

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**MAINE CENTER FOR DISEASE CONTROL AND PREVENTION**  
**RULES RELATING TO YOUTH CAMPS, PRIMITIVE, AND TRIP CAMPING**  
**10-144A CMR 208**

**SUMMARY:** These rules define terms and establish requirements for the licensing of youth camps for boys, for girls and for boys and girls. Requirements for the camp's premises and buildings, sanitary facilities, health supervision, staffing, swimming facilities, program safety and fire prevention are outlined. Standards are also set for primitive camp facilities associated with youth camps and for the conduct of trip camping.

**SECTION 1 GENERAL PROVISIONS**

**1.A. ADMINISTRATION.** The Department is authorized and empowered to make and enforce all necessary rules for the administration of Title 22, Chapter 562.

**1.B. FEES.** The fees for licensing of youth resident camps, day camps, and trip and travel camps shall be as follows and as adopted in the 10-144 CMR 201, Rules Relating to the Administration and Enforcement of Establishments Licensed by the Eating and Lodging Program (2004):

Day Camps \$45.00

Residential Camps \$90.00

Trip and Travel Camps \$45.00

Licenses are valid for 1 year from date of issue.

**1.C. SEVERABILITY CLAUSE.** The provisions of the rules are severable. If any provision of the rules is invalid, or if the application of the rules to any person or circumstance is invalid, such invalidity shall not affect other provisions or applications, which can be given effect without the invalid provision or application.

**1.D. VARIANCE OF REQUIREMENTS.**

**1.D.1.** The Department may grant a variance by modifying or waiving the requirements of this Rule if a health hazard will not result from the variance. If a variance is granted, the Department shall retain the information specified under 1.D.2.

**1.D.2.** The Department may include specific provisions for the length of the variance.

**1.D.3. Documentation Of Proposed Variance And Justification.** Before a variance from a requirement of this Rule is approved, the information that shall be provided by the youth camp requesting the variance and retained in the Department's file on the youth camp includes:

(A) A statement of the proposed variance citing relevant rule section numbers;

(B) An analysis of how the potential health hazards addressed by the relevant Rule sections will be alternatively addressed by the proposal.

**1.E. APPLICATION.**

**1.E.1.** Application for a license shall be made to the Department on forms provided by the Department.

**1.E.2.** A separate license shall be issued for each youth camp location and shall not be transferable or assignable.

**1.F. EXCEPTIONS.** Youth camps licensed by the Department prior to the effective date of these rules, which do not comply with the rules, may be deemed acceptable if they are capable of being maintained in a safe and sanitary condition.

**1.G. PURPOSE.** The purpose of these rules is to provide safe and sanitary conditions for campers consistent with the philosophy, type or style of camp experience offered at each individual youth camp.

**1.H. DEFINITIONS.** The following words and terms, when used in the rules, shall have the following meanings, unless the context indicates otherwise.

**ACCREDITED PROGRAM:** An approved credentialing program, recognized by the Department, which provides certification in knowledge pertaining to a particular skill.

**ADULT:** Any person 18 years of age or older.

**AQUATICS:** A program of activities, including swimming, watercraft or other recreational water related activities, that occur in the water or at the waterfront.

**BASE CAMP:** The site from which a primitive or trip camping expedition originates.

**BUS:** A vehicle designed to seat more than 15 passengers, including the driver.

**CAMPER:** Any person in a youth camp on a fee or non-fee basis who is a participant in the regular program and training of a youth camp, and who may take on duties relating to such program and training.

**CHILD or CHILDREN:** A person or persons under the age of 18.

**COUNSELOR:** A person who supervises or instructs campers.

**CRITICAL VIOLATION:** A critical violation is a violation of these rules which presents a clear risk of contamination, illness, or environmental health hazard. A critical violation is denoted in these rules by the letter "C."

**DAY CAMP:** A youth camp operated for any part of a day, but not overnight, for five or more consecutive days during one or more seasons of the year. Campers go home to parent or guardian each night, except for an occasional overnight.

**DEPARTMENT:** The Department of Health and Human Services.

**DUCKBOARD:** A boardwalk placed on the floor of a shower to keep occupants out of any accumulation of water.

**DWELLING:** Any enclosed space, which is wholly or partly used for living or sleeping by human occupants.

**EXTENSIVELY RENOVATED OR EXPANDED:** An increase of 25% or more of (a) the youth camp's population, or (b) the youth camp's kitchen, infirmary or shower/bathroom buildings.

**GARBAGE:** All putrescible wastes, except sewage and body waste, including animal and vegetable offal.

**HEALTH HAZARD:** A significant threat or danger to health and safety that requires immediate correction or cessation of operation or activity to avoid potential, enduring and severe injury to one or more individuals.

**LIFEGUARD:** A person certified as a lifeguard by the American Red Cross or who has equivalent certification from a NRCB.

**LOOKOUTS:** Lookouts are staff members without lifeguard certification who work under the direct supervision of lifeguards in observing participants in swimming activities.

**NATIONALLY RECOGNIZED CERTIFYING BODY (NRCB):** An organization recognized in its country of origin as one that certifies that an individual has certain training or skills.

**NON-CRITICAL VIOLATION:** A non-critical violation is a violation of these rules which does not present a clear risk of contamination, illness, or environmental health hazard. A non-critical violation is denoted in these rules by the letters "NC."

**NOTIFIABLE CONDITION:** Any communicable disease, occupational disease or environmental disease, the occurrence or suspected occurrence of which is required to be reported to the Department pursuant to 22 M.R.S.A. Ch. 250.

**OPERATOR:** Any person or entity who owns and/or operates a youth camp.

**PRIMITIVE FACILITY:** A portion of the basic camp premise or other site under control of the operator of the camp, at which site the basic needs for camp operation such as places to abode, water and supply systems, permanent type toilet facilities and permanent types of culinary facilities are not usually provided.

**PROGRAM:** An activity or activities conducted and monitored by the camp.

**REFUSE:** All nonputrescible solid wastes, except body wastes. Refuse includes garbage, rubbish, ashes, street cleanings, dead animals, abandoned automobiles, and solid market and industrial wastes.

**REPORTABLE CONDITION:** Medical conditions as described in Section 5.C.1 of these rules which are required to be reported within 72 hours to the Department.

**RESIDENTIAL CAMP:** A youth camp where campers stay overnight and camp is responsible for campers 24 hours a day.

**RUBBISH:** All nonputrescible solid wastes, except ashes. Rubbish consists of both combustible and noncombustible material, such as paper, cardboard, tin cans, yard clippings, wood, glass, bedding, crockery, metals and similar materials.

**SCHEDULE II DRUG:** A drug scheduled in accordance with 21 U.S.C. §§ 801 et. seq. that has a current accepted medical use and a high potential for severe psychological or physiological abuse.

**SEWAGE:** Any substance that contains any of the waste products or excrement or other discharge from the bodies of human beings or animals or any other polluting substance.

**SHALL:** Verb used to indicate a mandatory statement, the only acceptable method under these rules.

**SHOULD:** Term used to reflect the most preferable procedure, yet allowing for use of effective alternatives.

**STAFF:** Any camp employee or volunteer including a counselor.

**STANDING ORDERS:** Written instructions for medical care consistent with the youth camp's program(s), prepared, signed and dated annually by a licensed physician or nurse practitioner.

**SWING VIOLATION:** A violation that may or may not be critical depending on the circumstances. Denoted in these rules by "S".

**TENT OR TENT DWELLING:** Any non-permanent shelter of which twenty-five per cent (25%) or more of the wall or roof or both are constructed of, or covered or protected by, canvas or any other fabric material.

**TRIP CAMPING:** A program with a duration of 3 or more consecutive nights in which groups of individuals who are mobile, moving under their own power or by transportation which permits individual guidance of the vehicle or animal (e.g., bicycle, canoe, horse, sailboat, snowmobile), travel from one site to another.

**VAN** means a vehicle having a capacity of 10 to 15 passengers, as determined by the vehicle manufacturer.

**VARIANCE** means a written document issued by the Department that authorizes a modification or waiver of one or more requirements of this rule if a health hazard will not result from the modification or waiver

**WATERFRONT:** Any areas adjacent to a body of water including artificial pools, where swimming or other recreational water related activities occur.

**WATER SUPPLY:** A source of water, and any or all water treatment storage, transmission and distribution facilities.

**YOUTH CAMP:** A combination of program and facilities established for the primary purpose of providing an outdoor group living experience for children with social, recreational, spiritual, and educational objectives and operated and used for five or more consecutive days during one or more seasons of the year. Youth camps include day camps, residential camps and trip and travel camps.

## **SECTION 2 PLAN REVIEW**

### **2.A. PLANS.**

Prior to commencement of any construction of a new, extensively renovated, or expanded youth camp, or the conversion of an existing facility to a new youth camp, all appropriate plans and documents shall be submitted to the Department for its review and approval. In the event the

Department shall fail to respond to the proposed plans within a reasonable period of time, in no event later than sixty (60) days from receipt of the plans, the requirements of this section 2 shall be waived.

## 2.B. REQUIRED INFORMATION FOR NEW YOUTH CAMPS.

2.B.1 The following information shall be included in any plans submitted to the Department.

2.B.2. Name and address of applicant.

2.B.3. The number of proposed campers and staff.

2.B.4. Location and legal description of the property.

2.B.5. Complete plans of the proposed camp showing:

2.B.5.a. The area and dimensions of the tract of land.

2.B.5.b. The number, location size, use, and specifications for all buildings and structures.

2.B.5.c. If regulated by the State of Maine Drinking Water Program evidence of compliance with the State of Maine Drinking Water Rules

2.B.5.c.1. Camps using well water supplies not regulated by the Drinking Water Program shall be required to submit directly to the Health Inspection Program satisfactory analysis for inorganic and volatile organics screening.

2.B.5.c.2 Camps using surface water supplies shall comply with the testing requirements of Section 4.B.4.a of these rules.

2.B.5.d. The location of garbage and/or refuse areas and manure pits.

2.B.5.e. The plans, specifications and location of any subsurface wastewater disposal areas.

Applicant shall submit a completed HHE-200 form to the Subsurface Wastewater Program of the Division of Environmental Health, for each septic system approval.

2.B.5.f. The following codes shall be complied with by new youth camps.

1. The electrical system or electrical equipment shall comply with applicable state standards and regulations. (Title 32 M.R.S.A. Chapter 17 and 02-318 CMR chapter 120)

2. Installation of oil burning equipment, tanks, and centralized fuel supply systems shall comply with the applicable state standards and regulations. (Title 32 M.R.S.A. Chapter 33 and 02-381 CMR chapters 7 to 11)

3. All installation of gas appliances and gas piping shall comply with the National Fire Protection Association: Uniform Fire Code, 2006 Edition, available for \$70 at [www.nfpa.org/catalog/product](http://www.nfpa.org/catalog/product). and as adopted by the State of Maine.

4. All new construction or extensively renovated Youth Camps shall comply with the current edition of the "Life Safety Code." (National Fire Protection Association 101 Life Safety Code, 2006 Edition, available for \$75 at [www.nfpa.org/catalog/product](http://www.nfpa.org/catalog/product)

2.B.5.g. Description of all Program areas.

2.B.5.h. Description of food preparation and service area. This description shall include, but not be limited to the following:

2.B.5.h.1. Floor plan of the kitchen and food storage areas.

2.B.5.h.2. Materials used for floors, walls, ceilings and food contact surfaces.

2.B.5.h.3. Special food operations areas (salad bars, buffets, food processing etc.)

2.B.5.h.4. Location of bathrooms.

2.B.5.h.5. Description and type of refrigeration equipment.

## 2.C. REQUIRED INFORMATION FOR EXTENSIVELY RENOVATED OR EXPANDED YOUTH CAMPS

2.C.1. The following information shall be submitted to the Department:

2.C.1.a. Name and address of the youth camp

2.C.1.b. Complete plans for the proposed extensively renovated or expanded facilities demonstrating compliance with these rules.

## **SECTION 3 PREMISES AND BUILDINGS**

### **3.A. LOCATION:**

3.A.1. No person shall operate a youth camp unless located:

3.A.1.a. Where approved water supply and sewage facilities can be provided; C

3.A.1.b. Where traffic conditions create no undue safety hazards; C

3.A.1.c. Where the grounds, building and sleeping areas are kept in a safe condition, clean and free from accumulation of paper and rubbish; S

3.A.1.d. Where excessive dustiness in the central camp area is prevented by suitable means. NC

### **3.B. HOUSING:**

3.B.1. The operator shall not use or permit the use of any building or shelter for habitation in a youth camp unless it is structurally safe; adequate in size for use, can be kept clean, and has a roof that is weather tight. S

3.B.2. The operator shall provide the exterior openings in every enclosed building of the youth camp used for food preparation or food service and food storage with screens containing not less than 16 meshes per inch. Every screen door shall be tight fitting and equipped with a self-closing device. C

3.B.3. The operator shall provide adequate lighting for the safe and sanitary use of each kitchen, dining room and infirmary. C

3.B.4. The operator shall maintain the floor in all buildings used for sleeping, food preparation or food service, smooth, clean and free from chronic dampness. The operator shall keep the space beneath the floors clean and free of unsafe and unsanitary obstructions. NC

3.B.5. The operator shall provide for all parts of each building used for human habitation, except tents or lean-to's, at least two accessible exits, including screened windows, from each floor. Exits shall be marked. C

3.B.6. The operator shall be responsible for maintaining free of obstruction all means of exit. C

3.B.7. The operator shall install and maintain the structural elements of every habitation in a manner fit for use intended. S

### **3.C. SLEEPING FACILITIES FOR RESIDENTIAL CAMPS.**

3.C.1. The operator shall furnish a separate bunk, or cot for each person. Beds shall be set so that the path of travel between them is not less than twenty eight (28) inches wide. Triple decked bunks are prohibited. Upper bunks shall have appropriate protection to prevent occupants from accidentally rolling out of bed. S

3.C.2. The operator shall so arrange sleeping facilities so that not less than forty (40) square feet of floor space is provided for each person in permanent dwellings. NC

3.C.3. Sleeping quarters, in permanent dwellings, shall be ventilated by openings to outer air equal to one-tenth (1/10) of the floor area. Screens shall be maintained in good repair. NC

3.C.4. Bedding and towels provided by the operator shall have been cleaned prior to each issue. C

3.C.5. Sheets, towels and pillowcases shall be laundered at least once a week. C

3.C.6. All bedding and sleeping bags should be aired or sunned once a week. NC

3.C.7. Mattresses and covers shall be kept clean and in good repair. All cloth mattresses provided by the operator shall have clean mattress covers. NC

## **SECTION 4 SANITARY FACILITIES**

### **4.A. TOILET AND SHOWER FACILITIES.**

4.A.1. All toilet facilities, including rooms and fixtures, shall be of a sanitary and cleanable design. S

4.A.2. Each toilet room shall meet the following requirements:

4.A.2.a. All toilet and shower facilities shall be kept in clean and sanitary condition and in good repair. C

4.A.3. Outside doors shall be self-closing. NC

4.A.4. Adequate screened ventilation or approved use of exhaust fans to the outside shall be provided. NC

4.A.5 Clean receptacles shall be provided for waste materials. NC

4.A.5.a Waste receptacles for sanitary napkins shall be covered. NC

4.A.6. Toilet seats shall be provided. C

4.A.7. There shall be adequate hand washing facilities adjacent to and consistent with the plumbing at the location of existing toilet facilities. C

4.A.8 Toilet and hand washing facilities in residential youth camps for campers and staff members shall be reasonably accessible to all sleeping, dining, and activity areas and in the ratios indicated in the following table: C

No. of Campers	No. of Toilets and Lavatories	
	Male	Female
For first 15 campers	2	2
For Each additional 15 campers add	1	1

A ratio of one toilet and one lavatory for each 25 boys and 25 girls for day camps shall be required. C

4.A.9. Urinals for males or urinals specifically designed for females may be provided in lieu of toilet seats but consist of no more than one-third (1/3) of the required number of toilet seats. NC

4.A.10. Pit and chemical toilets facilities, if provided, shall be screened or vented and equipped with toilet seats and lids. NC

4.A.11. Showers or bathtubs shall be in ratio of 1 to 20 for each sex. NC

4.A.12. Where hot water is provided the temperature shall not exceed 120° F C

4.A.13. Day camps that do not have artificial swimming pools are not required to provide showers or bathtubs.

4.A.14. The use of duckboards in showers shall be prohibited. NC

4.A.15. Adequate dry space and ventilation should be provided in common use shower facilities. NC

4.A.16 All lavatories in youth camps, where campers do not provide their own soap and individual towels, shall be provided with a hand cleaning agent and single-service towels. C

4.A.17 No operator of any youth camp shall provide for use, or allow to be used any common drinking container or any common towel by his employee, campers, or visitors. C

#### 4.B. WATER SUPPLY.

4.B.1. If the youth camp is a public water supply as defined in the Department of Health and Human Services Rules Relating to Drinking Water, 10-144 C.M.R. Ch. 231, the water supply shall comply with the requirements for transient non-community water systems. C

4.B.2. Copies of the water analysis shall be posted with the Department license at the youth camp. NC

4.B.3 Youth camps using their own water supply shall obtain a satisfactory water test within 30 days preceding the first use of the water by campers or staff. C

4.B.4. Youth camps not considered as public water supplies shall comply with the following minimum water testing standards:

4.B.4.a Camps with surface water sources shall test for coliform bacteria once a month and for nitrate/nitrite once a season. C

4.B.4.a.1. All water obtained from a water source, such as a lake or stream, shall be chlorinated to achieve a chlorine residual after 30 minutes contact time of 0.25 ppm free chlorine or 1.0 ppm total

chlorine. A written daily record of chlorine residual shall be maintained. A bacteriological analysis and test for turbidity shall be conducted monthly when the establishment is in operation. C

4.B.4.b. Camps with well water sources shall test for coliform bacteria, nitrite and nitrate once a season. C

4.B.4.c Additional samples may be required by the Department if unsatisfactory samples are obtained.

#### 4.C. FOOD SERVICE.

4.C.1. Where food service is provided in a youth camp, the food service facilities and operations shall comply with the Maine Food Code adopted jointly by the Department of Agriculture, Food and Rural Resources, 01-001CMR Ch. 331 and the Maine Department of Health and Human Services, 10-144 C.M.R. Ch. 201. S

4.C.2. The person in charge (PIC) of the camp's food service shall have the responsibility of operating and maintaining the food service facility in a safe and sanitary condition. The PIC shall be able to demonstrate knowledge of food safety in accordance with Section 2-102.11 of the Maine Food Code as set forth in Appendix A of these rules. NC

#### 4.D. PLUMBING AND SEWAGE DISPOSAL.

4.D.1. All plumbing and sewage disposal shall comply with the State of Maine Internal Plumbing Code, 10-144 C.M.R. Ch. 238, the State of Maine Subsurface Wastewater Disposal Rules, 10-144 C.M.R. Ch. 241, and other state and local rules. S

#### 4.E. VECTOR CONTROL.

4.E.1. Adequate measures for the control of arthropods, insects and rodents which the Department deems a public health hazard shall be taken. Application of pesticides shall be in accordance with 22 MRSA, Chapter 258-A and Maine Code of Regulations 01-026 Chapters 10 - 90. Application of any pesticides (weed, insect, rodent or other pest controls such as Round Up, Ant cups, D-Con baits, etc) in outdoor areas, common dining areas, sleeping quarters or other common areas must be done by licensed commercial applicators with few exceptions. C

The exceptions include:

- non-powered applications (including aerosol spray) for the protection of the staff or campers to control stinging or biting insects e.g., bees, wasps and hornets,
- non-powered application of disinfectants for routine cleaning purposes, e.g., bathrooms, kitchens, etc.,
- application of over-the-counter paints, stains or wood preservatives,
- personal use of insect repellents, and
- when campers and staff are not permitted upon or within the treated area for at least seven days after the application.

Information regarding exam preparation and licensing requirements is available at The Board of Pesticides Control web site [www.maine.gov/agriculture/pesticides](http://www.maine.gov/agriculture/pesticides) or by calling 207-287-2731.

#### 4.F. GARBAGE AND REFUSE.

4.F.1. The collection of all garbage and refuse shall be conducted in a sanitary manner and as often as necessary. NC

4.F.2. All garbage and refuse containing food waste shall, prior to disposal, be kept in leak-proof, non-absorbent, rust and corrosion resistant containers of adequate number, which shall be kept covered with tight fitting lids when not in use. NC

- 4.F.3. All garbage and rubbish shall be disposed of with sufficient frequency and in such a manner as to prevent a nuisance. NC
- 4.F.4. Disposal of refuse shall comply with State Law. S

## **SECTION 5 HEALTH SUPERVISION**

### **5.A. INFIRMARY.**

A residential youth camp shall provide an infirmary building screened and protected from flies and other insects that meets the following minimum requirements:

- 5.A.1. A treatment area with a handwash lavatory equipped with hot and cold running water, soap and paper towels. C
- 5.A.2. Lockable storage areas for medications. C
- 5.A.3. A bathroom facility equipped with a toilet, lavatory and shower shall be located in or readily available to the infirmary. Hot and cold running water from mixing faucets shall be provided to the lavatory and shower. The hot water temperature shall not exceed 120°F. C
- 5.A.4. Not less than 1 bed shall be provided for every 50 persons in camp. NC
- 5.A.5. Beds shall be provided with clean sheets and pillowcases and shall be changed whenever soiled or patient is discharged. C
- 5.A.6. An isolation area shall be provided for patients with suspect or confirmed cases of communicable diseases. C
- 5.A.7. All floors and walls shall be kept clean and in good repair. Ceilings shall be kept clean and free from dust and cobwebs. NC
- 5.A.8. Day Camps shall provide an infirmary facility protected from flies and other insects to be used for the temporary isolation of the sick or injured. Screens shall be maintained in good repair. Sections 5.A.1 through 5.A.7 shall not apply to day camps. S
- 5.A.9. There shall be a communication system capable of communicating with outside medical services. Emergency contact information shall be clearly posted. C
- 5.A.10. A stretcher or backboard, and other first aid equipment and supplies in accordance with the health care plan shall be available on site. C
- 5.A.11. All first aid kits shall be marked as such, stocked with the items deemed appropriate and placed at activity locations deemed appropriate and accessible by the health supervisor or directing physician. C

### **5.B. HEALTH SERVICES.**

5.B.1. There shall be standing orders that include provision for emergency first aid and medical care. These standing orders shall be reviewed, signed and dated annually by the physician or nurse practitioner. C

5.B.2. There shall be on site an adult health supervisor who is one of the following: C

Physician,

Physician Assistant,

Registered Nurse,

Licensed Practical Nurse,

Emergency Medical Technician

A person holding a Wilderness First Responder Certificate,

An athletic trainer certified by the National Athletic Trainers' Association Board of Certification (NATABOC), with the appropriate level of training provided by the National Safety Council, or an equivalent certification approved by the Department.

5.B.2.a. If the only "on site" health supervisor is a Licensed Practical Nurse, then there shall be an arrangement with an off site Registered Nurse for consultation on a 24 hour basis and a documented site visit at least once a week. C



- 5.B.2.b. The health care supervisor shall be qualified to provide services in the State of Maine or have proof of reciprocity with another state. C
- 5.B.2.c. An adult or adults with current certification from a NRCB in first aid, including training on bloodborne pathogens and certification from a NRCB in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices shall be readily accessible to all activity areas. C
- 5.B.3. Except as provided in 5.B.4. , all prescription medications brought to camp by campers and staff housed with campers shall be kept under lockC
- 5.B.3.a. Schedule II drugs shall be kept under double lock or in the immediate possession of the health supervisor or the person specifically designated by such supervisor. The double lock should be a locked compartment inside of a locked cabinet C
- 5.B.4.. The youth camp shall have a written policy authorizing those campers who are required to self-administer emergency medication, including, but not limited to, an asthma inhaler or an epinephrine pen to self administer such medication provided the following requirements are met: C
- 5.B.4.a. A camper who self-administers emergency medication shall have the prior written approval of the camper's primary health care provider and the camper's parent or guardian;
- 5.B.4.b. The camper's parent or guardian shall submit written verification to the camp from the camper's primary health care provider confirming that the camper has the knowledge and the skills to safely self-administer the emergency medication in camp;
- 5.B.4.c. The documentation referred to in 5.B.4.a and 5.B.4.b above shall be kept with the health history of the individual and be available for review by the Department upon request.
- 5.B.4.d. The camp health staff shall evaluate the camper's technique to ensure proper and effective use of the emergency medication in camp.
- 5.B.5. A treatment log for all campers and staff shall be kept and made available to the Department upon request. C
- 5.B.5.a. The log shall contain:
- 5.B.5.a.1. The name of each person receiving treatment. C
- 5.B.5.a.2. The ailment being treated. C
- 5.B.5.a.3 The medication and dosage administered. C
- 5.B.5.a.4. The name of the person providing treatment. C
- 5.B.5.a.5. The date and time of treatment. C
- 5.B.5.b. A written record of medical treatment including medications dispensed to campers or staff while away from camp shall be submitted to the health care supervisor by the trip leader upon return to camp. Information from this record shall be transferred to the treatment log and be made available for review by the Department upon request. The original record shall be kept by the health care supervisor and be made available for review by the Department upon request. C
- 5.B.6. The health histories of each camper and staff member shall be kept and made available for review by the Department upon request. In addition, camps shall comply with the Department of Health and Human Services immunization rules relating to youth camps. C
- 5.B.6.a. Health histories shall include:
- 5.B.6.a.1. Description of any current health conditions requiring medication, treatment, or special restrictions while at camp. C
- 5.B.6.a.2. A record of past medical treatment. C
- 5.B.6.a.3. A record of immunizations, including the date of last tetanus shot, and available information concerning age specific vaccinations consistent with the sample immunization form in Appendix D. C
- 5.B.6.a.4. A list of known allergies. C
- 5.B.6.a.5. A consent and information form for preventative health care and treatment signed by the parent or guardian.

5.B.7. First aid kits shall be taken on all out-of-camp trips. C  
5.B.8. Emergency transportation shall be available at all times. C  
5.B.9. Sections 5B.1 to 5.B.7 shall not apply to a youth camp or an individual whose religious beliefs prohibit or restrict medical attention, nor shall any part of these rules be construed to compel any person, either on behalf of himself or his child or ward, to submit to any physical examination, or immunization if such person, parent, or guardian relies in good faith on spiritual means alone through prayer to prevent or cure disease or suffering and objects to the same in writing.

#### 5.C. CONDITIONS REPORTABLE/NOTIFIABLE.

5.C.1. The camp operator shall report directly to the Maine Center for Disease Control and Prevention within 72 hours any of the following reportable conditions: NC

5.C.1.a. Injuries causing unconsciousness, causing fracture of a bone, necessitating hospitalization, for 12 hours or more, requiring suturing or head, neck, spinal cord injuries or injuries of equivalent severity; and an explanation of how the injury occurred. NC

5.C.1.b. Carnivorous animal bite wounds. NC

5.C.1.c. (Food poisoning) Epidemic illnesses involving 3 or more persons including suspect food infection, or food intoxication. NC

5.C.1.d. Any illness causing muscle paralysis or weakness, unconsciousness, loss of hearing. NC

5.C.1.e. Any illness or injury resulting in the death or near death of any camper, employee or visitor to the camp. NC

5.C.2. In addition, the camp operator shall report to the Maine Center for Disease Control and Prevention any “Notifiable Condition” listed in Rules for Control of Notifiable Conditions, 10-144 C.M.R. Ch. 258 in the timeframe specified in the Notifiable Conditions list found in Appendix B of these rules. C

5.C.3. All reports made to the Department shall include a description of how and under what circumstances the reportable condition occurred. NC

## **SECTION 6 GENERAL STAFF REQUIREMENTS**

6.A.1. Except as provided in 6.A.1.a. , the camp director shall be at least 25 years of age. C

6.A.1.a. A day camp director shall be at least 21 years of age. C

6.A.1.b. The camp director shall have 16 weeks of administrative or supervisory experience in an organized camp. S

6.A.2. Staff selection, orientation, training, and supervising procedures should promote the employment of emotionally well adjusted, mature, and responsible counselors. C

6.A.3. Precautions shall be taken to avoid the employment or volunteer selection of persons who have been convicted of a sexual offense. C

6.A.3.a. Such precautions shall include the use of a written employment application form that requires the applicant to provide the following: (1) Name, address, telephone number; (2) employment history; (3) name and address of three references; (4) sexual criminal history; and (5) permission for a background check. For the purpose of meeting this requirement the collection of Social Security numbers must be on a voluntary basis. C

6.A.3.b. Prior to hiring any employee, or selecting any volunteer, the youth camp should; (1) review the employment application, (2) check references, (3) interview the applicant, and (4) review the National Sex Offender Public Registry of the US Department of Justice or other relevant available public record information.

6.A.4. Any documentation prepared in accordance with 6.A.3.a. and b. shall be available for review by the Department upon request. NC

6.A.5. Abuse and neglect as defined in 22 MRSA § 4002.1 is prohibited. C

6.A.6. Any suspected or confirmed abuse or neglect of campers shall be reported to the operator or designee immediately. C

6.A.6.a. The operator or designee shall immediately report these allegations to the Department. NC

6.A.7. A youth camp shall have a written statement of personnel policies and practices. Staff shall be informed of these policies and practices and of their specific duties. NC

6.A.8. The youth camp shall conduct and document pre-season orientation and training for the staff. This orientation and training shall include: NC

6.A.8.a. Verbal or printed informational materials and/or instructions regarding policies that include but are not limited to: NC

6.A.8.a.1 Personnel policies and practices. NC

6.A.8.a.2. Job description and responsibilities. NC

6.A.8.a.3. Disciplinary action policies. NC

6.A.8.a.4. Sexual harassment policies. NC

6.A.8.a.5. Emergency first aid procedures. C

6.A.8.a.6. Emergency response and procedures as specified under 8.A.1.a. and 8.A.1.c. of these rules. C

6.A.9. The operator or designee shall maintain on file in the camp office, copies of all current staff certifications and other qualifications. NC

6.A.10. At least 80% of the counselors and program staff required to meet the ratios in 6.A.12. should be 18 years and older. This section does not apply to day camps. S

6.A.11. All junior counselors, counselors and program staff required to meet the ratios in 6.A.12. who are under 18 years of age shall be at least two (2) years older than the camper group with which they are working. At no time shall a junior counselor be less than 15 years of age. S

6.A.12. The following ratios of counselors to campers shall be used: C

Ages Served	Counselor		Camper
6 years and under	1	to	5
7-8 years	1	to	6
9-14 years	1	to	8
15-18 years	1	to	10
19 years and over	1	to	20

## **SECTION 7 PROGRAMS AND PROGRAM STAFF REQUIREMENTS**

### **7.A. GENERAL PROGRAMS:**

7.A.1. The instructor in charge of a program including those listed below shall be mature ~~an adult~~ and competent in the skills specific to the activity. S

### **7.B. AQUATICS PROGRAM.**

7.B.1. Aquatics shall include but not be limited to the activities listed in 7.B.

7.B.1.a. All docks, floats and other aquatic activity areas shall be maintained safe and in good repair. S

7.B.2. AQUATICS STAFF The aquatics director shall be in charge and oversee all aspects of the aquatics program and shall be at least 21 years of age and hold or have evidence of having held within the last 5 years one of the following certifications: C

1. Lifeguard training from a NRCB; or
2. Swim Instructor certification from a NRCB; or
3. Instructor or Instructor Trainer rating from a NRCB; or
4. Equivalent certification

7.B.2.a. When aquatic activities are occurring, at least one LIFEGUARD shall be present on the waterfront and readily accessible to each activity area. C

### **7.B.3. SWIMMING**

7.B.3.a. The construction, modification, maintenance and operation of any artificial bathing place in a youth camp shall be subject to Department of Health and Human Services Rules Relating to Public Swimming Pools and Spas, 10-144 C.M.R. Ch. 202. NC

7.B.3.b. All designated swimming areas at camp shall be clearly marked. S

7.B.3.c. Any person who wishes to go swimming shall be classified according to ability in swimming, and shall be supervised according to this classification. C

7.B.3.d. A system of checking persons in and out of the water for swimming shall be used. C

7.B.3.e. Swimming after dark shall be prohibited unless adequate artificial lighting is provided. C

7.B.3.f. All swimming areas shall be provided with an adequate number of lifesaving devices that are positioned to be readily accessible to all swimming areas. The life saving equipment shall be kept in working order. C

7.B.3.g. Swimming rules shall be posted on the waterfront. S

#### 7.B.4. SWIMMING STAFF

7.B.4.a. There shall be at least one adult swimming instructor for instructional swimming activities who shall have swim instructor or swim instructor trainer certification from a NRCB or equivalent certification. Additional swim instructors may be non-certified instructional assistants who are under the immediate supervision and direction of the certified instructor and have demonstrated elementary rescue skills. C

7.B.4.b. For all instructional swimming there shall be swim instructors in a ratio to participants appropriate to the conditions under which swim instruction occurs. C

7.B.4.c. For all swimming activities the youth camp shall provide at least one LIFEGUARD for every 20 persons in the water. C

#### 7.B.5. WATERCRAFT

7.B.5.b. All watercraft activities shall have a suitably equipped rescue boat appropriately located to promptly respond to emergencies. C

7.B.5.c. All watercraft shall be equipped with one wearable type I, II or III personal flotation device (PFD) for each person in the boat. Campers shall wear PFDs at all times while in watercraft, except as specified under Maine Department of Inland Fisheries and Wildlife Watercraft Regulations, 09-137 C.M.R. Ch. 13. C

7.B.5.d. All watercraft with an electric starting gasoline motor shall be equipped with a B-1 hand portable fire extinguisher. C

7.B.5.e. All motorized watercraft shall be equipped with a throwable type, Coast Guard approved PFD (Professional Flotation Device). C

7.B.5.f. Watercraft rules shall be posted at boating areas. S

7.B.5.g. Camps with watercraft programs shall instruct all watercraft program participants including staff and campers in Maine basic boating laws. S

#### 7.B.6. WATERCRAFT STAFF

7.B.6.a The watercraft director shall be an ADULT who holds one of the following: C

1. Instructor rating in the appropriate craft from a NRCB, or
2. Lifeguard training from a NRCB, or
- 3 Other appropriate certification or license, or
4. Other appropriate documented training or experience.

7.B.6.b. All persons instructing watercraft activities shall be evaluated by the aquatics director or designee to determine qualification to be an instructor for the watercraft activities conducted. C

7.B.6.c. Each watercraft activity shall be supervised by one or more qualified watercraft staff appropriate to the conditions under which watercraft activities occur. C

#### 7.B.7. MOTORIZED WATERCRAFT OPERATORS

7.B.7.a. All persons who operate motorized watercraft shall have knowledge of Maine boating laws. S

## 7.B.8. SCUBA DIVING

7.B.8.a All scuba diving instructors shall be an adult and have a current SCUBA Instructor rating from a NRCB. C

## 7.C.. ADVENTURE CHALLENGE (e.g. climbing, rappelling and ropes courses)

### 7.C.1. ADVENTURE CHALLENGE PROGRAM.

7.C.1.a. Prior to the seasonal operation of an adventure challenge course, the youth camp shall assess all course elements including all hardware, materials and equipment for safety and integrity. Camps operating adventure challenge courses containing both low and high or just high elements shall have an annual inspection of all course elements by qualified personnel for integrity of all hardware, materials and equipment. Camps with courses containing only low elements shall have this inspection biennially. The inspection shall include a written report detailing the condition of all equipment, materials and hardware and the corrective action and/or the corrective action plan taken by the camp. C

7.C.1.b. The operator or designee shall cause written records to be maintained for the maintenance of equipment and elements utilized in the Adventure Challenge program in accordance with the corrective actions taken and/or the corrective action plan. C

7.C.1.c. The adventure challenge staff shall assess the safety of all elements prior to each use. C

7.C.1.d. Adventure challenge regulations shall be posted at each adventure challenge area. S

### 7.C.2. ADVENTURE CHALLENGE STAFF

#### STAFF

7.C.2.a. The adventure challenge director shall be an adult with documented training from an authoritative source and experience, or documented experience appropriate to the program elements in adventure challenge activities. C

7.C.2.b. The operator or designee shall evaluate the qualifications of all persons instructing adventure challenge activities. C

7.C.2.c. The adventure challenge director or an adventure challenge instructor shall be present whenever campers are performing adventure challenge activities. This person shall be an adult when high elements are in use. C

## 7.D. EQUESTRIAN

### 7.D.1. EQUESTRIAN FACILITIES

7.D.1.a. Stables, corrals, paddocks and riding rings shall be clean, ~~dry~~ free from standing water, accumulation of manure, and provided with an adequate supply of fresh water. NC

7.D.1.b. Manure removed from stables, corrals paddocks or riding rings shall not be stored within 300 feet of potable water supply, sleeping and eating facilities and bodies of water. C

7.D.1.c. All self-watering water troughs without an air gap shall be equipped with backflow prevention. C

### 7.D.2. EQUESTRIAN PROGRAM

7.D.2.a. Access to stables, corrals, paddocks and riding rings shall be controlled. NC

7.D.2.b. Riding equipment shall be maintained in good repair. C

7.D.2.c. Riders shall be assessed for rider skill level and assigned to appropriate horses, equipment and activities. C

7.D.2.d. Riders shall wear appropriate apparel including helmets, boots or suitable shoes and long pants. C

7. D.2.e. Riding regulations shall be posted at each equestrian area. S

7.D.2.f. Equestrian staff shall assess the health and soundness of each horse daily. Lame horses shall not be ridden. C

7.D.2.g. Horses shall receive proper care and treatment. C

### 7.D.3. EQUESTRIAN STAFF

7.D.3.a. The equestrian director shall be an ADULT and hold at least one of the following: C

1. Certification as an instructor from a NRCB or riding school, or
2. Documented endorsements of successful experience in formal horseback riding instruction.

7.D.3.b. The operator or designee shall evaluate the qualifications of all persons instructing equestrian activities. C

#### 7.E. TARGET SPORTS

##### 7.E.1. TARGET SPORTS PROGRAM.

7.E.1.a Firearms, ammunition, archery equipment and other hazardous weapons shall be kept in locked compartments when not in use. C

7.E.1.b. Firearms and ammunition shall be stored in separate locked compartments. C

7.E.1.c. Overnight storage of firearms and ammunition shall be at a secure location and under double lock. C

7.E.1.d. Target sport activity locations shall be designed to prevent danger from fired bullets or arrows and maintained in a safe condition. C

7.E.1.e. Target sport regulations shall be posted at each separate target sport location. S

##### 7.E.2. TARGET SPORT STAFF

7.E.2.a. The riflery director shall be an ADULT and have certification from a NRCB or other documented training or experience. C

7. E.2.b. The archery director shall be an ADULT and have certification from a NRCB or other documented training or experience. C

7.E.2.c. The operator or designee shall evaluate the qualifications of all persons instructing Target Sports. C

7.E.2.d. Adult target sport instructors shall be present whenever ranges are in use. C

#### 7.F. TRIP CAMPING

7.F.1. PRIMITIVE FACILITIES. Primitive Facilities shall be operated so as to meet basic safety and public health requirements. C

7.F.2. TOILETS. Primitive Facilities and primitive camp sites not provided with privies should use the most environmentally appropriate method of disposing of solid human waste such as packing it out and cat hole disposal. Any disposal area shall be located at least 100 feet from any stream, lake, well, spring, or wetland and shall be at least 50 feet from any sleeping area .C

7.F.3. WATER SUPPLY. Drinking water used on trips away from camp, shall be known to be safe, or made safe before using. C

7.F.3.a Any of the following methods may be used for water purification. Each method shall be performed in accordance with the appropriate protocols. C

1. Halazone tablets;
2. Hypochlorite preparation;
3. Boiling water for 20 minutes;
4. Filter water with a filter capable of removing bacteria and viruses; or
5. Equivalent method meeting EPA disinfection standards for safe drinking water.

7.F.4. SOLID WASTE. At Primitive Facilities and primitive camp sites, all refuse shall be packed out to appropriate disposal facilities. No refuse shall be buried. C

7.F.5. FOOD. Only those foods capable of being maintained in a wholesome condition at proper temperatures with the equipment available shall be served on trips away from camp. C

7.F.5.a. The trip leader shall demonstrate knowledge of safe food handling practices and the prevention of cross contamination in accordance with Appendix A and shall be responsible that all food be handled properly. C

##### 7.F.6. UTENSILS AND EQUIPMENT.

Utensils and equipment shall be washed in warm water with soap, rinsed, and sanitized by one of the following methods:

In boiling water;

In a warm chlorine solution that has between 50 and 100ppm available chlorine;

In a warm Quaternary Ammonium Compound solution used in accordance with the manufacturer's instructions;

Or other sanitizing solutions listed in 21 CFR 178.1010. C

#### 7 F.7. SAFETY.

7.F.7.a. Adequate instructions and supervision shall be provided for those campers using the primitive facilities. The experience of each camper shall be evaluated prior to Trip Camping. S

7.F.7.b. The trip staff members shall have specific information and training on how and where to obtain medical and emergency assistance on the trip. C

7.F.7.c. Campers and staff shall be instructed about how to protect themselves from the elements with proper shelters and appropriate clothing while trip camping. NC

7.F.7.d. The itinerary for trip camping shall be filed with the Camp Director or designee. S

7.E.7.e. Copies of health records shall be taken on trip camping. C

7.F.7.f. The trip leader shall keep a written record of medical treatments including medications dispensed during trip camping. C

7.F.7.g. A first aid kit, as specified in section 5.A.11., shall be available for trip camping. C

#### 7.F.8 TRIP CAMPING STAFF.

7.F.8.a. The trip camping leader shall be an adult and possess skills in tripping, experience as a trip counselor, judgment and leadership. The trip camping leader shall have a valid Camp Trip Leaders Permit, if required by the Department of Inland Fisheries and Wildlife. C

7.F.8.b At least one staff holding a valid Wilderness First Aid Certificate or equivalent NRCB training shall be present on all wilderness trip camping. C

7.F.8.c. A minimum ratio of one staff member to six (6) campers shall accompany campers on trip camping. C

## **SECTION 8 SAFETY AND FIRE PREVENTION**

### 8.A. ADMINISTRATION.

8.A.1. The operator shall provide for safety and the prevention of fires as follows:

8.A.1.a. There shall be an emergency plan that addresses communication protocol and response to:

1. Possible disasters such as fire, weather and other life threatening events. C
2. Situations such as injured or missing campers. C

8. A.1.a.1. Emergency communication protocol shall specify an appropriate mode of communication for the situation or event and locale, and address coordination between trained responders, camp staff and affected individuals. C

8.A.1.b. The operator or designee shall instruct campers and staff in these procedures and shall conduct and document periodic drills during each camp session. C

8.A.1.c. A copy of this plan shall be kept at the camp office. C

8.A.2. There shall be a written policy providing that all campers shall only be released from camp into the custody of a designated person, previously identified in writing, who may be the camper's parent, guardian, or other person(s) identified by the parent or guardian. C

8.A.3 All warm blooded animals required to be vaccinated for rabies kept in the camp shall have proof of a current rabies vaccination. Documentation of vaccination shall be kept at the camp office. C

8.A.4. The operator shall cause portable containers for gasoline and all explosives to be plainly marked and stored in a locked building not occupied by campers or staff, and located at a safe

distance from other buildings. Non-portable containers of flammable liquids and poisonous substances if not kept in a locked building shall be plainly marked and provided with locks on spigots and other outlets. C

8.A.4.a. Easily accessible fire extinguishers shall be strategically located throughout the camp. C

8.A.4.b. The operator shall cause containers for insecticides, disinfectants, and other hazardous chemicals to be plainly marked and stored in a closet or compartment separate from food storage areas and not accessible to campers. C

## **SECTION 9 TRANSPORTATION**

### **9.A. ADMINISTRATION.**

9.A.1. The operator or designee shall keep on file copies of the driver's license for any individual who is allowed to operate a camp vehicle. NC

9.A.2. Drivers of vehicles carrying campers shall be at least 21 years of age and be approved by the camp's auto liability insurer's agent. C

9.A.3. The operator or designee shall ascertain each driver's ability and skill level with regards to the type of vehicle to be driven. C

### **9.B. VEHICLES**

9.B.1. Vehicles used for the transportation of campers, and vehicles shall conform to the requirements of the Maine Department of Motor Vehicles. C

9.B.2. Camp vehicles used to transport campers shall be inspected for safety, daily, when used. The inspection shall verify the safe condition of the following: C

1. All exterior lights.
2. Horn.
3. Brakes.
4. Fire Extinguisher.
5. First aid kit.
6. Seat belts.
7. Tires.

### **9.C. VEHICLE RELATED SAFETY PRACTICES**

9.C.1. Youth camps shall ensure the following when providing, or making provision for transportation of campers:

9.C.1.a. Campers shall not be left unattended in a vehicle. C

9.C.1.b. Campers shall only enter and exit a vehicle stopped on a public road from the curbside. C

9.C.1.c. The interior and exterior of each vehicle shall be maintained in a clean and safe condition with clear passage to regular passenger doors. C

9.C.1.d. Each vehicle used to transport children shall be maintained in accordance with Federal safety standards upon manufacture. C

9.C.1.d.1. All occupants shall be secured by an operable restraint system as required by law, when the vehicle is in motion. C

9.C.1.e. The driver shall not transport more persons than specified by the vehicle manufacturer. C

9.C.1.f. All passengers shall be seated and shall remain seated whenever the vehicle is in motion. C

9.C.1.g. In addition to the driver, there should be present in any vehicle transporting 15 or more campers such camp staff members as appropriate to the number and age of the campers and the nature and duration of the trip. S

9.C.1.h. The driver shall check the vehicle prior to transporting campers to determine whether that the vehicle and all safety equipment are in sound operating condition. C

9.C.1.i. The driver shall check the vehicle after each run is complete to ensure that no campers remain in the vehicle. C



9.C.1.j. A first aid kit, as specified in section 5.A.11, shall be available in all vehicles. C  
9.C.1.k. All vehicles shall be equipped with a B-1 hand portable fire extinguisher. C  
9.C.1.l. Each bus or vehicle while transporting campers shall have a cell phone or two-way radio.  
NC

9.C.1.m. The operator or designee shall instruct drivers and staff in the procedure of emergency evacuation drills from Buses and Vans at least once during each camp season. C

#### 9.D. VEHICLE INSURANCE

9.D.1 Any youth camp, person, or agency which provides transportation for campers must maintain motor vehicle insurance for bodily injury or death in accordance with the requirements of the Maine Secretary of State. C

#### 9.E. RECORD KEEPING.

9.E.1. A written record shall be maintained by the camp of the requirements in 9.B.2. and 9.C.1.m. above. NC

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STATUTORY AUTHORITY: 22 M.R.S.A. §§ 2491 to 2501

EFFECTIVE DATE:

April 17, 1974

AMENDED:

January 27, 1977

July 1, 1985

April 23, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 5, 1996

AMENDED:

May 21, 2000

October 31, 2007 – filing 2007-454

~~BASIS STATEMENT: These rules endeavor to protect the health of the people of Maine by requiring people who operate youth camps to obtain licenses and to show proof of providing the proper facilities and staff to protect the public's health and safety.~~

~~STATUTORY AUTHORITY: 22 M.R.S.A. Sec. 2491 to 2501.~~

~~EFFECTIVE DATE: April 17, 1974~~

~~AMENDED DATE: January 27, 1977~~

~~July 1, 1985~~

~~April 23, 1990~~

~~1997~~

~~May 21, 2000~~

~~September 27, 2007~~

Appropriation 010-10A-2450-012

## **APPENDIX A**

### **2001 Maine Food Code 2-102.11 Demonstration.\***

Based on the risks of foodborne illness inherent to the FOOD operation, during inspections and upon request the PERSON IN CHARGE shall demonstrate to the REGULATORY AUTHORITY knowledge of foodborne disease prevention, application of the HAZARD Analysis CRITICAL CONTROL POINT principles, and the requirements of this Code. The PERSON IN CHARGE shall demonstrate this knowledge by compliance with this Code, by being a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM, or by responding correctly to the inspector's questions as they relate to the specific FOOD operation. The areas of knowledge include:

- (A)** Describing the relationship between the prevention of foodborne disease and the personal hygiene of a FOOD EMPLOYEE;
- (B)** Explaining the responsibility of the PERSON IN CHARGE for preventing the transmission of foodborne disease by a FOOD EMPLOYEE who has a disease or medical condition that may cause foodborne disease;
- (C)** Describing the symptoms associated with the diseases that are transmissible through FOOD;
- (D)** Explaining the significance of the relationship between maintaining the time and temperature of POTENTIALLY HAZARDOUS FOOD and the prevention of foodborne illness;
- (E)** Explaining the HAZARDS involved in the consumption of raw or undercooked MEAT, POULTRY, eggs, and FISH.
- (F)** Stating the required FOOD temperatures and times for safe cooking of POTENTIALLY HAZARDOUS FOOD including MEAT, POULTRY, eggs, and FISH.
- (G)** Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of POTENTIALLY HAZARDOUS FOOD;
- (H)** Describing the relationship between the prevention of foodborne illness and the management and control of the following:
  - (1)** Cross contamination
  - (2)** Hand contact with READY-TO-EAT FOODS,
  - (3)** Handwashing, and
  - (4)** Maintaining the FOOD ESTABLISHMENT in a clean condition and in good repair;
- (I)** Explaining the relationship between FOOD safety and providing EQUIPMENT that is:
  - (1)** Sufficient in number and capacity, and
  - (2)** Properly designed, constructed, located, installed, operated, maintained, and cleaned;
- (J)** Explaining correct procedures for cleaning and SANITIZING UTENSILS and FOOD-CONTACT SURFACES of EQUIPMENT;
- (K)** Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;
- (L)** Identifying POISONOUS OR TOXIC MATERIALS in the FOOD ESTABLISHMENT and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to LAW;
- (M)** Identifying CRITICAL CONTROL POINTS in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this Code;
- (N)** Explaining the details of how the PERSON IN CHARGE and FOOD EMPLOYEES comply with the HACCP PLAN if a plan is required by the LAW, this Code, or an agreement between the REGULATORY AUTHORITY and the establishment; and
- (O)** Explaining the responsibilities, rights, and authorities assigned by this Code to the:

- (1) FOOD EMPLOYEE,
- (2) PERSON IN CHARGE, and
- (3) REGULATORY AUTHORITY.

## APPENDIX B

### NOTIFIABLE CONDITIONS LIST

**Category 1:** Reportable immediately to the Bureau of Health by telephone on the day of recognition or strong suspicion of disease.

Chickenpox (varicella)

- Admission to hospital, any age
- Adults > 18 years, any clinical setting

Diphtheria

Hepatitis A, B, and C (acute)

Hepatitis, acute (etiologic tests pending or etiology unknown)

Measles (rubeola)

Meningococcal disease

Outbreaks

- Foodborne (involving 2 or more persons); waterborne; and respiratory
- Institutional
- Unusual disease or illness

#### ***Pertussis***

Poliomyelitis

Rabies (human and animal)

Rubella (including congenital)

*Staphylococcus aureus* disease, reduced or resistant susceptibility to vancomycin

#### **Tuberculosis (active and presumptive cases)**

**Category 2:** Reportable within 48 hours of recognition or strong suspicion to the Bureau of Health.

Acquired Immunodeficiency Syndrome (AIDS)

Babesiosis

Campylobacteriosis

CD4 lymphocyte counts <200/uL or <14% of total lymphocytes

Chancroid

Chlamydia (*c. trachomatis*) (all sites)

Chickenpox

Chickenpox-related death

Creutzfeldt-Jacob disease, <55 years of age

Cryptosporidiosis

Cyclosporiasis

Ehrlichiosis

Encephalitis, arboviral

*Escherichia coli* O157:H7 (and all other hemorrhagic *E.coli* enteritis, shiga producing *E.Coli* strains)

Giardiasis

Gonorrhea  
*Haemophilus influenzae* disease, invasive, all serotypes  
Hantavirus pulmonary syndrome  
Hemolytic-uremic syndrome (post-diarrheal)  
Hepatitis B (chronic, perinatal)  
Hepatitis C (chronic)  
Human Immunodeficiency virus (HIV) infection\*  
Influenza-like illness outbreaks  
Legionellosis  
Listeriosis  
Lyme disease  
Malaria  
Meningitis, bacterial  
Meningococcal invasive disease  
Mumps  
Psittacosis  
Salmonellosis  
Shiga toxin-related disease (gastroenteritis)  
Shigellosis  
Streptococcal disease, invasive Groups A and B  
*Streptococcus pneumoniae*, invasive disease  
Severe Acute Respiratory Syndrome (SARS)  
Syphilis  
Tetanus  
Toxoplasmosis  
Trichinosis  
*Vibrio* species, including Cholera  
West Nile virus infection  
Yellow Fever

\*Soundex patient identifier or patient name required

‡These conditions should be reported according to criteria developed in collaboration with MICRONET (statewide network of clinical microbiologists). Updated criteria and reporting forms may be obtained by calling 1-800-821-5821, or online at [www.mainepublichealth.org](http://www.mainepublichealth.org).

‡These conditions should be reported according to criteria developed in collaboration with MICRONET (statewide network of clinical microbiologists). Updated criteria and reporting forms may be obtained by calling 1-800-821-5821, or online at [www.mainepublichealth.org](http://www.mainepublichealth.org).

## **APPENDIX C**

University of Maine Cooperative Extension  
Bulletin #7128

### **What Is Rabies?**

Rabies is a viral disease of the central nervous system (brain and spinal cord) that is almost always fatal. Rabies in humans is very rare in the United States, but rabies in animals, especially wildlife, is common in some parts of the country.

### **What Kinds of Animals Spread Rabies?**

The rabies virus can infect any mammal (if it has fur or hair, it's a mammal), but infection is most common among bats, skunks, fox, and raccoons. Rabies is very rare among rodents (squirrels, rats, mice, and chipmunks). Thanks to vaccines, rabies is extremely rare among pets and farm animals. However, a horse in southern Maine was confirmed rabid in January 1996.

### **How Common is Rabies In Maine?**

Since 1994, rabies has increased dramatically in Maine. In 1995, 101 cases of rabies were clinically confirmed. These cases were concentrated in southern Maine, but rabies has the potential to spread to other areas of the state.

**APPENDIX D SAMPLE YOUTH CAMP IMMUNIZATION RECORD**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Before administering any vaccines, give the parent/legal representative all appropriate copies of Vaccine Information Statements (VIS's) and make sure they understand the risks and benefits of the vaccine(s). Update the patient's personal record card or provide a new one whenever you administer vaccine.

PLEASE INDICATE ALL KNOWN DATES OF IMMUNIZATION OR ILLNESS

Vaccine	Type of Vaccine 1	Date given (mo/day/yr)	Source (S or P) 2	Site 3	Route (IM, SC, IN or Oral)	Vaccine	Vaccine Information			Results: Positive/Negative.
						Lot #	Mfr.	Date on VIS 4	Date given/Initials	
<b>Diphtheria, Tetanus, Pertussis</b> (e.g. DTaP, DTaP-Hib, DTaP-HebB-IPV, DT, Tdap, Td) Route IM.										
<b>Polio</b> (e.g., IPV, Dtap-HebB-IPV) IPV Route SC or IM DtaP-HebB-IPV Route IM.										
<b>Measles, Mumps, Rubella</b> (e.g., MMR, MMRV) Route SC.										
<b>Haemophilus influenzae type b</b> (e.g., Hib, Hib-HepB, DTaP-Hib) Route IM.										
<b>Hepatitis B</b> (e.g., HepB, Hib-HepB, DTaP-Hib) Route IM.										
<b>Varicella</b> (e.g., Var, MMRV) Route SC.										
<b>Pneumococcal</b> (e.g., PCV, conjugate; PPV, polysaccharide) PCV Route IM. PPV Route SC or IM.										
<b>Rotavirus (Rv)</b> Route Oral Never given after 32 weeks of age										
<b>Hepatitis A or C</b> (HepA, HepC) Route IM.										
<b>Human Papillomavirus (HPV)</b> Route IM.										
<b>Meningococcal</b> (e.g., MCV4, conjugate; MPSV4, polysaccharide) MCV4 Route IM. MPSV4 Route SC.										
<b>Influenza</b> (e.g., TIV, inactivated; LAV, live attenuated) Route TIV IM. Route LAIV IN.										
<b>TB Mantoux Test</b>										
<b>Other</b>										

