

Oregon Health Authority

Public Health Division

Oregon Administrative Rules

Chapter 333 Division 030

Organizational Camps

**This information is available in alternate format from the
Oregon Health Authority – Public Health Division
Organizational Camp Program at (971) 673-0448.**

You may also obtain the rules from these websites:

<http://public.health.oregon.gov/HealthyEnvironments/Recreation/PoolLodging>

http://arcweb.sos.state.or.us/rules/OARs_300/OAR_333/333_tofc.html#030

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Table of Contents

333-030-0015 Definitions -----	1
333-030-0020 Licensing Required -----	3
333-030-0025 Application -----	4
333-030-0030 Required Fees -----	4
333-030-0035 Renewal of License-----	4
333-030-0040 Plans -----	4
333-030-0050 Sleeping Space -----	5
333-030-0055 Bathing, Handwashing and Toilet Facilities -----	6
333-030-0060 Laundry Facilities -----	8
333-030-0065 Solid Waste -----	8
333-030-0070 Insect and Rodent Control -----	8
333-030-0075 Recreational Vehicles -----	9
333-030-0080 Water Quality, Source and Distribution -----	9
333-030-0085 Building Plumbing -----	12
333-030-0090 Sewage Collection and Disposal -----	12
333-030-0095 Food Service -----	12
333-030-0100 Emergency Procedures -----	14
333-030-0103 Camp Administration -----	16
333-030-0105 Health Services -----	16
333-030-0110 Special Programs and Facilities -----	17
333-030-0115 Transportation -----	18
333-030-0120 Fire Safety -----	18
333-030-0125 Chemical and Physical Hazards -----	19
333-030-0130 Variance -----	20

OREGON ADMINISTRATIVE RULES
OREGON HEALTH AUTHORITY, PUBLIC HEALTH DIVISION
CHAPTER 333
DIVISION 30 - ORGANIZATIONAL CAMPS

333-030-0015 Definitions

As used in these rules unless otherwise required by context:

- (1) "Administrator" means the Public Health Director of the Oregon Health Authority or designee.
- (2) "Ancillary Activity" means an individual or group using the camp facilities in a manner unrelated to the camp's mission or programs. An example might include a wedding party or a business group using a Boy Scout Camp for a reception or meeting. Such activities may require the camp to maintain a food service or traveler's accommodation license in addition to the organization camp license.
- (3) "Approved" means approved in writing by the Oregon Health Authority, Public Health Division.
- (4) "Aquatic Director" means a person over 18 years of age who is an employee or volunteer within the organizational camp and is a currently certified lifeguard, as defined by OAR 333-060-0015 (see "Program Director" and "Program Supervisor").
- (5) "Cabin Cooking" means food preparation in a facility usually equipped with residential grade cooking and cooling equipment, and usually done by campers for themselves.
- (6) "Camp" means an organizational camp as defined in section (25) of this rule.
- (7) "Camp Commissary" means the central food storage and distribution facility when cabin or wilderness/primitive cooking are regularly practiced.
- (8) "Camp Director" means the person on-site who has the overall responsibility for the programs and activities under the direction of the camp operator.
- (9) "Camp Health Director" is an adult, 18 years of age or older, who is responsible for routine and emergency health care services at the camp (see "Program Director" and "Program Supervisor").
- (10) "Camp Operator" means either the license holder or a contract or rental group the license holder has contracted with to use part or all of the camp facilities and, whichever has overall responsibility for the camp programs and activities.
- (11) "Camp Staff" includes paid and unpaid staff and volunteer leaders working directly for the license holder or contract or rental group.
- (12) "Contract groups" or "Rental groups" are organized groups that use the camp facilities under contracted arrangement with the license holder or camp owner.
- (13) "Day Camp" means an organizational camp facility that campers attend for an established period of time, leaving at the end of the camping day that provides creative and recreational opportunities in the out-of-doors utilizing trained leadership and the resources of the natural surroundings to contribute to the camper's mental, physical and spiritual growth.

- (14) "Delegated County" means a county delegated authority to administer the Organizational Camp Program under ORS 446.425. (See also "Local Public Health Authority").
- (15) "Division" means the Public Health Division of the Oregon Health Authority.
- (16) "Family Camp" means sessions operated or staffed by the license holder or contract group or rental group for parents and children as family groups. Parents and guardians are on-site and have frequent contact with and make decisions on behalf of their children.
- (17) "Health Disclosure" means an up-to-date record of the camper's or staff's past and present health status.
- (18) "Health Services" means the services provided to campers and staff including first aid, medication management, provision of prescribed medical treatment and health practices.
- (19) "High Risk Program Facilities" means areas and equipment, developed by the license holder, that present a higher than normal opportunity for camper injuries. High Risk Program Facilities include but are not limited to rifle and archery ranges, ropes courses, climbing walls, trampolines, waterfront and swimming facilities, skiing and snowboarding.
- (20) "License Holder" means the person to which the organizational camp license has been issued by the Division or local public health authority.
- (21) "Lifeguard" means a currently certified lifeguard (with waterfront module where applicable), as determined by the Division.
- (22) "Local Public Health Authority (LPHA)" has the meaning given that term in ORS 431.260.
- (23) "Off-Site" means outside of the boundaries of the camp facility.
- (24) "On-Site" means within the boundaries of the licensed camp facility.
- (25) "Organizational Camp" has the meaning given that term in ORS 446.310.
- (26) "Outdoor Youth Program" means a program that provides, in an outdoor living setting, treatment services to youth who are enrolled in the program because they have behavioral problems, mental health problems or problems with abuse of alcohol or drugs.
- (27) "Permanent Sleeping Unit" means cabins, platform tents, huts and other shelters that are used for sleeping and remain stationary for more than six nights in an organizational camp.
- (28) "Person" means individuals, corporations, associations, firms, partnerships and joint stock companies as well as public entities such as schools, colleges, public or private educational corporations.
- (29) "Potentially Hazardous Food (Time/Temperature Control for Safety Food)" has the meaning given that term in OAR 333-150-0000 1-201.10(B).
- (30) "Primitive Camping" means a type of camping, during which the campers use non-permanent sleeping structures such as tents, tarps and ground cloths.
- (31) "Outdoor Cooking" means meals are prepared using primitive or outdoor cooking methods.
- (32) "Program Assistants" means the staff required to operate a program area or activity, trained in their responsibilities and under the direct supervision of the program director or program supervisor.

(33) "Program Director" means an individual with appropriate training and experience in the program area or activity for which the individual has overall responsibility.

(34) "Program Supervisor" means an individual that supervises the operation of a program area or activity under the direction of a program director who has appropriate training and experience in the program area or activity he or she supervises.

(35) "Public Spa Pool" means any public swimming pool or wading pool designed primarily to direct water, or air-enriched water under pressure, onto the bather's body with the intent of producing a relaxing or therapeutic effect. A public spa pool includes, but is not limited to, spa pools owned or operated by organizational camps.

(36) "Public Swimming Pool" means an artificial structure, and its appurtenances, that contains water more than two feet deep that is used, or intended to be used, for swimming or recreational bathing and is for the use of any segment of the public. A public swimming pool includes, but is not limited to, swimming pools owned or operated by organizational camps.

(37) "Public Wading Pool" means an artificial structure, and its appurtenances, that contains water less than two feet deep that is expressly designated or used with the knowledge and consent of the owner or operator for wading or recreational bathing and is for the use of any segment of the public, whether limited to patrons of a companion facility or not. A public wading pool includes, but is not limited to, wading and spray pools owned or operated by an organizational camp.

(38) "Recreation Park" means any area designated by the person establishing, operating, managing or maintaining the same for picnicking or overnight camping by the general public or any segment of the public. Recreation park includes, but is not limited to, areas open to use free of charge or through payment of a tax or fee or by virtue of rental, lease, license, membership, association or common ownership and further includes, but is not limited to, those areas divided into two or more lots, parcels, units or other interests for purposes of such use.

(39) "These Rules" means OAR 333-030-0005 through 333-030-0130.

(40) "Tourist Facility" means any travelers' accommodation, hostel, picnic park, recreation park and organizational camp.

(41) "Waterfront Activities" means those activities occurring in or on bodies of water other than a licensed public swimming, public wading or public spa pools.

(42) "Variance" means written permission from the Division for an organizational camp to be operated when it does not comply with all the applicable rules for Organizational Camps.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 - 446.350

333-030-0020 Licensing Required

(1) No person shall establish, operate, manage or maintain an organizational camp without first securing a license from the Division or the local public health authority. Either the landlord or tenant may be issued a license for an organizational camp operated under contract, rental or leasehold arrangements. The license holder is responsible for compliance with these rules.

(2) All licenses issued under ORS 446.310 to 446.350 terminate and are renewable on December 31 of each year.

(3) Contract and rental groups may be required by the owner of the camp to obtain a license for the operating period.

(4) A contract or rental group that is the license holder is responsible for complying with these rules.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.322

333-030-0025 Application

(1) An application for a license, accompanied by the required fee, must be made upon forms provided by the Division or local public health authority at least 30 days prior to opening an organizational camp.

(2) Thirty days prior to any change of license holder, the Division or local public health authority must be notified of the change and an application for a new license, accompanied by the required fee, must be submitted by the new owner or operator.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.323

333-030-0030 Required Fees

The fee for an original license or the annual renewal of a license must be specified in county ordinance by the delegated local public health authority, or as specified by statute.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.321

333-030-0035 Renewal of License

(1) Application for renewal licenses must be submitted on the forms supplied by the Division or local public health authority and must be accompanied by the required fee.

(2) Renewal licenses may be issued upon determination of substantial compliance with ORS chapter 446 and these rules.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.323 & 446.324

333-030-0040 Plans

(1) No person shall construct, enlarge or alter any organizational camp or convert the use of an existing structure to an organizational camp without first securing appropriate permits. A copy of a building plan approval or building permits issued by the building department having jurisdiction must accompany the plot plan.

(2) When proposing to make improvements to an organizational camp a plot plan showing the general layout of the organizational camp must be submitted to the local public health authority. The location for each of the following must be clearly shown and identified:

- (a) Property lines;
- (b) Proposed and existing construction;
- (c) Building floor plans that include the location of plumbing fixtures;
- (d) The number, size, type and location of all permanent structures and facilities;
- (e) Location of all proposed and existing water supply and sewage disposal systems;
- (f) Location of water and sewer lines;
- (g) Estimated total number of campers and staff to be using the facilities at any given time; and
- (h) Location of storage, collection and disposal facilities of solid waste.

(3) Whenever a food service facility at an organizational camp is constructed or extensively remodeled and whenever an existing structure at an organizational camp is converted to use as a food service facility, properly prepared plans and specifications for such construction, remodeling or conversion must be submitted to the local public health authority for approval before construction. Plans must be submitted in accordance with Oregon Food Sanitation Rules OAR 333-150-0000 part 8-2.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.330

333-030-0050 Sleeping Space

(1) Each permanent sleeping unit must have:

- (a) For fire safety, at least 30 inches (760 mm) of walking space between beds or sleeping bags placed on the floor.
- (b) At least 30 inches (760 mm) separation between the heads of sleepers must be provided for communicable disease prevention. In lieu of such separation, partitions or physical barriers are acceptable.
- (c) At least 30 inches (760 mm) vertical separation between tiers of beds or between the top tier and the ceiling.
- (d) Where two tiers of beds are provided, there must be at least 10 inches (254 mm) of space between the floor of the sleeping units and the underside of the first tier of beds. In lieu of such spacing, the first tier of bunks must have a continuous base, which must be sealed to the floor.
- (e) Upper bunk beds must have a guardrail on each side of the bed, except a guardrail need not be provided on the side of a bed securely attached to a wall. The guardrails must create no spaces wider than 3.5 inches (89 mm) to prevent an entrapment or choking hazard, and must extend at least 5 inches (127 mm) above the top of the mattress. Guardrails are not necessary for campers 15 years or older.

(2) Permanent sleeping units must be provided with cross ventilation or must comply with the ventilation requirements of the Oregon Department of Consumer and Business Services (DCBS), Building Codes Division.

(3) Sleeping units and furnishings must be kept clean and in good repair.

(4) Bedding:

(a) Pillowslips, sheets, towels and washcloths, when provided by the camp operator, must be washed at least once per week and before being assigned to a different camper or staff member.

(b) Blankets, spreads, mattresses and pillows must be kept clean and free of insect infestation. Mattresses must be covered with a non-absorbent cover or other approved protection and must be maintained clean and in good repair.

(c) If sheets are not provided by the camp operator, the cover, pad, or mattress must be cleaned for each incoming camper or staff member, and more often if necessary.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0055 Bathing, Handwashing and Toilet Facilities

(1) Facilities for toileting, bathing and handwashing must:

(a) Be illuminated for cleaning;

(b) Be ventilated by mechanical or natural means;

(c) Have floors that are smooth, impervious and easily cleanable;

(d) Have an effective water-tight union where a floor and wall join;

(e) Have smooth, easily cleanable and impervious wall surfaces; and

(f) Be kept clean, sanitary, free of mold and mildew, and in good repair.

(2) Plumbed and unplumbed toilet facilities in all organizational camps must meet the following requirements:

(a) There must be one toilet (plumbed or unplumbed) for every 15 campers or fraction thereof except in day camps in which one toilet for every 50 campers or fraction thereof is required.

(b) Separate toilet rooms for each gender, or locking unisex toilet rooms, must be provided when both genders are to be accommodated simultaneously;

(c) Urinals may be substituted for no more than one-third the required toilets for males;

(d) Toilets or urinals must not be located in sleeping rooms;

(e) Toilet tissue must be provided at each privy or toilet at all times the camp is in operation; and

(f) Unplumbed toilet facilities must comply with OAR 340-071-0320 and the Nonwater-Carried Waste Disposal Facilities, Materials, and Construction requirements of the Department of

Environmental Quality (DEQ), OAR 340-073-0065 through 0075 and the DCBS Building Specialty Codes.

(3) Bathing and handwashing facilities in all organizational camps must meet the following requirements:

(a) A minimum of one handwashing sink must be provided for every 30 campers. A handwash set-up must be conveniently provided wherever a toilet facility is located. Where permanently plumbed handwash sinks cannot be provided, hand sanitizer or a water container may be used provided it allows a stream of water without needing to be held open and waste water must be collected in a container and disposed of properly or must flow into an approved waste water drain system. Each handwash set-up must:

(A) Be located in close proximity to privies, toilets or urinals;

(B) Be supplied with a change of clean water for each use;

(C) Be supplied with soap; and

(D) Be provided with single use towels, or if an individual sleeping room has a dedicated toilet room, personal towels may be used.

(b) In any camp where participants are present for four or more nights, there must be one bathing facility (shower or bathtub) provided for every 20 campers or fraction thereof. Bathing facilities must:

(A) Be supplied with a change of clean warm water for each use:

(i) By having a tempering valve capable of providing a water temperature not to exceed 110 degrees Fahrenheit (43 degrees Celsius); or

(ii) In lieu of a tempering valve, a mixing faucet with a hot water supply providing a water temperature of not to exceed 110 degrees Fahrenheit (43 degrees Celsius) may be provided along with a cold water supply.

(B) Separate bathing facilities must be provided for each gender, or locking unisex bathing facilities must be provided when both genders are to be accommodated simultaneously;

(C) Shower walls, ceilings and partitions must be impervious to water;

(D) Bathtub and shower floor areas must be finished with slip-resistant, impervious and easily cleanable surfaces;

(E) Shower floors must be sloped to effectively drain all waste water;

(F) Wooden racks over shower floors are prohibited; and

(G) Where glass bath or glass shower doors are used, such doors must be made of safety glass.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0060 Laundry Facilities

- (1) Laundry facilities, when provided, must be located in areas separate from sleeping units, food preparation areas and perishable food storage areas.
- (2) Laundry facilities must be kept clean and well maintained.
- (3) All clean linen must be stored in clean storage rooms or cupboards.
- (4) Soiled linen and clothing must be stored in an area separate from food preparation and perishable food storage areas prior to laundering.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0065 Solid Waste

- (1) Solid waste must be disposed of in a manner, which complies with the applicable rules of the Department of Environmental Quality, OAR chapter 340, divisions 93, 94, 95 and 96.
- (2) Solid waste must be stored in individual garbage containers, storage bins or storage vehicles. All such containers, bins or vehicles must:
 - (a) Have tight-fitting lids, covers or closable tops;
 - (b) Be durable, rust-resistant watertight, rodent proof and readily washable; and
 - (c) During times of food preparation and service, waste containers in food preparation and service areas may be uncovered.
- (3) The premises of each organizational camp must be kept orderly and free of litter and refuse.
- (4) All solid waste must be collected for disposal or recycling at regular intervals so as not to create:
 - (a) Vector harborage and sustenance;
 - (b) Objectionable odors; or
 - (c) Any overflowing of solid waste or other unsanitary conditions.
- (5) Solid waste containing putrescible waste must be collected for disposal at regular intervals not to exceed seven days.
- (6) Solid waste must be transported in a manner that complies with the rules of the Department of Environmental Quality OAR 340-093-0220 (Transportation).

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310– 446.350

333-030-0070 Insect and Rodent Control

- (1) The grounds, buildings and structures used or intended for human habitation must be kept clean and maintained to prevent harborage and infestation of insects, rodents and vermin.

- (2) The camp health director, or other person knowledgeable in pest identification, must check the sleeping areas and other harborages for bedbugs whenever there are complaints or possible bites.
- (3) A license holder may not begin treatment for insects, rodents and vermin without first consulting with a currently certified pest management professional (PMP). A license holder may contract with a certified PMP for pest management services.
- (4) During the season when flies, mosquitoes and other insects are prevalent, all openings into the outer air of permanent kitchens and dining room must be effectively screened, unless other effective means are provided to prevent the entrance of insects or rodents. Where screens are used, there must be not less than 16 meshes per lineal inch, and all screen doors must be equipped with a self-closing device.
- (5) For insecticide and rodenticide extermination methods, only pesticides registered with the Environmental Protection Agency and the state Department of Agriculture can be used. Pesticides must be applied in accordance with the directions on the labels and must be handled and stored as to avoid health hazards.
- (6) Poisons, chemicals, rodenticides, insecticides, pesticides, herbicides and other toxic materials must be properly labeled, or in the original containers, and stored in locked areas not accessible to campers separate from all food service, food storage and food preparation areas, sleeping areas and linens. Except that insecticides, rodenticides and cleaning and sanitizing materials necessary for maintaining the food service facility may be present in the food service facility, but must be stored separately from cleaning and sanitizing materials. Both must be stored in cabinets or compartments used for no other purpose and must not be stored above or intermingled with food, food equipment and dishes or utensils. Detergents and sanitizers may be conveniently stored at warewashing facilities.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0075 Recreational Vehicles

Organizational camps that provide accommodations for recreational vehicles as defined in ORS 446.003 must comply with the Division's rules for the Construction, Operation and Maintenance of Recreation Parks, OAR 333-031-0002 through 333-031-0020, and 333-031-0059 through 333-031-0075 and must comply with the DCBS Building Codes Division's rules for the Recreational Parks and Organizational Camps, OAR 918-650-0000 through 918-650-0080. The licensure requirement of ORS 446.320 for a recreation park does not have to be met unless the park is used by individuals not participating in, or working for the organizational camp program.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0080 Water Quality, Source and Distribution

(1) Definitions applicable to this rule:

- (a) "Maximum Contaminant Level (MCL)" means the maximum allowable level of a contaminant in water for consumption delivered to the users of a system, except in the case of turbidity where the maximum allowable level is measured at the point of entry to the distribution system.

(b) "Quarterly Sampling" means a sample is taken and submitted according to the following schedule:

- (A) 1st Quarter is from January 1 through March 31;
- (B) 2nd Quarter is from April 1 through June 30;
- (C) 3rd Quarter is from July 1 through September 30; and the
- (D) 4th Quarter is from October 1 through December 31.

(2) Water supply systems serving travelers' accommodations and hostels must comply with Oregon Administrative Rules for Public Water Systems, OAR 333-061-0005 through 333-061-0095, and must be:

- (a) Regulated as a Public Drinking Water System under OAR 333-061; or
- (b) Water systems serving travelers' accommodations and hostels that are not regulated under OAR 333-061 as a Public Drinking Water System must meet the requirements in section (3) of this rule.

(3) Unregulated Public Drinking Water Systems:

(a) Plan Review. All new facilities that are not regulated by OAR 333-061 must submit plans to the Division for review prior to construction or major modification of system. Systems regulated prior to January 1, 2003 by OAR 333-061 are not required to re-submit plans.

(b) Surface Water Sources. New facilities with surface water sources not regulated under OAR 333-061 will not be licensable after January 1, 2005. Facilities existing prior to January 1, 2005 in compliance with OAR 333-061-0032 may continue to operate.

(c) Sampling frequency:

(A) For seasonal facilities, a coliform sample must be taken prior to the camp's operational period and each quarterly sampling period while open to public. A minimum of two samples will be required for coliform, regardless of length of operation.

(B) For year round facilities:

(i) Coliform: Monthly for surface water. Quarterly for populations under 1000 using ground water.

(ii) Inorganic Samples. One time sampling required for new facilities before beginning operation.

(d) MCL Violations. An item is not considered a violation until confirmed by second sample taken within 24 hours. Four repeat samples must be taken within 24 hours of the original sample for a sample result above the maximum contaminant level (MCL).

(A) Total Coliform. Any positive total coliform samples must be reported to the Division or Local Public Health Authority within 24 hours of being notified of the positive sample.

(B) Fecal Coliform. Any positive fecal coliform sample must be reported to the Division or Local Public Health Authority within 24 hours of being notified of the positive sample.

- (i) Public notification for this potential acute health risk is required.
- (ii) An alternative procedure approved by the Division must be in place before serving the public.

(C) Inorganic Samples. One time sampling is required for new facilities. Additional testing is not required for facilities that were previously regulated under OAR 333-061 and have tested prior to January 1, 2003. Inorganics include: antimony, arsenic, asbestos, barium, beryllium, cadmium, chromium, cyanide, fluoride, mercury, nickel, nitrate, nitrite, selenium and thallium.

(D) Nitrate. A sample must be submitted for testing annually.

- (i) Any samples exceeding the MCL for nitrate must be reported to the Division within 24 hours.
- (ii) When a test on a sample is reported to exceed the MCL for nitrate, public notification is required. Bottled water must be provided to public upon request.

(E) The Division may require more frequent monitoring than specified or may require confirmation samples for positive and negative results. It is the responsibility of the operator to correct any problems and get a laboratory test result that is less than the maximum contaminant level.

(e) Sample collection methods.

(A) For the purpose of determining compliance with the MCL and the sampling requirements of these rules, sampling results may be considered only if they have been analyzed by a laboratory certified by the State Drinking Water Program.

(B) Samples submitted to laboratories for analysis must be clearly identified with the name of the water system, facility license number, sampling date, time, sample location identifying the sample tap, the name of the person collecting the sample and whether it is a routine or a repeat sample.

- (i) Routine. These are samples collected from established sampling locations within a water system at specified frequencies to satisfy monitoring requirements as prescribed in this rule. These samples are used to calculate compliance with maximum contaminant levels for inorganics prescribed in OAR 333-061-0030(Table 1);
- (ii) Repeat. These are samples collected as a follow-up to a routine sample that has exceeded a maximum contaminant level.
- (iii) Test results. Sample results must be submitted to the Local Public Health Authority by the 10th of the month following the sampling period.
- (iv) The Division may take additional samples to determine compliance with applicable requirements of these rules.

(f) Public Notice. Public Notice must be posted conspicuously on-site and must include:

- (A) A description of the violation or situation of concern;

- (B) Corrective actions taken to improve water quality;
- (C) Any potential adverse health effects;
- (D) The population at risk; and
- (E) The alternative measures in place to provide safe drinking water.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0085 Building Plumbing

All building plumbing must comply with the applicable requirements of the Oregon Department of Consumer and Business Services, Building Codes Division. New water supply distribution systems, or systems remodeled, enlarged or converted after the effective date of these rules must meet the requirements of the 2008 Oregon Plumbing Specialty Code.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0090 Sewage Collection and Disposal

- (1) No untreated or partially treated sewage, liquid waste or septic tank effluent shall be discharged directly or indirectly onto the surface of the ground or into the public waters.
- (2) All sewage and waste water plumbing must be designed, constructed and maintained in compliance with the minimum standards set forth in the 2011 Oregon State Plumbing Specialty Code.
- (3) Sewage and waste water must be disposed of into an area-wide sewerage system or in a manner approved by the Department of Environmental Quality in accordance with the rules for On-Site Sewage Disposal, OAR 340-071-0100 through 340-071-0600.
- (4) Any construction, alteration or repair of an on-site sewage disposal system or any part thereof must comply with the rules of the Department of Environmental Quality, OAR chapter 340, division 71.
- (5) If non-water carried waste disposal facilities are provided, such facilities must comply with the rules of the Department of Environmental Quality, OAR 340-071-0330.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0095 Food Service

(1) FOOD SANITATION RULES. Eating and drinking facilities, commissaries, mobile units and vending machines operated in conjunction with organizational camps must be constructed, operated and maintained in compliance with the Division's Food Sanitation Rules, OAR 333-150-0000 with the following exceptions:

- (a) Areas for food storage, preparation and service that are restricted to individual or single-family use;

(b) A food service facility must have toilet and handwashing facilities for use by the kitchen staff and food handlers. Public toilet and handwashing facilities associated with the food service facility are not required for the participants of the camp;

(c) Food service facilities operated for participants of the camp shall not be graded as "Complied" or "Failed to Comply", or given a numerical score; and

(d) Due to the unique nature of some of the food service preparation conditions encountered in primitive cooking and other types of non-dining hall food service found in camps, the Division, or local public health authority in consultation with the Division, may implement alternate requirements to the Division's Food Sanitation Rules, OAR 333-150-0000, as long as the food safety intent of the original rule is preserved.

(2) **EMPLOYEE TRAINING.** The camp must have trained food preparation staff if the organizational camp prepares food in camp food service facilities.

(a) For camp programs longer than three consecutive nights the camp must:

(A) Provide a food manager, currently certified by one of the Division-approved food manager certifying agencies or organizations, who supervises the food preparation activities; or

(B) Assure that all food preparation staff have a current Oregon food handler certification.

(b) Camp contract or rental groups operating for three nights or more in length must have at least one individual involved with food preparation activities that has, at a minimum, an Oregon food handler certification.

(3) **CAMP COMMISSARIES:**

(a) A camp commissary must have staff trained as required in section (2) of this rule.

(b) The food service equipment and utensils must be washed, rinsed, sanitized and air dried between uses. The camp commissary must have a minimum three-compartment sink or commercial mechanical warewashing machine approved by the Division. The sinks or dishwashing equipment must be large enough to immerse the largest dish or utensil to properly wash, rinse and sanitize dishes and utensils (see OAR 333-150-0000 for details).

(c) To the extent possible, the food distributed from the camp commissary to the remote cooking location should be in a form so that handling is minimized (i.e. pre-formed meat patties, pre-prepared salads, etc.).

(4) **OUTDOOR COOKING.** A camp engaging in wilderness and outdoor cooking must ensure that group leaders are knowledgeable about and practice food service in accordance with the following health and safety guidelines:

(a) A camp should minimize or avoid the serving of high risk (potentially hazardous) foods.

(b) Leftover time and temperature controlled for safety (TCS) foods that have been prepared for service may not be re-served.

(c) Campers and staff doing the food preparation must wash their hands frequently to remove dirt and prevent cross-contamination of foods (see OAR 333-150-0000 2-301.11 through 2-301.16).

(d) The license holder must assure an adequate supply of safe drinking water or provide equipment, methods and procedures for purifying drinking water. Whenever possible, drinking water should be obtained from an approved water system. If that is not possible:

(A) Water must be purified by boiling for one minute followed by the addition of three to four drops of liquid chlorine per quart of water and allowing 30 minutes contact before drinking; or

(B) Water must be purified using a micro-filter filtration system to remove microorganisms and viruses and two drops of liquid chlorine per quart of water must be added to finish treatment, with 30 minutes of contact time allowed before drinking.

(5) CABIN COOKING. A camp engaging in cabin cooking must ensure that group leaders are knowledgeable about and practice food service in accordance with the following health and safety guidelines:

(a) Leftover TCS foods that have been prepared for service may not be re-served.

(b) Campers and staff doing the food preparation must wash their hands frequently to remove dirt and prevent cross-contamination of foods.

(c) The license holder must assure an adequate supply of safe drinking water. Drinking water must be obtained from an approved water system.

(6) DAY CAMP FOOD SERVICE. Full-service meal service must comply with OAR 333-150-0000 and sections (1) and (2) of this rule. Food service limited to beverages, snacks and sack lunches must comply with OAR 333-150-0000 and the additional guidelines below:

(a) Sack lunches must be stored in coolers and refrigerators maintaining a temperature of 41 degrees Fahrenheit or lower, or the attendees' parents or guardians must be advised to only include non-perishable foods in the sack lunch.

(b) Foods or beverages, once served and if opened, may not be collected and re-served.

(c) Persons handling foods must properly wash their hands before handling foods. Where unprotected foods are handled, bare hand contact must be minimized.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0100 Emergency Procedures

(1) Each organizational camp must retain on-site a written emergency plan outlining procedures to be followed in each of the following situations:

(a) Natural disasters and other emergencies;

(b) Lost camper or lost swimmer, if applicable;

(c) Fires;

(d) Transportation emergencies;

- (e) Severe illnesses, injuries or communicable diseases;
 - (f) Stranger in camp; and
 - (g) Transition of supervision and release of campers to a designated responsible party.
- (2) The emergency plan must contain at least evacuation procedures, procedures for communication with emergency medical services and facilities and the nearest fire station, and procedures for the control of vehicular traffic through the camp.
- (3) The licensee or owner/operator of an organizational camp must:
- (a) Designate individuals to be responsible for carrying out the emergency plan;
 - (b) Instruct all employees and volunteers in the emergency plan and their duties in the event of an emergency situation; and
 - (c) Retain on-site written documentation that all employees are aware of their responsibilities under the emergency plan and their duties therein.
- (4) The following emergency information must be posted conspicuously, near the phone or alternative communication system used by the camp for off-site emergency communication, accessible during all hours of operation and maintained in all organizational camps:
- (a) When telephones are provided, the license holder must post by each telephone:
 - (A) The current telephone numbers for contacting physicians, hospitals, poison control, police, ambulances and fire departments in the immediate area;
 - (B) The telephone number of the organizational camp office; and
 - (C) The locations of the nearest medical facility and the organizational camp including highway number, street number, rural route and box number or other data (i.e. global positioning system (GPS) coordinates, life flight landing zone locations, etc.) to aid in assuring prompt emergency response.
 - (b) When an alternative communication system is provided, the license holder must post by each communication location:
 - (A) The current procedure to contact physicians, hospitals, poison control, police, ambulances and fire departments in the immediate area;
 - (B) The telephone number of the organizational camp office or alternate contact information; and
 - (C) The locations of the nearest medical facility and the organizational camp including highway number, street number, rural route and box number or other data (i.e. GPS coordinates, life flight landing zone locations, etc.) to aid in assuring prompt emergency response.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0103 Camp Administration

(1) REGISTER RECORD. A record of all campers and staff attending camp must be kept by the license holder for a period of at least three years from the date attended.

(a) The record must include their name, address, phone number and dates of attendance.

(b) If the camp is contracted or rented out to a group, the license holder may inform the group in writing that they are required to do the following:

(A) Maintain a record of campers; and

(B) The license holder must keep a record of the group with contact information.

(2) VISITOR TRACKING. The camp operator must have a system to track visitors.

(3) CAMPER LOG. The camp operator must have a log of campers and staff under the age of 18 that leave or arrive at camp during the camp session. The record must include the identity of the person taking responsibility for the camper or staff person.

(4) CAMP IDENTIFIED. When the camp is being used by a contract or rental group that is not the license holder, the license holder must inform the group that they are required to include information identifying the license holder in promotional and informational materials distributed to attendees of the contract program.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0105 Health Services

(1) All camp operators must have health and first aid services available whenever the camp is operating.

(2) A camp director or license holder must ensure that residential camps with 100 or more campers and staff on-site at any one time has on-site at least one automatic external defibrillator (AED) with pediatric and adult capability meeting the local emergency medical services' protocol. The camp director or license holder must comply with the following:

(a) Each AED must have documented maintenance inspections and service records, including the battery and electrodes according to the guidelines set forth by the manufacturer.

(b) The AED must be stored in a central location where the AED is accessible to camp users and can be quickly retrieved.

(c) Signage must be provided that indicates the location of the AED.

(d) A policy must be developed for the use of the AED, including the need to contact 911 as soon as possible. This policy should be made available to camp staff and must be posted with the AED.

(3) The license holder or camp operator must report to the Division and local public health authority any unusual illness outbreaks or fatality that occurs at the camp. If possible, these incidents should be reported within 24 hours of occurrence.

Note: A reporting form is available from the Division, in this rule's appendices depending on the source, or at: <http://www.oregon.gov/DHS/ph/pl/docs/campaccident.pdf>.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0110 Programs and Facilities

(1) HIGH RISK PROGRAM FACILITIES:

- (a) A license holder is responsible for maintenance of a permanent high-risk program facility.
- (b) The camp operator must ensure that the program director for each activity has training or experience in the high-risk program areas.
- (c) Written procedures for the high risk activity must be communicated by the program supervisor to necessary camp staff and participants. Safety procedures must include:
 - (A) Eligibility requirements for participation;
 - (B) Camper/staff supervision ratios;
 - (C) Safety regulations;
 - (D) Emergency procedures;
 - (E) Safety and protective equipment and usage; and
 - (F) Activity area design or safety features, if applicable.

(2) AQUATIC PROGRAMS. The aquatic programs must be under the direction of an aquatic director or supervisor.

- (a) Public swimming pools and wading pools in organizational camps must comply with OAR chapter 333, division 60 (Public Swimming Pools).
- (b) Public spa pools in organizational camps must comply with OAR chapter 333, division 62 (Public Spa Pools).

(3) WATERFRONT ACTIVITIES:

- (a) An aquatic director must supervise any waterfront activity serving a total of 10 or more persons;
- (b) There must be at least one lifeguard for each 25 persons in or on the water. An overall ratio of one observer or lifeguard for every 10 persons in or on the water must be maintained;
- (c) Waterfront activities serving less than 10 persons in or on the water may operate with only the supervision of a lifeguard;
- (d) If waterfront activities take place at more than one location, a lifeguard must be present at each location. Lifesaving, first aid, and safety equipment must be present at each location. Such equipment must be suitable for the users and conditions under which the equipment is expected to be used; and

(e) All watercraft must be equipped with a U.S. Coast Guard approved personal flotation device (PFD) in good, serviceable condition and of appropriate size for each person on board whenever the watercraft is in use.

(f) Subsections (3)(a) through (d) of this rule do not apply to groups comprised of only adults.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0115 Transportation

(1) EMERGENCY TRANSPORTATION. All camp operators must provide transportation for use in emergency situations. When emergency transportation does not include an on-site vehicle in good running condition, a specific written plan for emergency transportation must be maintained at the camp.

(2) NON-EMERGENCY TRANSPORTATION. Campers must only be transported in areas of vehicles designed for passengers. Drivers must have a current driver's license with proper endorsement for the vehicle being operated and must be a minimum of 18 years of age.

(3) Slow-moving vehicles used for activities that do not exceed five miles-per-hour are allowed to transport campers.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0120 Fire Safety

(1) The camp licensee that is the camp owner must comply with the 2010 Oregon Fire Code.

(2) WRITTEN NOTIFICATION:

(a) At least once per year, written notification must be provided to the fire department or fire authority serving the camp, concerning the camp's operation period and including a copy of the camp's emergency plan. Any suggestions from the fire department or fire authority should be considered for addition to the emergency plan.

(b) For camps located outside of an established fire district, the camp must have an agreement or contract with a fire protection agency agreeing to provide fire protection services.

(3) EMERGENCY PLAN. The camp license holder must have a written plan for dealing with fire emergencies. The plan must ensure camper security, notifying emergency fire-fighting resources, and staff duties and responsibilities. This plan must be communicated to campers prior to overnight occupancy.

(4) STAFF TRAINING. Permanent staff must be instructed and periodically drilled on the use of the emergency equipment and procedures to follow for notifying emergency personnel.

(5) CONTRACT AND RENTAL GROUPS. The camp operator for contract and rental groups must be provided with and oriented to the fire emergency plan.

(6) **NON-PERMANENT SLEEPING AREAS.** A camp must have firefighting equipment available near sleeping areas that are non-permanent in nature, having no electricity, water, or wood stoves. Such non-permanent sleeping areas are areas using tents, provided camping spaces, and other temporary structures, including open-air structures.

(7) **PERMANENT BUILDINGS.** Permanent buildings within the organizational camp that are accessible to entry by the campers must meet the requirements of the 2010 Oregon Fire Code. Fire escape plans and routes must be communicated to campers prior to overnight occupancy.

(a) Buildings with an occupancy of more than 10 persons must be provided with at least two separate and independent means of emergency exit, located as far apart as possible but in no case closer than 50 percent of the longest diagonal dimension of the building.

(b) Where wood burning stoves or other combustible fuel heating devices are used in sleeping quarters, a carbon monoxide detector that is listed by a nationally recognized testing organization as meeting the Underwriter's Laboratories, Inc., UL 2034 or UL 2075 standards for carbon monoxide alarms must be provided, properly located, and maintained in compliance with OAR 837-047-0100 through 837-047-0170.

(c) Smoke detectors in good working order must be provided, properly located, and maintained in compliance with OAR 837-045-0040 through 837-045-0065 in all buildings used for sleeping by camp participants or staff. Smoke detectors must be listed by a nationally recognized testing organization as meeting the Underwriter's Laboratories, Inc., UL 217 or UL 265 standards for smoke detectors and alarms.

(d) Fire extinguishers must be provided and located as required by the 2010 Oregon Fire Code.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0125

Chemical and Physical Hazards

(1) Cleaning equipment and supplies, all insecticides, chemicals, paints, flammable liquids, and other toxic substances that bear the warning "keep out of reach of children" must be stored isolated from campers and stored so as to prevent contamination of clothing, toweling, bedding materials and food supplies. All applications of chemicals including, but not limited to, cleaners and disinfectants must be in accordance with the manufacturer's recommendations and by appropriately trained personnel.

(2) All toxic substances must be clearly labeled or stored in the original container. When not in use, all toxic materials must be stored according to the applicable requirements specified below:

(a) In a locked storage area or unit;

(b) As required by OAR 333-030-0070(6); or

(c) As required by OAR 333-150-0000, Food Sanitation Rules, for food preparation areas.

(3) Organizational camps must be a safe environment and must minimize or eliminate safety hazards including, but not limited to, debris, open excavations, abandoned wells, unused refrigerators or freezers with latchable doors. The licensee that is the camp owner must take measures to limit unsupervised access to natural hazards such as cliffs or bodies of water. All buildings and equipment must be kept in good repair.

(4) Gasoline and other flammable and combustible liquids must be clearly labeled, stored and dispensed in accordance with OAR 837-020-0025 through 837-020-0085 and the 2010 Oregon Fire Code.

Stat. Auth.: 446.330

Stats. Implemented: ORS 446.310 – 446.350

333-030-0130

Variance

(1) A license applicant or licensee may apply to the Division in writing for a variance from a requirement in OAR 333-030-0015 through 333-030-0125. In order to qualify for a variance an applicant or licensee must demonstrate, to the satisfaction of the Division, that:

(a) Strict compliance with the rule would be highly burdensome or impractical due to special conditions or cause;

(b) The public or private interest in granting the variance clearly outweighs the interest of the application of uniform rules; and

(c) Alternative measures, if applicable, provide adequate public health and safety protection for camp participants.

(2) A variance may only be granted by the Division and not by a LPHA.

Stat. Auth.: ORS 446.330

Stats. Implemented: ORS 446.310-446.350

Organizational Camp Accident / Fatality Report

This report must be completed for every serious accident, those requiring off-site treatment, or any fatality involving an organizational camp program. It is the **responsibility of the camp operator** to submit the completed form promptly to the **Oregon Health Authority, Organizational Camp Program, 800 NE Oregon, Suite 608, Portland, OR 97232-2162**

Communicable diseases are to be reported to the county health department communicable disease program.



Date of Incident	Time:	am	pm
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Accident ID #	YYYY - MMDD - County #
Official Use Only	

Victim Information

First Name	MI	Last Name	
Address	Number	Street	Apt.#
City or Town	State	Zip Code	

SEX: <input type="checkbox"/> M <input type="checkbox"/> F	Age of Victim:(yrs)	<input type="checkbox"/> Fatal <input type="checkbox"/> Non-Fatal	Camper <input type="checkbox"/> Staff <input type="checkbox"/>
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Area of the Body Injured: (Check all that Apply)	Type of Injury: (Check all that Apply)
<input type="checkbox"/> Head <input type="checkbox"/> Arm / Hand / Finger <input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Abrasion or Contusion <input type="checkbox"/> Concussion <input type="checkbox"/> Burn <input type="checkbox"/> Allergy / Asthma Reaction <input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Trunk <input type="checkbox"/> Leg / Foot / Toe	<input type="checkbox"/> Strain or Sprain <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration <input type="checkbox"/> Diabetic Emerg.

Treatment Required: (Check all that Apply)		
<input type="checkbox"/> No Treatment <input type="checkbox"/> Doctor's Office/Emergency Room <input type="checkbox"/> Other (Specify)	<input type="checkbox"/> First Aid <input type="checkbox"/> Admitted to Hospital	<input type="checkbox"/> CPR (<input type="checkbox"/> Manual <input type="checkbox"/> AED <input type="checkbox"/> Oxygen) <input type="checkbox"/> Other (Specify)

Camp Information	Camp License #
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Name of Camp		
Address	Number	Street
City	State	Zip Code
Contact Person	Position	Phone

Was the activity causing the injury supervised ?	The supervision was provided by
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Trained Camp Staff <input type="checkbox"/> Untrained or Volunteer

<p>Location of accident:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Campsite / Cabin <input type="checkbox"/> Dining Hall / Food Service <input type="checkbox"/> Waterfront * <input type="checkbox"/> Canoeing / Boating <input type="checkbox"/> Target Sports <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Ropes Course <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Hiking Trail <input type="checkbox"/> Off-site activity: _____ <input type="checkbox"/> Other: _____ <p><small>* For swimming pool /spa incidents please use the Public Swimming Pool Accident Report form.</small></p>	<p>Cause of injury or fatality: (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Horseplay <input type="checkbox"/> Improper Use of Equipment <input type="checkbox"/> Poor / No Supervision <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Activity Area Design <input type="checkbox"/> Lack of Safety Equipment <input type="checkbox"/> Non-use or Improper Use of Safety Equipment <input type="checkbox"/> Drug / Alcohol Use or Abuse <input type="checkbox"/> Use of chemicals, paint, cleaning supplies <input type="checkbox"/> Weather <input type="checkbox"/> Other (describe)
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<p>Were Others Injured: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, Name(s)</p>
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Describe what happened: (Please be legible)

Print or Type Name & Position:	Signature:	Date:
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