

**Chapter HSS 175**

**RECREATIONAL AND EDUCATIONAL CAMPS**

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**Note:** Chapter H 75 as it existed on August 31, 1978, was repealed and a new Chapter H 75 was created effective September 1, 1978. Chapter H 75 was renumbered Chapter HSS 175 effective June 1, 1982.

**HSS 175.01 Scope of rules.** (1) **APPLICABILITY.** The provisions of these rules shall apply to the owner and to any person responsible for the operation of any recreational and educational camp as hereinafter defined.

**Note:** Prior to location and construction of a recreational or educational camp, contact the local level of government to determine their requirements. Matters of zoning, building permit, etc., may be factors requiring clearance. Also contact the department of industry, labor and human relations concerning applicable portions of the state building code and the department of natural resources for information on their pertinent rules.

(2) **APPROVED COMPARABLE COMPLIANCE.** When strict compliance with these rules appears to be impractical and satisfactory proof is provided in writing to the department, it may approve modifications as needed to safeguard health, safety and welfare.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.01, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.02 Definitions.** (1) Department means the department of health and social services.

(2) Recreational and educational camp, hereinafter referred to as camp, means and includes the premises and temporary or permanent structures, together with appurtenances thereon, established or maintained as living quarters where both food and lodging or the facilities therefore are provided for children and/or adults, operated for a period which includes 3 or more consecutive nights of lodging, for a planned program of recreational and/or educational purposes, and offered free of charge or for payment of a fee by a person, state or local government.

(3) Primitive facility means a portion of the basic camp premises or other site under the control of the person owning or operating the camp, at which site the basic needs for camp operation such as places of abode, water supply system, permanent type toilet facilities and permanent type culinary facilities are not usually provided.

(4) Equipment means all appurtenances other than utensils used in the operation of a food service facility, such as, but not be limited to, stoves, ranges, hoods, meatblocks, counters, refrigerators, sinks, ice-making machines, dishwashing machines, steam tables, blenders, meat grinders and meat slicers.

(5) Furnishings mean all appurtenances used in the operation of a camp such as, but not be limited to, linens, chairs, tables, shelves, drapes, curtains, decorations and fixtures.

(6) Person means an individual, partnership, firm, company, corporation, or agency whether tenant, owner, lessee, licensee or their agent, heir or assign.

(7) Premises means the tract (s) of land on which a camp is located and all associated buildings thereon.

(8) Utensils mean all appurtenances with which food or drink comes in contact during storage, preparation or serving such as, but not limited to, kitchenware, tableware, and containers.

(9) Wholesome means in sound condition, clean, free from adulteration and otherwise suitable for use as human food.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.02, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.03 Camp plan.** (1) **GENERAL.** Every camp shall be located on a well-drained area not subject to flooding. The premises shall be properly graded so as to prevent the accumulation of storm or other waters that may create hazards to the property or the health and safety of the occupants. A camp shall not be located in an area that is situated so that drainage from any source of filth can be deposited thereon.

(2) **SOIL AND GROUND COVER.** Exposed ground surfaces shall be so protected as to prevent soil erosion and objectionable dust.

(3) **LIVESTOCK.** Livestock shall be quartered more than 500 feet from all central and unit cooking, dining, and sleeping quarters.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.03, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.04 Water supply and waste disposal.** (1) **PUBLIC UTILITIES.** When acceptable community water supply and/or public sewerage facilities are available to the premises, connection and use is required. Such systems shall be in accord with the appropriate rules of the department of natural resources.

(2) **OTHER SOURCES OF WATER SUPPLY.** All sources of water supply shall be in accord with the applicable rules of the department of natural resources. Sources of potable water supply shall be bacteriologically safe prior to their use.

**Note:** See chs. NR 108, 110, 112 and 114, Wis. Adm. Code.

(3) **PLUMBING.** (a) All plumbing shall meet the requirements contained in the Wisconsin state plumbing code, ch. H 62, Wis. Adm. Code.

(b) Leaks in water or waste piping and fixtures shall be promptly repaired or leaking piping or fixtures replaced.

(c) Fixtures shall be maintained in good working order and sanitary condition.

(4) **PRIVATE SEWAGE DISPOSAL.** (a) Private sewage disposal systems are permitted when a public sewer facility is not available to the prem-

ises. The system shall be located on the premises and be designed and constructed in accordance with ch. H 62, Wis. Adm. Code.

(b) Plans and installation details covering the design and construction, alteration or extension of private sewage disposal systems shall be approved by the section of plumbing and fire protection systems of the department prior to construction.

(c) All plumbing fixtures shall be connected to the building drainage system with discharge to a public sewer or private sewage disposal system.

(d) Privies shall be constructed in accordance with the applicable requirements of the Wisconsin Administrative Code and be acceptable to the department.

**Note:** See chs. Ind 50 through 64, Wis. Adm. Code.

(5) **WATER.** (a) Hot and cold water under pressure shall be available at all sink compartments in rooms in which food is prepared or utensils are washed and at all lavatories in all toilet rooms.

(b) Drinking fountains of a type approved by the department shall be provided and kept in a sanitary condition, or individual drinking cups shall be provided. Common drinking cups are prohibited.

(6) **EMPLOYEES' HAND WASHING FACILITIES.** (a) Hand washing facilities for persons engaged in food services shall be separate from utensil washing facilities and shall be located in or immediately adjacent to the food preparation area whenever possible.

(b) Hands shall be washed prior to commencing work and after each visit to the toilet.

(7) **FIXTURE REQUIREMENTS.** (a) There shall be a minimum of one privy unit or toilet and one lavatory or equivalent unit for each 10 campers and staff. Urinals of the approved type may be substituted for toilet seats up to a maximum of  $\frac{2}{3}$  of the required number of seats.

(b) Separate toilets or privies marked to indicate sex using the facility shall be provided for each sex.

(c) Privies and toilets shall be well-ventilated and well-lighted, and vaults must be fly-tight.

(d) Privies and toilets shall have some provision for privacy and be located near housing units.

(e) Hand washing facilities shall be maintained in conjunction with toilets and privies.

(f) There shall be a minimum of one shower or bathtub for each 20 campers and staff or fraction thereof.

(8) **SOLID WASTES.** (a) All garbage which is not disposed of through a food waste grinder connected with the sewerage system shall be kept in separate leakproof, nonabsorbent containers equipped with tight-fitting covers, unless otherwise protected from insects and/or vermin. The contents shall be disposed of as often as necessary to prevent decomposition or overflow.

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(b) Garbage containers shall be kept clean.

(c) Fly-tight containers with covers shall be provided for cans, bottles and other rubbish. The contents shall be disposed of as often as necessary to prevent overflow. If local regulations require separation of garbage and rubbish, such requirements shall be followed.

**Note:** Solid waste disposal sites on the premises must be licensed by the department of natural resources. See ch. NR 180, Wis. Adm. Code.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.04, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.05 Food.** (1) **SUPPLIES.** (a) All food shall be from sources approved or considered satisfactory by the department and shall be clean, wholesome, free from spoilage, free from adulteration and misbranding and safe for human consumption.

(b) No hermetically sealed, nonacid and low-acid food which has been processed in a place other than a commercial food processing establishment shall be used.

(c) All foods served raw not requiring peeling before consumption shall be thoroughly washed in potable water.

(d) Canned and prepackaged foods shall be identified with the manufacturer's, processor's or distributor's name and the list of contents or product name.

(e) Only milk and milk products which are certified by the department and meet the Grade "A" milk standards of the Wisconsin department of agriculture shall be served or used.

**Note:** See ch. Ag 80, Wis. Adm. Code.

(f) All ice used for cooling drinks or food by direct contact shall be made from potable water.

(g) All ice shall be stored in a smooth-surfaced, easily cleanable container. Packaged ice shall be stored in a clean area and protected against contamination.

(2) **PROTECTION.** (a) All food while being stored, prepared, displayed, served or transported shall be protected from contamination by dust, flies, rodents and other vermin, and unclean equipment, utensils and work surfaces.

(b) All food shall be stored at such temperatures as will protect against spoilage. All potentially hazardous food liable to rapid food spoilage shall be continuously maintained at safe temperatures either below 40° Fahrenheit or above 150° Fahrenheit, except during necessary periods of preparation and service. These foods include, but are not limited to, all custard-filled and cream-filled pastries; milk and milk products; meat; fish, shellfish; gravy; poultry stuffing; and sauces, dressings and salads which contain meat, fish, eggs, milk or milk products.

(c) Each cold storage facility used for the storage of perishable food in a nonfrozen state shall be maintained at a temperature of 40° Fahrenheit or lower and shall be provided with an indicating thermometer accurate to +2° Fahrenheit. The thermometer shall be located in the

warmest part of the facility in which food is stored, and be of such type and so situated that the thermometer can be easily read.

(d) Stuffings, poultry, stuffed meats and pork products shall be thoroughly cooked before being served. Individual portions of food once served shall not be served again, except those prepackaged foods which have not been unwrapped and which are wholesome may be re-served.

(e) Poisonous and toxic materials necessary to maintain sanitary conditions shall be labeled and stored in cabinets used for no other purpose. The cabinets shall not be located in food preparation areas. Poisonous and toxic materials shall be stored and used only in such manner and under such conditions as will not contaminate food or constitute a hazard.

(f) All milk, cream and other milk products shall be kept in the original containers in which delivered and under refrigeration until served or used. Dipping of milk is not permitted. No surfaces of bulk milk dispensers with which milk comes in contact, other than the delivery orifice, shall be accessible to manual contact, droplets, dust or flies. The product container shall be cleaned, sanitized, filled and sealed only at a milk plant which is certified by the department and meets the Grade "A" milk standards of the Wisconsin department of agriculture. Cream pitchers, if used, shall be provided with covers.

(g) No food shall be served unless it is prepared on the premises or in a place licensed, regulated or supervised by the appropriate governmental agency.

(h) Foods shall be stored in such manner so as to prevent contamination by sewage, waste water backflow, condensation, leakage or vermin. Food shall be stored at least 8 inches above the floor in basement storage areas and at a sufficient height to permit floor cleaning. In other than basement storage areas, food shall be stored above the floor in such manner that the area can be maintained in a clean condition and the food be protected from splash or other contamination. Food in walk-in refrigeration units shall be stored off the floor.

(i) All foods when displayed for service shall be protected from flies, insects, rodents, dust, sneeze or cough spray and from handling. Where unwrapped food is placed on display for self-service it shall be protected against contamination by effective and easily cleanable counter-protector devices, sneeze guards, cabinets, display cases, containers or other similar type of protective equipment. All potentially hazardous food while on display must be kept at 40° Fahrenheit or lower or 150° Fahrenheit or higher, in containers conducive to maintaining such temperatures. Self-service openings in counter guards shall be so designed and arranged as to protect food from manual contact. All dispensing utensils shall be of sufficient length to prevent them from falling completely into the container of food.

(j) Tongs, scoops or dispensers shall be used for handling and serving ice.

(3) RESTRICTIONS. (a) The harboring of birds, cats, dogs or other animals in rooms or areas in which food is prepared, stored, or served or where utensils are washed is prohibited.

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(b) Sleeping and/or laundering are prohibited in rooms in which food is prepared or stored or where dishes are washed.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.05, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.06 Equipment, utensils and furnishings.** (1) **EQUIPMENT AND UTENSIL APPROVAL.** (a) Any equipment or utensils for use at recreational or educational camps that meets the criteria of the national sanitation foundation or which is approved by the public health service may be used if approved by the department.

(b) All equipment and utensils shall be so designed and be of such material and workmanship as to be smooth, easily cleanable and durable; and the food-contact surfaces of equipment and utensils shall be nontoxic, corrosion resistant, relatively nonabsorbent and easily accessible for cleaning.

(c) Equipment or utensils in use at the time of adoption of these regulations which do not fully meet the above requirements may be continued in use if they are in good repair, if capable of being maintained in a sanitary condition and if the food-contact surfaces are nontoxic.

(d) Equipment not suitable for use or not capable of being maintained in a sanitary condition shall be removed from the premises.

(2) **EQUIPMENT INSTALLATION.** All equipment shall be so installed as to facilitate the repair and the cleaning thereof and of all adjacent areas.

(3) **UTENSIL AND EQUIPMENT MAINTENANCE.** (a) All utensils and food-contact surfaces of equipment, exclusive of cooking surfaces of equipment, used in the preparation or serving of food or drink shall be thoroughly cleaned after each use.

(b) Cooking surfaces of equipment shall be cleaned at least once a day.

(c) All utensils and food-contact surfaces of equipment used in the preparation, service, display or storage of potentially hazardous food shall be thoroughly cleaned and sanitized prior to such use.

(d) Non-food-contact surfaces of equipment shall be cleaned at such intervals as to keep them in a clean and sanitary condition.

(e) All multi-use utensils shall be maintained in a clean and sanitary condition and shall be cleaned and sanitized after each usage. Cracked, chipped or porous utensils or those with open seams shall be discarded.

(4) **EQUIPMENT AND UTENSIL STORAGE.** (a) After cleaning and utensil use, all food-contact surfaces of equipment and all utensils shall be handled and stored so as to protect them from contamination.

(b) Utensils shall be stored on a clean, smooth and impervious surface in a clean dry place and, wherever practicable, utensils shall be covered or inverted.

(5) **FURNISHINGS.** (a) All furnishings shall be designed for easy cleaning and shall be maintained in a clean and sanitary manner.

(b) Soiled linens shall be kept in containers used exclusively for such purpose.

(6) **SINGLE-SERVICE ITEMS.** (a) Single-service utensils such as paper plates, cups and straws shall be stored in the original wrapper until used.

(b) When straws are used they shall be furnished in the original individual unopened wrapper or, if unwrapped, served by means of an approved dispensing device.

(c) Single-service utensils and food containers shall not be reused and shall be made from nontoxic materials.

(7) **WASHING AIDS.** All dishwashing aids such as brushes, dish mops, and dish cloths shall be maintained in a clean and sanitary condition.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renun. from H 75.06, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.07 Washing, rinsing and sanitizing utensils.** (1) **PREWASH.** Prewashing shall be an integral part of manual and mechanical utensil washing operations. All eating and drinking utensils shall be washed and sanitized immediately after use.

(2) **MANUAL CLEANING.** (a) An existing 2-compartment sink for manual dishwashing in use at the time of adoption of this rule is permitted.

(b) Three sinks for washing, rinsing and sanitizing utensils, with adequate drainboards are required at all new installations and at the time of replacing sinks at existing camps. In addition, a single-compartment sink or other means for prewashing is required. The additional sink may also be used for liquid waste disposal, counter cloth washing and as an employees' hand washing facility if the utensil washing area is in the food preparation or serving room.

(c) The size of each sink compartment shall be adequate to permit immersion of at least 50% of the largest utensil used.

(d) The utensils shall be washed in water having a minimum temperature of 110° Fahrenheit, containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing it frequently. Following washing, all utensils shall be rinsed in clean water to remove soap or detergent.

**Note:** Persons with heat sensitive hands should use protective gloves.

(e) Following manual dishwashing and rinsing, all utensils shall be sanitized by either of the following two methods:

1. Submerge for 30 seconds in clean water continuously maintained at a temperature of 170° Fahrenheit or more. A thermometer with an accuracy of +2° Fahrenheit must be installed in the final rinse compartment.

2. Submerge for at least 2 minutes in a hypochlorite solution, with a chlorine concentration of at least 100 parts per million, or other approved sanitizing solutions if used at a concentration at which tested and approved by the department.

(f) All sanitizing solutions shall be prepared fresh after each meal period and changed as often as necessary to keep sanitizing solutions clean.

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(g) Soaps, water softeners, washing compounds and detergents shall not be added to sanitizing solutions.

(h) Utensils shall be racked in baskets so that all surfaces will be reached by the sanitizing solution while submerged, and after sanitizing be placed on a rack or drainboard to air-dry.

(3) **MECHANICAL CLEANING.** (a) Utensils shall be stacked in racks or trays so as to avoid overcrowding and in such manner as to assure complete washing contact of all surfaces of each article.

(b) The wash water temperature shall be held at from 130° to 150° Fahrenheit. The utensils shall be in the washing section for at least 20 seconds.

(c) A detergent shall be used in all utensil washing machines. All new mechanical washing machines shall have an automatic detergent dispenser except if of such design that the installation is physically impossible.

(d) Sanitizing shall be accomplished by either of the following 2 methods:

1. For sanitizing in a spray type machine, dishes shall be subjected to a rinse period of at least 10 seconds at a temperature in the supply line at the machine of at least 180° Fahrenheit.

2. For sanitizing in an immersion tank-type machine, dishes shall be submerged for at least 30 seconds with the water continuously maintained at a minimum temperature of 170° Fahrenheit. There shall be a constant change of water through the inlet and overflow.

(e) On all new installations, a smooth-end type sampling tap shall be provided in the sanitizing rinse line of all spray type dishwashing machines.

(f) On all new installations of spray type mechanical dishwashers, a pressure gauge shall be installed in the rinse line on the machine side of the final rinse valve or any other plumbing fitting in the line. The pressure shall be maintained between 8 to 12 pounds per square inch.

(g) Temperature gauges shall be located in the wash compartment of all mechanical dishwashers and in the rinse water line of a spray type mechanical dishwasher or in the rinse tank of an immersion type dishwasher. The temperature gauges shall be readily visible, fast acting and accurate to +2° Fahrenheit.

(4) **DRYING OF UTENSILS.** All utensils shall be air dried in racks, baskets, or on drainboards, except large cooking vessels may be dried in another manner providing contamination does not occur.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.07, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.08 Building structure.** (1) **STATE BUILDING CODE.** The state building code (Ind 50 through 64) of the department of industry, labor and human relations shall apply as it pertains to the physical structure of the camp.



(2) **ADDITIONAL REQUIREMENTS.** (a) The floor surfaces in kitchens, in walk-in refrigerators and in all other rooms and areas in which food is stored or prepared and in which utensils are washed shall be of smooth, nonabsorbent materials and so constructed as to be easily cleanable. Carpeting is prohibited in such rooms or areas and in toilet rooms.

(b) In areas subject to spilling or dripping of grease or fatty substances, the floor coverings shall be of grease-resistant material.

**Note:** It is recommended that floor material used below dishwashing machines be impervious to water in all new camps and camps extensively remodeled and the floor be sloped to a drain.

(c) All walls and ceilings of rooms or areas in which food is prepared or stored or utensils are washed shall be easily washable. Coved type joints shall exist between walls and floors at all new installations. Materials which are absorbent or have perforated or sculptured surfaces or have other than sealed butt joints are not acceptable for room surfaces in kitchens, food storerooms or cooking areas.

**Note:** It is recommended that walls and ceilings in food preparation areas be smooth and light colored.

(d) All doors and windows opening to the outer air shall be effectively screened and doors shall be self-closing.

(e) All areas in which food is prepared or stored or utensils are washed, hand washing areas, dressing or locker rooms, toilet rooms and garbage and refuse storage areas shall be well-lighted.

(f) All rooms in which food is prepared or served or utensils are washed, dressing or locker rooms, toilet rooms and garbage and refuse storage areas shall be well-ventilated. An adequate size ventilation hood with grease filters shall be provided over each cooking area. Filters shall be readily removable for cleaning or replacement and be cleaned at least once each week and more often if necessary.

(3) **MAINTENANCE.** (a) The floors, including carpeting, walls, ceilings, light fixtures and decorative materials of all rooms shall be maintained in a clean and sanitary condition and in good state of repair.

(b) The premises shall be maintained in a clean, neat condition free from refuse and vermin. Parking areas shall be treated to minimize dust and dirt. The exterior of all buildings shall be well-maintained and kept in good repair.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.08, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.09 Safety.** (1) **CAMPER SUPERVISION.** One staff member, 18 years of age or older, excluding kitchen and maintenance staff, shall be provided for every 8 campers under 18 except for campers 6 years of age and under, the ratio shall be one to 4.

(2) **CHEMICALS.** Chemicals, inflammable liquids and other hazardous materials shall be plainly marked, stored in a locked building not occupied by campers or staff and be used in a proper manner.

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(3) **FIREARMS.** (a) Firearms shall not be permitted in camp except such as are used under supervision and in organized activities at suitable sites.

**Note:** See Manual of Range Construction, National Rifle Association of America.

(4) **FIRE FIGHTING EQUIPMENT.** (a) Fire fighting equipment shall be placed in or near all buildings. Fire extinguishers shall be of an approved type and be properly maintained and inspected. If fire barrels or buckets are used, they shall be painted red and plainly marked and kept filled with water.

(b) Staff shall be instructed in fire prevention and familiarized at the beginning of the camping period with procedure to be followed in case of fire.

(5) **WATERFRONT.** (a) The sanitary requirements of swimming facilities shall conform to the applicable requirements of the department.

**Note:** For swimming pool information see chs. HSS 171 and 172, Wis. Adm. Code.

(b) The area used for swimming shall be clearly marked and separated into sections for nonswimmers, beginners, intermediates and swimmers. No person shall go into an area beyond his classification.

**Note:** See American Red Cross, Young Men's Christian Association or Boy Scout Standards.

(c) A waterfront director, at least 18 years of age, who holds a current American Red Cross, water safety instructor or advanced lifesaving certificate or its equivalent, shall be in charge of all swimming and watercraft activities.

(d) A method for checking persons in and out of the water shall be established and enforced.

(e) A method for supervising persons in the water such as the buddy system, the colored cap system or a combination shall be established and enforced.

(f) Swimming after dark shall be allowed only if adequate artificial lighting is provided.

(g) Lifesaving equipment that is adequate for the types of swimming and watercraft areas shall be provided, shall be kept in perfect condition at all times, and shall be immediately available.

**Note:** Lifesaving equipment should include, as a minimum, an emergency bell or whistle, a lifeboat, ring buoys, assist poles and ropes.

(h) A first-aid kit shall be kept at the waterfront and shall be equipped and ready for immediate use.

(i) Swimming and boating regulations shall be posted at the waterfront and shall be obeyed by all persons.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.09, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.10 Health.** (1) **HEALTH EXAMINATIONS.** (a) All campers under 18 years of age and all staff members including the operating and kitchen staff shall present a written report of a physical examination

performed by a qualified physician, a registered nurse or other person recognized by statutes to undertake that responsibility, and conducted within the preceding 12 months.

(b) Each camper under 18 years of age and all staff members shall, upon arrival at the camp, present a current health history.

(c) Upon arrival at the camp or prior to leaving for the camp, the indicated campers and staff including food handlers shall be examined for communicable diseases.

(d) Any person suspected of having a communicable disease at any time shall be suitable isolated. Special surveillance on a regular basis shall be directed toward food service personnel.

(2) **INFIRMARY.** An infirmary (tentage or other shelter) protected from flies and other insects shall be provided for the temporary isolation of sick or injured campers and staff.

(3) **FIRST-AID SUPPLIES.** (a) Adequate first-aid supplies shall be provided.

**Note:** Suggested first-aid supplies for a basic unit of 20 campers include the following:

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| 1 package band-aids                                    | 5 dozen tongue depressors          |
| 3 gauze bandages, 1"                                   | 1 ounce aromatic spirits of amonia |
| 2 gauze bandages, 2"                                   | 4 ounces isopropyl alcohol         |
| 1 gauze bandage, 3"                                    | tweezers                           |
| 1 triangular muslin bandage 40" square, cut diagonally | paper drinking cups                |
| 1 package gauze pads, 3" x 3"                          | 2 clinical thermometers            |
| ½ lb. absorbent cotton                                 | 1 bar soap                         |
| 1 box applicators                                      | flashlight                         |

(b) First-aid supplies shall be taken on all out-of-camp trips.

(4) **HEALTH AND TREATMENT RECORDS.** (a) The camp health supervisor shall keep available the health certificates and health histories of each camper and staff member together with a health record that lists date, name of person, ailment and treatment administered.

**Note:** Records should be kept for the period of time and in the manner specified in the statute applicable to the situation and as long as required by the insurance carrier or other concerned person.

(b) All medications brought to camp by campers or staff shall be kept locked and shall be administered by the camp health supervisor as prescribed by a licensed physician with a record of treatment maintained.

**Note:** Wisconsin licensed physicians or registered nurses, licensed practical nurses or other persons holding a current Red Cross or equivalent advanced first-aid certificate are considered as being suitably trained to be a camp health supervisor.

(5) **HEALTH SERVICES.** (a) Prior to the opening of camp, written arrangements for medical care by a staff or consultant physician and for emergency admission to a designated hospital shall be made.

**Note:** It is recommended that parent's or guardian's written consent for emergency care be secured by the camp director prior to or upon the camper's arrival at camp.

(b) The on-site staff shall include a physician or a registered nurse, licensed practical nurse or another person holding a current Red Cross

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or equivalent advanced first-aid certificate. Such person shall work under the direction of a consultant physician.

(c) Emergency transportation shall be available at all times.

(6) **SLEEPING QUARTERS AND PERSONAL HYGIENE.** (a) Sleeping quarters shall provide at least 3 feet between sides of beds. Head-to-toe sleeping arrangements shall be used. Each camper shall be provided with an individual bed and shall sleep alone. No more than 2 beds shall be stacked vertically and adequate vertical separation between stacked beds shall be maintained.

(b) Separate sleeping quarters shall be provided for each sex except when occupied by a family.

(c) A sanitary envelope type mattress cover, or mattress pad, shall be provided for each mattress needing such cover. The cover, pad or mattress shall be cleaned for each incoming camper and staff member and more often if necessary.

**Note:** It is recommended that each camper and staff member have at least one hour of rest during the day, preferably after the noon meal; frequent changes of clothing, especially underwear and socks be encouraged; twice daily brushing of teeth and hand washing between meals and after toileting be encouraged; and bedding be thoroughly aired and/or sunned at least once a week.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.10, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.11 Responsibilities.** (1) **MAINTENANCE.** Dependent upon the contractual arrangement, the camp owner or operator shall maintain the facility in a clean, orderly and sanitary condition at all times.

(2) **STAFF SUPERVISION.** The camp owner or operator shall take such steps as necessary to determine if staff members are responsible, mature persons and shall be responsible for the staff's actions relating to camp operations.

(3) **REGISTER.** A record containing the names of all camp occupants shall be maintained. Campers shall check in upon arrival.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.11, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.12 Primitive camping.** (1) **GENERAL.** Primitive type facilities in association with a camp shall be operated so as to meet basic safety and public health requirements.

(2) **WATER SUPPLY.** Drinking water used on hikes and trips away from camp shall be known to be safe or made safe before using. Any of the following methods may be used for water purification: halazone tablets or equivalent, chlorinated lime, any hypochlorite preparation, or boiling for 20 minutes. Water purified by any of these methods shall stand for at least 30 minutes before being used.

(3) **TOILETS.** Primitive campgrounds not provided with privies or other acceptable type toilet units meeting the requirements of s. HSS 175.04 (4) shall have separate designated areas for each sex for toilet use. As a minimum, toilet usage in these camp sites shall comprise a slit-trench with earth backfill. Such toilet areas shall be located at least 50

feet from a stream, lake, or well and at least 75 feet from a camp, tent or other sleeping or housing arrangement.

(4) **SOLID WASTE.** At primitive camps, garbage and refuse shall be disposed of each day by burial and covering or burning. It is preferable to compact the material buried as well as the covering soil. The soil cover shall be at least 12 inches. The burial site shall not be subject to inundation by flooding and from which such garbage or refuse is likely to be washed by flood waters into a watercourse.

**Note:** It is preferred that garbage and refuse be returned to the point of departure for proper disposal.

(5) **FOOD.** Only those foods capable of being maintained in a wholesome condition with the equipment available shall be used at primitive camps. As far as feasible the requirements of s. HSS 175.05 shall be met.

(6) **UTENSILS AND EQUIPMENT.** Hot water for utensil and equipment washing shall be made available. As a minimum the utensils and equipment shall be washed, rinsed and sanitized.

(7) **SAFETY.** Adequate instructions and supervision shall be provided for those campers using the primitive facilities. Persons mentally or physically unfit for such experience should not be so subjected and the limitations of each camper must be recognized.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.12, Register, May, 1982, No. 317, eff. 6-1-82.

**HSS 175.13 License.** (1) **REQUIREMENT.** Before being opened for public use each recreational and educational camp as defined in s. HSS 175.02 (2), shall be licensed by the department or a local governmental entity. Application for licensure by the department shall be made on forms provided by the department.

(2) **STATE FEES.** The departmental annual fiscal year license fee shall be nonreturnable, nontransferrable and nonprorated as specified in s. 140.05 (17), Stats.

(3) **RESTRICTION.** The department shall not assess license fees for recreational and educational camps if the appropriate local governmental entity (where physically located) enacts an ordinance or promulgates regulations causing payment of an annual local license fee and further providing the following conditions are met by ordinance or regulation enactment and/or activity.

(a) Chapter HSS 175, or similar regulations which are at least as stringent as that chapter in all respects be adopted.

(b) A means for suspension or revocation of the local license be provided.

(c) At least one sanitary survey (inspection) per year be conducted.

(d) Copies of all applicable ordinances or regulations and the name and address of the responsible inspecting official be submitted to the department.

(e) A listing of all recreational and educational camps in its jurisdiction and subject to its regulatory and inspection program be submitted annually during the month of April to the department.

(f) Local governmental entity staff, within 30 days after completing a sanitary survey, submit a copy of that report to the department on forms provided at cost by the department.

(4) **LOCAL FEES.** Local license fees shall be assessed by the appropriate governmental entity. However, should a local governmental entity own and operate a recreational or educational camp and conduct a regulatory and inspection program in accord with this section, the fees required by s. 140.05 (21), Stats., shall be considered assessed and paid.

**Note:** Because of the variety of operating procedures used by local governmental entities, one department, committee, section or other organizational unit may own a facility (s) and staff of another organizational unit may conduct the regulatory and inspection program. In such cases a fee may actually be assessed. Such action is based on local ordinance or resolution content.

(5) **SUPERVISION.** The department shall have the right to separately or jointly conduct sanitary surveys and review all records of local activities at reasonable times and upon reasonable notice. Copies of reports on sanitary surveys conducted by department staff shall be transmitted to the appropriate local authority within 30 days.

(6) **ENFORCEMENT.** (a) Should the department determine that the local regulation and inspection program does not meet the provisions of these regulations, it shall notify the governing body and the responsible inspecting official or agency of the local government entity. The local government entity shall then revise its regulation and inspection program to comply with these regulations within 60 days. If after that 60 days, the department determines that the local regulation and inspection program has not been revised to comply with these regulations, recreational and educational camps in that local governmental entity shall be assessed the state license fee for the appropriate state fiscal year to avoid concurrent local and state license fees; and upon expiration of the local license the department shall assume licensure, regulatory and inspection responsibilities.

(b) Should the department determine that a satisfactory program is not being conducted by the local governmental entity because of the lack of a qualified inspector, the department shall after the 60 day period offer that or any other local official an examination designed for statewide use and relating to all facets of recreational and educational camp design and operation. The examination shall be jointly prepared by qualified state and local governmental entity representatives. Should the employe (inspector) achieve a grade of at least 70 on a scale of 100, he or she shall be deemed qualified.

(7) **LOCAL-STATE LICENSE.** If local governmental entities conduct an inspection and regulation program in compliance with these regulations, recreational and educational camps licensed in their jurisdiction shall be deemed licensed by the state under s. 140.05 (17), Stats.

**History:** Cr. Register, August, 1978, No. 272, eff. 9-1-78; renum. from H 75.13, Register, May, 1982, No. 317, eff. 6-1-82.