R. 3454(a), 35 N.J.R. 4082(a).

Chapter 25, New Jersey Youth Camp Safety Standards, was readopted as R.2009 d.66, effective January 26, 2009. As a part of R.2009 d.66, Subchapter 4, Physical Plant and Environment, Subchapter 5, Health, Subchapter 6, Safety, Subchapter 7, Food and Water, Subchapter 8, Transportation, Subchapter 9, Waterfront Safety, and Subchapter 14, Enforcement Procedures, were repealed; and Subchapter 4, Physical Plant and Environment, Subchapter 5, Health, Subchapter 6, Safety, Subchapter 7, Food and Water, Subchapter 8, Transportation, Subchapter 9, Waterfront Safety, Subchapter 14, Single Sport Youth Camps, Subchapter 15, Enforcement Procedures, and Appendices A, B, C, D and E, were adopted as new rules, effective March 2, 2009. See: Source and Effective Date. See, also, section annotations.

Cross References

Child care center physical facility requirements, see N.J.A.C. 10:122-5.1 et seq.

Children's group home physical facility requirements, see N.J.A.C. 10:128-4.1 et seq.

Children's shelter physical facility requirements, see N.J.A.C. 10:124-5.1 et seq.

Residential child care facility maintenance and sanitation requirements, see N.J.A.C. 10:127-4.4.

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SUBCHAPTER 1. GENERAL PROVISIONS

8:25-1.1 Purpose

(a) The purpose of this chapter is to:

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

Repeal and New Rule, R.2009 d.66, effective March 2, 2009.
See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).
Section was "Purpose".

8:25-1.2 Scope

(a) This chapter applies to all private youth camps operating in New Jersey.

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

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

Repeal and New Rule, R.2009 d.66, effective March 2, 2009.
See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).
Section was "Scope".

8:25-1.3 Incorporated documents

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

1. The Twenty-Third Revision of the United States Pharmacopoeia (USP XXIII) and the 18th Revision of the National Formulary (NF XVIII), available through a written request to the U.S. Pharmacopeial Convention, 12601 Twinbrook Parkway, Rockville, MD 20852 (Telephone: 800-227-8772); and

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

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

1. Recognized Certifications (CPR-First Aid-Life-guarding-Trained Pool Operator), available at chapter Appendix D, which is developed by the Department and lists certification agencies that grant certifications acceptable in order to comply with this chapter; and

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

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

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

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

2. Application for Certification of Approval to Operate a Single Sport Youth Camp and SSYC Location List (CB-14), available at chapter Appendix B, is the form and list

required of each applicant for a certificate of approval or renewal certificate of approval, as indicated by the appropriate selection on the form, that wishes to operate a single sport youth camp in this State; and

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

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

New Rule, R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Former N.J.A.C. 8:25-1.3, Definitions, recodified to N.J.A.C. 8:25-1.4.

8:25-1.4 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

or any other source of water carried wastes of human origin or containing putrescible material.

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

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

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

“Solid waste” means any garbage, refuse, sludge, or any other waste material if it is disposed of by being discharged, deposited, injected, dumped, spilled, leaked, or placed into or on any land or water so that such material or any constituent thereof may enter the environment or be emitted into the air or discharged into ground or surface waters.

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

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

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

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

1. The term “youth camp” or “camp” does not include a day program, which offers only a minimal recreational component, if the recreational component included in the day program involves no high risk activity.

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

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

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

Recodified from N.J.A.C. 8:25-1.3 and amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In definition “Act”, deleted “P.L. 1973, c.375,” following “Act,” and substituted “P.L. 1973, c.375,” for “and any amendments thereto” following “et seq.”; in definition “Activity specialist”, substituted “high risk” for “hazardous camp”; in definition “Applicant”, substituted “pursuant to” for “on prescribed application forms (see)”, deleted the closing parenthesis following “N.J.A.C. 8:25-2.2” and deleted “day or resident” preceding “youth camp”; deleted definition “Approved”; added definitions “Camper”, “Communicable disease”, “High risk activity” and “Single sport youth camp”; in definition “Department”, deleted “State” following “Jersey”; in definition “Sanitary sewage”, redesignated the last sentence as paragraph 1 and in paragraph 1, substituted “Sanitary sewage” for “This term specifically”; and rewrote definition “Youth camp”. Former N.J.A.C. 8:25-1.4, Waiver, recodified to N.J.A.C. 8:25-1.5.

8:25-1.5 Waiver

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

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

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

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

1. A description of the waiver requested;
2. The specific standard(s) for which a waiver is requested;
3. Reason(s) for requesting a waiver, including a statement of the type and degree of hardship that would result upon full compliance;
4. An alternative proposal which would ensure public health and safety; and
5. Documentation to support the waiver application.

(d) The Department reserves the right to request additional information before processing an application for waiver.

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

1. A review of materials submitted by the applicant;
2. An inspection of the affected premises and facilities by a representative of the Department; and
3. A determination by the Department that the conditions, practices, or activities to be used are as safe and healthful as those which would prevail if the standards was not waived.

(f) As a condition of the waiver, the camp director shall provide appropriate notice thereof in writing to the parents and guardians of the affected campers.

Recodified from N.J.A.C. 8:25-1.4 by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In (a), deleted "or his or her designee" following "Commissioner" and substituted "the Act" for "N.J.S.A. 26:12-1 et seq., and amendments thereto"; rewrote the introductory paragraph of (c); in (c)1, substituted "A description" for "Nature"; in the introductory paragraph of (e), substituted "The Department may exempt a" for "A" and substituted "from the" for "may be exempted from"; and in (f), inserted "the camp director shall provide" and deleted "shall be made" following "thereof".

SUBCHAPTER 2. CERTIFICATE OF APPROVAL

8:25-2.1 Certificate of approval

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

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Deleted "day or resident" preceding "youth camp" and "for such operation" following "approval".

8:25-2.2 Application for certificate of approval

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

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

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

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

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

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

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Rewrote (a); added new (b); recodified former (b) as (c); recodified the former second sentence of (c) as (c)1 and former (c)1 as (c)1i; in

(c)1, substituted "applicant" for "fee" following "The" and "make the fee" for "be made"; and in (c)1i, inserted "the Department denies" and deleted "is denied" following "approval".

8:25-2.3 Issuance of a certificate of approval

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

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

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

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

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

(c) The certificate of approval shall be nontransferable.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Rewrote (a); in the introductory paragraph of (b), deleted "day or resident" preceding "youth" and redesignated the former last sentence of (b) as (b)1; and rewrote (b)1.

8:25-2.4 Annual renewal of certificate of approval

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

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

1. Each applicant for a renewal single sport youth camp certification of approval shall submit to the Department, with the application, any updates to the camp's written policy and procedures, previously submitted pursuant to N.J.A.C. 8:25-2.2(b)1.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Rewrote (b); and deleted (c).

8:25-2.5 Insurance

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

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Substituted "Each youth camp shall obtain liability" for "Liability", deleted a comma following "insurance" and deleted ", shall be carried by the youth camp" following "risks".

SUBCHAPTER 3. ADMINISTRATION

8:25-3.1 General care of campers

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

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

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

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

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In the introductory paragraph of (a), substituted "camp director" for "youth camp", "the youth camp's" for "its" and "provide a copy" for "furnished" and inserted "its" preceding "campers"; rewrote (a)1; in (b), substituted "The camp director shall maintain reasonable" for "Reasonable", inserted "of campers" and deleted ", shall be observed" following "camper"; and in (c), substituted "Children and Families, child abuse hotline at 1-877-NJAbuse (652-2873) or TTY or TDD 1-800-835-5510" for "Human Services, Division of Youth and Family Services, Office of Child Abuse Control at 1-800-792-8610 or 1-609-292-0617".

8:25-3.2 Staff

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8:25-5.2 Health director

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

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

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

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

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

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

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

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

(c) All day and resident youth camp health directors shall hold a certification from the American Red Cross, American Heart Association, or other certification agency approved by the Department as listed in "Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator)," available at

chapter Appendix D, in professional-level infant child, and adult cardiopulmonary resuscitation.

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

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

8:25-5.3 Medication administration and storage

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

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

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

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

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

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

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

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

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

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

(d) The health director shall insure that staff members are informed as to the medication needs of each camper under their direct supervision and any limitations commonly associated with the medication.

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

1. The camper's name and parental authorization;

2. The name of the medication administered;

3. The condition for which the medication is being used and any cautionary information specific to the medication;
 4. The instructions for administration, including the dosage and frequency of administration;
 5. The date, time, and name of the person administering the medication to the camper;
 6. Any medication error;
 7. Any adverse drug reaction; and
 8. Whether any contact was made with the prescribing physician pursuant to (f) below.
- (f) The health director shall inform the prescribing physician of any medication error or adverse drug reaction.
- (g) The health director shall return any unused medication to the camper's parent or guardian within three working days after the camper's last day.
1. The health director shall destroy any medication he or she is unable to return.
- (h) The camp director or health director shall inform the parent or guardian prior to the time of enrollment if their youth camp does not administer medications.

8:25-5.4 First aid supplies

- (a) The health director shall maintain at the youth camp the minimum first aid supplies set forth in "Health Center Supplies," available in chapter Appendix E.
- (b) First aid supplies shall be:
1. Available at all times; and
 2. Fully restocked within 48 hours of use.
- (c) The health director shall ensure that a first aid kit is:
1. Available for out-of-camp trips; and
 2. Stocked with the items deemed appropriate and necessary for the activities of that trip.

8:25-5.5 Health records

- (a) The parent or guardian of a camper shall complete and submit a written health history for the camper, at the time of admission, to the youth camp for review by the health director, including all known:
1. Physical conditions;
 2. Mental conditions; and
 3. Allergies.
- (b) All staff, or the parent or guardian of a staff member if under the age of 18 at the time of employment, shall submit a

written health history, prior to employment, to the youth camp for review by the health director, including all known:

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

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

(d) All campers shall:

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

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

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

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

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

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

SUBCHAPTER 6. SAFETY

8:25-6.1 General provisions

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

1. Camp directors may use information provided by the New Jersey State Police, Office of Emergency Manage-

ment at <http://www.state.nj.us/njoem/programs/training-about.html>, as guidance.

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

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

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

8:25-6.2 Hazardous substances

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

8:25-6.3 Firefighting equipment

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

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

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

8:25-6.4 Fire safety

(a) The youth camp operator or camp director shall obtain a certification from the State or local fire marshal that the youth camp is in compliance with all local and State fire codes and rules.

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

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

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

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

SUBCHAPTER 7. FOOD AND WATER

8:25-7.1 Nutrition and meal service

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

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

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

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

1. Food substitutes shall be noted on the menus in writing.
2. After use, the menus shall be kept on file for the entire period of the camping season.

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

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

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

8:25-7.2 Potable water

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

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

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

8:25-7.3 Water sampling records

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

inspection by the Department, the local health authority, and/or the Department of Environmental Protection.

SUBCHAPTER 8. TRANSPORTATION

8:25-8.1 Vehicles

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

8:25-8.2 Vehicle-related safety practices

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

1. Campers shall never be left unattended in a bus or vehicle;
2. Campers shall only enter and exit from the curbside of the bus or vehicle;
3. The interior and exterior of each bus or vehicle shall be maintained in a clean and safe condition with clear passage to operable doors;
4. Each bus or vehicle used to transport children who are under 18 months of age shall be equipped with child passenger restraint systems which meet Federal motor vehicle safety standards, in accordance with provisions of the Motor Vehicle Commission, pursuant to N.J.S.A. 39:3-76.2a;
 - i. The child passenger shall be secured in the restraint system when the vehicle is in motion.
5. The driver shall not transport more persons than specified by the manufacturer of the vehicle;
6. All passengers shall be seated and shall remain seated whenever the bus or vehicle is in motion;
7. In addition to the driver, at least one adult counselor shall be present for every 10 campers or portion thereof, being transported in any one vehicle to and from off-site trips, except that at least one adult or counselor shall be present for every seven children who are under the age of six and one adult counselor shall be present for every four children under the age of two and a half;
8. The driver shall check the vehicle daily to ensure that the vehicle and all safety equipment are in sound operating condition; and
9. The driver shall check the vehicle after each run is complete to ensure that no campers remain in the vehicle.

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

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

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

8:25-8.3 Vehicle insurance

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

8:25-8.4 Recordkeeping

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

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

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

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

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

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

Amended by R.2009 d.66, effective March 2, 2009.
See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In the introductory paragraph of (a), substituted "The camp director shall ensure that the youth camp manages" for "Youth camps shall manage" and inserted "standards"; in (a)1 through (a)5, substituted a semicolon for a period at the end; in (a)6, substituted "; and" for a period at the end; and in (b), inserted "the camp director shall ensure that", substituted "camp conforms" for "camps shall conform" and substituted "Solid Waste" for "the Rules of the Bureau of Solid Waste Management".

SUBCHAPTER 13. MISCELLANEOUS

8:25-13.1 Electricity

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

Amended by R.2009 d.66, effective March 2, 2009.
See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Substituted "The youth camp operator shall ensure that the" for "A" and "conforms" for "conform" and deleted "shall" following "grounding".

8:25-13.2 Buildings

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

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

Amended by R.2009 d.66, effective March 2, 2009.
See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In (a) and (b), substituted "The youth camp operator" for "youth camps"; in (a), substituted "the youth camp's" for "all" and inserted "and the New Jersey Uniform Fire Code, N.J.A.C. 5:70, as applicable"; and in (b), inserted "the youth camp's" and "Sanitation in" and deleted "Chapter XII" following "Machines".

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

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

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

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

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

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

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

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

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

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

Amended by R.2009 d.66, effective March 2, 2009.
See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In the introductory paragraphs of (a), (b) and (d), substituted "The camp director shall ensure that the youth camp controls" for "Youth camps shall control"; in the introductory paragraph of (a), inserted a comma following "articles"; in (a)1 and (d)2, substituted "Code" for "rules"; in (a)1, updated the N.J.A.C. reference; in the introductory paragraph of (b), inserted a comma following "practices"; in (c), substituted "The camp director shall ensure that the youth camp maintains" for "Youth camps shall maintain"; and in (d)1, substituted "The camp director shall ensure that the youth camp controls poison" for "Poison" and deleted "shall be controlled" following "sumac".

8:25-13.4 Farm and domestic animals

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

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

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

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

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

(e) The camp director shall ensure that the youth camp meets the requirements of the "Compendium of Measures to

Prevent Disease Associated with Animals in Public Settings, 2007.”

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In (a), (c) and (d), substituted “The camp director shall ensure that the youth camp does” for “Youth camps shall”; rewrote (b); and added (e).

8:25-13.5 Maintenance

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

1. All roofs, exterior walls, doors, skylights, and windows shall be weather- and watertight and kept in sound condition and in good repair;

2. All floors, interior walls, and ceilings shall be sound and in good repair and maintained in a clean and sanitary condition;

3. All plumbing fixtures and water and waste pipes shall be maintained in working condition and kept clean;

4. All water closet, bathroom, and kitchen floors shall be maintained to be reasonably impervious to water and in a manner providing for a clean and sanitary condition; and

- i. Floor finishes shall be of non-slip material; and
- ii. Floors shall be cleaned at least once per day and kept in good repair.

5. Recreational equipment, including playground devices, shall be inspected at least once per week during the use season.

i. The camp director shall ensure that the youth camp maintains a permanent record of each inspection from the previous and active season; and

ii. The camp director shall ensure that the youth camp maintains recreational equipment in safe operating condition at all times.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In the introductory paragraph of (a), substituted “The camp director shall ensure that the youth camp is” for “Youth camps shall be” and inserted “compliance with” and “standards”; in (a)1 through (a)3, substituted a semicolon for a period at the end; in the introductory paragraph of (a)4 and in (a)4i, substituted “; and” for a period following “condition”; in (a)4i, substituted “shall” for “should”; and rewrote (a)5i and (a)5ii.

SUBCHAPTER 14. SINGLE SPORT YOUTH CAMPS

8:25-14.1 Single sport youth camps

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

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

(b) The youth camp operator and/or camp director of an SSYC shall comply with the requirements of this chapter and the Act, as appropriate according to whether the SSYC is located at a permanent facility or is transient, with the following exceptions, which would not apply to any SSYC:

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

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

1. Establish procedures for handling situations involving lost campers, inclement weather, and serious injury;

2. Conduct a drill once per session implementing the lost camper and an inclement weather procedures and document the time and date of the drill;

3. Provide a shelter in case of inclement weather.

i. This shelter may be a permanent or temporary structure;

4. Maintain ground facilities (buildings, cabanas, bathroom facilities, port-a-potties, playing fields, rinks, and basketball courts) as set forth at N.J.A.C. 8:25-10 through 13;

5. Provide a means for campers to lie down when sick or ill;

6. Provide a means of communication.

i. If an SSYC operates at an isolated location, then the SSYC shall have a means to connect to a 911 emergency service;

7. Ensure that liquid supplements are available onsite for campers, for example, bottled water or a water fountain; and

8. Provide bathroom facilities if the SSYC is a full-day camp that operates for four hours or more.

SUBCHAPTER 15. ENFORCEMENT PROCEDURES

8:25-15.1 Operation standard

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

8:25-15.2 Inspection

(a) The local health authority shall inspect every youth camp as required by the Public Health Practice Standards of