

**RULES GOVERNING THE  
SANITATION OF  
RESIDENT CAMPS  
15A NCAC 18A .3600**

**NORTH CAROLINA**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**DIVISION OF PUBLIC HEALTH**

**ENVIRONMENTAL HEALTH SECTION**

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**All Environmental Health Rules can be accessed at the following website**

**<https://ehs.ncpublichealth.com/rules.htm>**

**North Carolina General Statutes can be accessed at the following website**

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EHS 3601 - INSPECTION OF RESIDENT CAMP

EHS 3602 - ADVANCED NOTIFICATION FOR SEASONAL OPERATION

**SECTION .3600 – RULES GOVERNING THE SANITATION OF RESIDENT CAMPS****15A NCAC 18A .3601 DEFINITIONS**

The following definitions shall apply throughout this Section:

- (1) "Approved" means food that complies with requirements of the N.C. Department of Agriculture and Consumer Services or the U.S. Department of Agriculture or 15A NCAC 18A .2600 Rules Governing The Sanitation of Food Service Establishment, and the requirements of the Rules of this Section. "Approved" also means equipment and procedures determined by the Department to be in compliance with the rules of this Section.
- (2) "Children's Foster Care Camp" means a residential child care facility which provides foster care at either a permanent camp site or in a wilderness setting as defined in G.S. 131D and 10A NCAC 70J .0100. Children's Foster Care Camps are licensed by the NC Department of Health and Human Services, Division of Health Service Regulation in accordance with G.S. 131D and 10A NCAC 70J .0100.
- (3) "Department of Environment and Natural Resources" or "Department" means the North Carolina Department of Environment and Natural Resources or its authorized representative. For purposes of any notices required pursuant to the rules of this Section, notice shall be mailed to: Division of Environmental Health, Environmental Health Services Section, North Carolina Department of Environment and Natural Resources, 1632 Mail Service Center, Raleigh, NC 27699-1632.
- (4) "Employee" means any camp personnel paid or volunteer who handle food or drink during preparation or serving, or who come in contact with any eating or cooking utensils, or who work at any time in a room in which food or drink is prepared.
- (5) "Environmental health specialist" means a person authorized to represent the Department on the local or state level in making inspections pursuant to state laws and rules.
- (6) "Equipment" means refrigeration, including racks and shelving used in refrigeration, utensil cleaning and culinary sinks and drain boards, warewashing and dishwashing machines, food preparation tables, counters, stoves, ovens and other food preparation and holding appliances.
- (7) "Food" means any raw, cooked or processed edible substance including meat, meat food products, poultry, poultry products, ice, beverage or ingredient used or intended for use or for sale in whole or in part for human consumption.
- (8) "Good repair" means capable of being cleaned and used for the intended purpose.
- (9) "Hermetically sealed container" means a container designed and intended to be secure against the entry of micro-organisms and to maintain the commercial sterility of its contents after processing.
- (10) "Limited resident camp" means a resident camp that is limited to a total of 90 campers and staff per session. A limited resident camp shall comply with the rules of this Section with the exception of Rule .3628(d) for all equipment excluding required dishwashing facilities.
- (11) "Local health director" means a local health director as defined in G.S. 301A-2(6).
- (12) "Meat" or "meat food products" means meat and meat food products as defined in G.S. 106-549.15(14).
- (13) "Off-site" means packouts, cookouts or any activity where food is prepared outside the approved kitchen facility.
- (14) "Permanent sleeping quarters" means those buildings, cabins, platform tents, covered wagons, or teepees that remain in a fixed location during the resident camp operation and are used as primary residences for campers, staff or user groups.
- (15) "Permit to operate" means a permit issued by the Department upon evaluation and approval of the Resident Camp facility.
- (16) "Person" means a person as defined in G.S. 130A-2(7).
- (17) "Potentially hazardous food" means any food or ingredient, natural or synthetic, in a form capable of supporting the growth of infectious or toxigenic microorganisms, including *Clostridium botulinum*. This term includes raw or heat-treated foods of animal origin, raw seed sprouts and treated foods of plant origin. The term does not include foods that have a pH level of 4.6 or below or a water activity (Aw) value of 0.85 or less.
- (18) "Poultry" or "poultry products" means poultry and poultry products as defined in G.S. 106-549.51(25) and (26).
- (19) "Resident camp" includes camp establishments which provide food and overnight lodging accommodations for 72 consecutive hours or more per week at a permanent base of operations for

groups of children or adults engaged in organized recreational or educational programs and has a permanent connection to a public electrical service provider. Programs are operated and staffed by the camp and supervision of individual campers is a camp responsibility. This definition does not include campgrounds or other facilities that only rent property or campsites for camping. This definition does not include Primitive Experience Camp as defined in 15A NCAC 18A .3500. This definition does include Children's Foster Care Camps and Residential Therapeutic (Habilitative) Camps.

- (20) "Residential Therapeutic (Habilitative) Camp" is a residential treatment facility provided in a camping environment which is designed to help individuals develop behavior control, coping skills, self-esteem and interpersonal skills as defined in G.S. 122C and 10A NCAC 27G .5200. Therapeutic camps are licensed by the NC Department of Health and Human Services, Division of Health Service Regulation in accordance with G.S. 122C and 10A NCAC 27G .5200.
- (21) "Responsible person" means the administrator, operator, owner or other person in charge of the operation at the time of the inspection. If no individual is the apparent supervisor, then any staff member is the responsible person.
- (22) "Sanitize" means the approved bactericidal treatment by a process which meets the temperature and chemical concentration levels in Rule .3629 of this Section.
- (23) "Sewage" means sewage as defined in 15A NCAC 18A .1900. Sewage is the liquid and solid human body waste and liquid waste generated by water-using fixtures and appliances, including those associated with food handling. The term does not include industrial process wastewater or sewage that is combined with industrial process wastewater.
- (24) "Shellstock" means any shellfish which remains in their shells. Shellfish which are shucked or on the half-shell shall not be considered shellstock.
- (25) "Single service items" means cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, paddles, straws, napkins, wrapping materials, toothpicks and similar articles intended for one-time, one-person use and then discarded.
- (26) "Utensils" means any kitchenware, tableware, glassware, cutlery, containers and similar items with which food or drink comes in contact during storage, preparation or serving.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3602 STANDARDS AND APPROVAL OF PLANS**

- (a) The owner or manager of a proposed resident camp shall submit plans, drawn to scale, as well as a topographic map, for buildings and equipment, water supply system, wastewater disposal system, and recreational waters to the health department of the county in which the site is located. Plans, drawn to scale, and specifications shall also be submitted to the local health department for any additions or renovations to existing buildings or any new buildings or facilities in existing resident camps. The local health department shall require that the camp submit a topographic map upon determination that the proposed changes will impact camp sanitation or drinking water supplies.
- (b) Construction shall not be started until the plans and specifications have been approved by the local health department.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3603 PERMITS**

- (a) No person shall operate a resident camp within the State of North Carolina who does not possess a valid permit from the Department except that residential therapeutic (habilitative) camps and children's foster care camps licensed by the Department of Health and Human Services, Division of Health Service Regulation are not required to obtain permits. No permit to operate shall be issued until an evaluation by the Department or its authorized agent shows that the resident camp complies with the requirements of this Section.
- (b) Resident camps that operate six months or less per calendar year and do not offer activities, programs, services or food to the public for pay during the remaining six months shall obtain a seasonal permit for each operating season as follows:
  - (1) Camps must submit in writing information for a seasonal permit including the name of the camp, the name of the camp owner or responsible person, the physical and billing addresses of the camp,

the planned dates of operation, the capacity of the camp including campers and staff, at least 45 days prior to the scheduled opening session. The seasonal permit shall include the dates of operation and shall expire six months from the date of issuance. For non-community water systems regulated under 15A NCAC 18A .1700, the local health department shall conduct a pre-opening evaluation at least 30 days prior to the scheduled opening day of camp to verify the water system is in compliance with Rule .3609 of this Section. If the local health department is unable to meet this requirement, it shall notify the camp and the camp shall submit a water sample to a lab certified by the North Carolina State Laboratory of Public Health to meet this requirement. Community water systems regulated under 15A NCAC 18C are not required to meet this sampling requirement.

- (2) Prior to opening, resident camps shall provide to the local health department written documentation that:
- (A) the equipment needed to maintain required food temperatures is operational, clean and sanitized as required;
  - (B) all other equipment and utensils are operational, clean and sanitized as required by the rules in this Section;
  - (C) dishmachines, if any, are clean and operating properly; and
  - (D) kitchen and lodging facilities are in good repair, clean and free of vermin.

(c) Upon transfer of ownership of an existing resident camp, the Department shall evaluate the facility to determine compliance with this Section. The Department shall issue a permit if the resident camp satisfies all the requirements of this Section. If the Department determines that noncompliant items are construction or equipment problems that do not represent an immediate threat to the public health, a transitional permit shall be issued. The transitional permit shall expire 180 days after the date of issuance, unless suspended or revoked before that date, and shall not be renewed. Upon expiration of the transitional permit, the owner or operator shall have corrected the noncompliant items and obtained a permit, or the resident camp shall not continue to operate.

(d) The Department may impose conditions on the issuance of a permit or transitional permit. Conditions may be specified for one or more of the following areas:

- (1) number of persons served;
- (2) categories of food served;
- (3) time schedules in completing minor construction items;
- (4) modification or maintenance of water supplies, water use fixtures and sanitary sewage systems;
- (5) use of facilities for more than one purpose;
- (6) continuation of contractual arrangements upon which basis the permit was issued;
- (7) submission and approval of plans for renovation; or
- (8) other conditions necessary for the resident camp to remain in compliance with this Section.

(e) A permit or transitional permit may be suspended or revoked in accordance with G.S. 130A-23. A new permit to operate shall be issued only after the resident camp has been reinspected by the Department and found to comply with this Section. This reinspection shall be conducted within a reasonable length of time, not to exceed 30 days, after the operator makes the request.

*History Note:* Authority G.S. 130A-23; 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3604 PUBLIC DISPLAY OF GRADE CARD**

Inspections of resident camps shall be made in accordance with this Section. Upon completion of an inspection, the environmental health specialist shall remove the existing grade card, issue a new grade card and post the new grade card in a conspicuous place where the public may readily observe it upon entering the facility. The owner or operator shall keep the grade card posted at the location designated by the environmental health specialist at all times. If the responsible person of the resident camp objects to the location designated by the environmental health specialist, then the responsible person may suggest an alternative location that meets the criteria of this Rule. The grade card may be posted in another location that meets the criteria of this Rule if agreed upon by the responsible person and the environmental health specialist.

*History Note:* Authority G.S. 130A-235; 130A-248; 130A-249;  
Eff. October 1, 2007.

**15A NCAC 18A .3605 INSPECTIONS AND REINSPECTIONS**

- (a) For resident camps that operate six months or less per year, an unannounced inspection shall be conducted at least once during the operating season. For resident camps that operate more than six months per year, an unannounced inspection shall be conducted at least once each six-month operating period.
- (b) Upon entry into a resident camp, the environmental health specialist shall identify herself or himself and state the purpose for the visit. The environmental health specialist shall inquire about the identity of the responsible person and invite the responsible person to accompany her or him during the inspection. If no staff member is identified as the responsible person, the environmental health specialist shall invite a staff member to accompany her or him on the inspection. Following the inspection, the environmental health specialist shall offer to review the results of the inspection with the responsible person.
- (c) The grading of resident camps shall be done on an inspection form furnished by the Department to local health departments. The form shall provide the following information:
- (1) name and mailing address of the facility;
  - (2) name of person to whom permit is issued;
  - (3) permit and score given;
  - (4) standards of construction and operation as listed in rules .3608 through .3638 of this Section;
  - (5) short explanation for all points deducted;
  - (6) signature of the environmental health specialist; and
  - (7) date.
- (d) In filling out the inspection form, points shall be deducted only once for a single occurrence or condition existing within the resident camp. Deductions shall be based on actual violations of the rules of this Section observed during the inspection. The environmental health specialist shall take zero, one-half or a full deduction of points depending upon the severity or the recurring nature of the violation.
- (e) In determining whether items or areas of a resident camp are clean for purposes of enforcing the rules set forth in this Section and grading a resident camp, the environmental health specialist shall consider, among other things:
- (1) age of the accumulated material;
  - (2) relative percentage of items that are clean and not clean;
  - (3) cleaning practices of the resident camp; and
  - (4) health risks posed by the circumstances.
- (f) Upon request of the camp manager or her or his representative, a reinspection shall be made.
- (g) In the case of resident camps that have been closed for failure to comply with the rules of this Section, a reinspection to consider the issuance or reissuance of a permit shall be made by the environmental health specialist.
- (h) In the case of resident camps that request an inspection for the purpose of raising the alphabetical grade and hold unrevoked permits, the environmental health specialist shall make an unannounced inspection after the lapse of a reasonable period of time, not to exceed 15 days from the date of the request.

*History Note:* Authority G.S. 130A-235; 130A-248; 130A-249;  
Eff. October 1, 2007.

**15A NCAC 18A .3606 GRADING**

- (a) The sanitation grading of all resident camps shall be based on a system of scoring wherein all resident camps receiving a score of at least 90 percent shall be awarded Grade A; all resident camps receiving a score of at least 80 percent and less than 90 percent shall be awarded Grade B; all resident camps receiving a score of at least 70 percent and less than 80 percent shall be awarded Grade C. Permits shall be revoked for establishments receiving a score of less than 70 percent. The Sanitation Inspection of Resident Camps shall be used to document points assessed for violation of the Rules of this Section as follows:
- (1) Violation of Rule .3608 of this Section regarding site factors for camp facilities and activities and actual or potential health hazards shall be assessed a value of one point.
  - (2) Violation of Rule .3609 of this Section regarding water supply, hot and cold water heating facilities in food preparation, utensil and hand washing, and areas required for cleaning shall be assessed a value of three points.
  - (3) Violation of Rule .3609(d) of this Section regarding cross-connections shall be assessed a value of three points.
  - (4) Violation of Rule .3610 of this Section regarding wastewater disposal shall be assessed a value of four points.

- (5) Violation of Rule .3611 of this Section regarding solid waste storage and cleaning facilities shall be assessed a value of two points.
- (6) Violation of Rule .3612 of this Section regarding swimming pools shall be assessed a value of one point.
- (7) Violation of Rule .3613(1) and (2) of this Section regarding camp building floors walls and ceilings construction, cleanliness and repair shall be assessed a value of one point.
- (8) Violation of Rule .3613(3) of this Section regarding lighting and ventilation adequacy and repair shall be assessed a value of one point.
- (9) Violation of Rule .3614(a) and (c) of this Section regarding sleeping quarters and lodging arrangement, cleanliness and repair shall be assessed a value of two points.
- (10) Violation of Rule .3614(b) of this Section regarding effective vermin exclusion shall be assessed a value of two points.
- (11) Violation of Rule .3614(d) of this Section regarding storage and handling of clean and dirty linen and clothing shall be assessed a value of one point.
- (12) Violation of Rule .3615(a), (b), (c) and (d) of this Section regarding approval, accessibility, adequateness, cleanliness and repair of lavatories, bathing and toilet facilities shall be assessed a value of two points.
- (13) Violation of Rule .3615(e) of this Section regarding cleanliness, repair of laundry facilities and handling of clean and soiled laundry shall be assessed a value of one point.
- (14) Violation of Rule .3616 of this Section regarding approval and cleanliness of drinking water facilities shall be assessed a value of two points.
- (15) Violation of Rule .3617(a) and (d) of this Section regarding storage and handling of pesticides and potentially hazardous materials shall be assessed a value of two points.
- (16) Violation of Rule .3617(b) and (e) of this Section regarding cleanliness of the premises and repair of protective enclosures shall be assessed a value of one point.
- (17) Violation of Rule .3617(c) of this Section regarding location of animal stables and approved manure storage and removal shall be assessed a value of two points.
- (18) Violation of Rule .3618(a) of this Section regarding size and construction of food service facilities and dining halls shall be assessed a value of one point.
- (19) Violation of Rule .3618(b) of this Section regarding catering of camp food service shall be assessed a value of two points.
- (20) Violation of Rule .3619 of this Section regarding field sanitation standards and procedures shall be assessed a value of three points.
- (21) Violation of Rule .3620(a) and (c) of this Section regarding food service employee clothing, hair restraints and use of tobacco shall be assessed a value of one point.
- (22) Violation of Rule .3620(b) or (e) of this Section regarding employee handwashing shall be assessed a value of four points.
- (23) Violation of Rule .3620(d) of this Section regarding exclusion of persons with a communicable or infectious disease that can be transmitted by food shall be assessed a value of three points.
- (24) Violation of Rule .3621 of this Section regarding food source, wholesomeness, handling, service and transportation shall be assessed a value of four points.
- (25) Violation of Rule .3622(a) through (f) of this Section regarding food protection during service and storage shall be assessed a value of three points.
- (26) Violation of Rule .3622(g) of this Section regarding storage of dry foods shall be assessed a value of one point.
- (27) Violation of Rule .3623 of this Section regarding milk and milk products shall be assessed a value of two points.
- (28) Violation of Rule .3624 of this Section regarding the source, storage and handling of ice shall be assessed a value of two points.
- (29) Violation of Rule .3625 of this Section regarding shellfish and crustacea meat shall be assessed a value of two points.
- (30) Violation of Rule .3626(a), (b), and (c) of this Section regarding refrigeration and thawing of foods shall be assessed a value of two points.
- (31) Violation of Rule .3626(d) of this Section regarding the protection of food from cross contamination by use of sanitized or gloved hands or utensils, sanitized surfaces and washing of produce shall be assessed a value of three points.

- (32) Violation of Rule .3626(e) through (m) of this Section regarding time and temperature requirements of foods during storage, preparation, cooking, display, service, and transportation shall be assessed a value of four points.
  - (33) Violation of Rule .3626(n) of this Section regarding food thermometers shall be assessed a value of two points.
  - (34) Violation of Rule .3627 of this Section regarding re-service of foods shall be assessed a value of two points.
  - (35) Violation of Rule .3628 of this Section regarding equipment and utensil construction, repair and cleanliness shall be assessed a value of three points.
  - (36) Violation of Rule .3629(a) through (c), (e), (f), (k) and (n) of this Section regarding washing, rinsing and sanitizing of utensils and equipment shall be assessed a value of four points.
  - (37) Violation of Rule .3629(d), (g) through (j), (l), and (o) of this Section regarding approved dishwashing facilities and methods shall be assessed a value of three points.
  - (38) Violation of Rule .3629(m) regarding the hot water heating facilities for food service needs shall be assessed a value of three points.
  - (39) Violation of Rule .3630 in this Section regarding storage and handling of utensils and equipment shall be assessed a value of two points.
  - (40) Violation of Rule .3631 of this Section regarding food service area storage spaces shall be assessed a value of one point.
  - (41) Violation of Rule .3632 of this Section regarding food service area lighting shall be assessed a value of one point.
  - (42) Violation of Rule .3633 of this Section regarding food service ventilation shall be assessed a value of one point.
  - (43) Violation of Rule .3634 of this Section regarding approved and properly located hand washing lavatory facilities in food service areas shall be assessed a value of three points.
  - (44) Violation of Rule .3635 of this Section regarding the food service area toilet facilities shall be assessed a value of one point.
  - (45) Violation of Rule .3636 of this Section regarding food service area floor construction, cleanliness and repair shall be assessed a value of one point.
  - (46) Violation of Rule .3637 of this Section regarding food service area wall and ceiling construction, cleanliness and repair shall be assessed a value of one point.
  - (47) Violation of Rule .3638(a) through (c) of this Section regarding use of trip kitchens, residential style educational kitchens and domestic kitchens shall be assessed a value of one point.
  - (48) Violation of Rule .3638(d) through (g) of this Section regarding toxic materials, food service laundry, mop and broom storage shall be assessed a value of one point.
  - (49) Violation of Rule .3638(h) and (i) of this Section regarding live animals and pest control measures in food service areas shall be assessed a value of two points.
- (b) The grading of resident camps shall be based on the standards of operation and construction as set forth in Rules .3608 through .3638 of this Section.
- (c) The posted grade card shall be black on a white background. All graphics, letters and numbers for the grade card shall be approved by the State. The alphabetical and numerical sanitation score shall be 1.5 inches in height. No other public displays representing sanitation level of the establishment shall be posted by the local health department, except for sanitation awards issued by the local health department. Sanitation awards shall be in a different color and size from the grade card and must be labeled as an award.
- (d) Nothing in this Rule shall affect the right of a camp manager to a reinspection pursuant to Rule .3605 of this Section.
- (e) Nothing in this Rule shall prohibit the Department from immediately suspending or revoking a permit pursuant to G.S. 130A-23(d).

*History Note:* Authority G.S. 130A-23; 130A-235; 130A-248; 130A-249;  
Eff. October 1, 2007;  
Amended Eff. July 1, 2008.

#### **15A NCAC 18A .3607 PROCEDURE WHEN INFECTION SUSPECTED**



When the local health department has reason to suspect the possibility of exposure to, or transmission of, infection within a resident camp from any person or from any food or drink, the local health director shall act in accordance with the Communicable Disease Laws and Rules (G.S. 130A-134 through 148, 10A NCAC 41A).

*History Note:* Authority G.S. 130A-235; 130A-485;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3608 SITE**

The topography, drainage and other site factors for the resident camp facilities and activities, shall be such that the site is free of actual or potential health hazards.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3609 WATER SUPPLY**

(a) In Resident Camps, water supplies shall be in accordance with 15A NCAC 18A .1700, Rules Governing the Protection of Water Supplies.

(b) Water samples for bacteriological analysis from non-community supplies shall be collected by the Department and submitted to the North Carolina State Laboratory of Public Health or another lab certified by the North Carolina State Laboratory of Public Health for analysis, at least annually for bacteriological analysis.

(c) Prior to issuance of a permit, the responsible person shall list non-community water supplies with the Public Water Supply Section, Division of Environmental Health.

(d) Cross-connections with unapproved water supplies, sewage lines or other potential sources of contamination are prohibited.

(e) Hot water heating facilities shall be provided. Hot and cold running water under pressure shall be provided to food preparation, utensil and handwashing areas, and any other areas in which water is required for cleaning. Running water under pressure shall be provided in sufficient quantity to carry out all food preparation, utensil washing, handwashing, cleaning and other water-using operations.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3610 LIQUID WASTES**

All sewage and wastewater in resident camps shall be disposed of in accordance with 15A NCAC 18A .1900 or 15A NCAC 02H .0200.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3611 SOLID WASTES AND BY-PRODUCTS DISPOSAL**

(a) In Resident Camps, all solid wastes containing food scraps and other decomposable material shall, prior to disposal, be kept in leak-proof, non-absorbent containers such as garbage cans, which shall be kept covered with tight-fitting lids when filled or stored, or not in continuous use. Lids shall be kept in place, except for cans inside the kitchen, which are being used during normal operations. The contents of these cans without lids in place shall be removed when the garbage can becomes full, or when flies and foul odor occurs, and the cans shall be washed. Storage racks elevated above the ground are required for outside storage of garbage cans. All dry rubbish (including scrap paper, cardboard or similar items) shall be stored in containers.

(b) The rooms, enclosures, designated areas and containers shall be adequate for the storage of all solid wastes accumulating on the premises. Cleaning facilities, including a mixing faucet with hose threads, shall be provided and each container, room or designated area shall be cleaned after emptying or removal of wastes.

(c) Indoor or outdoor facilities shall be provided for the washing and storage of all garbage cans and mops. Cleaning facilities shall include combination faucet, hot and cold water, threaded nozzle and curbed impervious pad sloped to drain.

(d) Where containerized systems are used for garbage storage, facilities shall be provided for the cleaning of such systems with a dumpster pad sloped to drain into a sewer system and hot and cold running water available for cleaning. Alternate methods can be used for off-site cleaning by having a contract with a waste management

company that will take the dumpster or containerized system to an off-site location for cleaning. A contract for off-site cleaning shall constitute compliance with this provision and evidence of such contract shall be made available within 21 days to the Environmental Health Specialist upon request.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3612 SWIMMING POOLS**

When Swimming Pools are provided for recreational use in resident camps, they shall meet the requirements in 15A NCAC 18A .2500, Rules Governing Public Swimming Pools.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3613 CAMP BUILDINGS CONSTRUCTION AND MAINTENANCE REQUIREMENTS**

All resident camp buildings shall be kept clean and in good repair and shall comply with the following specific requirements:

- (1) All floors shall be of such materials and so constructed to be easily cleanable, shall be kept free of obstacles to cleaning and shall be kept clean and in good repair. The floor area shall be sufficient to accommodate all necessary operations. Floors in dressing or locker rooms; laundry rooms; and toilet rooms shall be of non-absorbent materials such as sealed concrete, sealed wood, terrazzo, tile, durable grades of linoleum or plastic. In all rooms in which water is routinely discharged to the floor, or in which floors are subjected to flood-type cleaning, floors shall be sealed concrete, terrazzo, or tile and shall slope to drain and be provided with floor drains.
- (2) The walls of all rooms shall be kept clean and in good repair. All walls and ceilings in dressing or locker rooms; toilet rooms and bathrooms shall be easily cleanable; and walls shall have washable surfaces to the highest level reached by splash or spray in rooms or areas where such occur.
- (3) All rooms and areas shall be well lighted and ventilated, by natural or artificial means, which shall be effective under actual use conditions. Lighting fixtures and ventilation equipment shall be kept clean and in good repair.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3614 LODGING FACILITIES**

- (a) In Resident Camps, permanent sleeping quarters shall provide cross ventilation, at least 30 inches between beds, a minimum of six feet between heads of sleepers and at least one bed for every camper. Only single beds or double level bunk beds shall be allowed.
- (b) Effective methods, such as mosquito netting, screening and self-closing doors, or individual mosquito netting shall be provided to exclude insects, bats and vectors.
- (c) Lodging facilities shall be kept clean and in good repair.
- (d) Clean linen and clothes shall be stored and handled separately from soiled linen and clothes.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3615 TOILET: HANDWASHING: LAUNDRY: AND BATHING FACILITIES**

- (a) All resident camps shall be provided with toilet and handwashing facilities within 500 feet of permanent sleeping quarters.
- (b) Toilet facilities shall be provided at a rate of not more than 20 campers and staff per toilet seat. Urinals may be provided for up to one-third of required seats for males.
- (c) Lavatory facilities with potable running water, soap and individual towels or hand-drying devices shall be provided and located convenient to all toilet facilities.
- (d) Bathing facilities shall be provided with hot and cold potable water.
- (e) All toilet, handwashing and bathing fixtures shall be kept clean and in good repair.

(f) Laundry facilities, if provided, shall be kept clean and in good repair. Soiled laundry shall be handled and stored separately from clean laundry. Clean linen and clothes shall be stored and transported in clean containers.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3616 DRINKING WATER FACILITIES**

In Resident Camps, drinking water facilities shall be provided. Drinking fountains, if provided, shall be of a sanitary angle-jet design, shall be kept clean and shall be properly regulated such that water flow is at least two inches above the mouth piece. This Rule shall not be interpreted as prohibiting the pitcher service of ice water or the service of bottled water.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3617 PREMISES: VERMIN CONTROL AND MISCELLANEOUS**

(a) In Resident Camps, only those pesticides shall be used which have been approved for a specific use and properly registered with the Environmental Protection Agency and with the North Carolina Department of Agriculture and Consumer Services. Such pesticides shall be used as directed on the label and shall be handled and stored to avoid health hazards.

(b) The Resident Camp premises shall be kept neat, clean and free of litter.

(c) Animal stables, if provided, shall be in a location removed from the main recreation center of activity. All manure shall be stored, removed or disposed of to minimize the breeding of flies.

(d) Potentially hazardous materials such as fuel, chemicals, explosives, equipment and apparatuses, shall be handled and stored to minimize health hazards.

(e) Protective railings, fences or similar enclosures around the camp shall be provided and shall be kept in good repair.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3618 FOOD SERVICE FACILITIES**

(a) In Resident camps, food service facilities shall include a kitchen of adequate size for the number of meals served. The facility shall be completely enclosed, of permanent construction and contain a dining hall providing protection from the elements and dust.

(b) If camp food service is provided by contract with an outside person or camp food service is operated by an outside firm, the overall responsibility for food service sanitation remains with the camp management. The camp management shall confirm that all food provided by an outside person is approved.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3619 FIELD SANITATION**

Resident camps may conduct cookouts, overnight trips or similar primitive camping activities provided field sanitation standards are maintained in accordance with the provisions of the rules of this Section. Written procedures regarding field sanitation standards shall be posted or made readily available for inspection by the Department. The resident camp shall ensure the approved procedures are being practiced, utilized and maintained. Field sanitation requirements for resident camps are as follows:

- (1) Off-Site Food: Storage, Preparation and Cooking shall meet the following requirements:
  - (a) Temperature control, food preparation and food protection methods shall be implemented to ensure all potentially hazardous foods stored and prepared for off-site cooking maintain temperatures of 45 degrees F (7 degrees C) or less or 135 degrees F (57 degrees C) or higher and are protected from contamination. Written procedures describing the specific off-site cooking activity and the proposed temperature control methods shall be submitted to the Department for approval. Any proposed changes to current procedures shall be submitted to the Department for approval. Specific approvals shall remain valid

- so long as the activity remains part of the camp program unless the Department determines that procedures are not being maintained in accordance with the approval. Where potentially hazardous foods are prepared off-site, written procedures shall also include methods to prevent cross contamination. For the purpose of off-site food storage, coolers with ice or ice packs are an approved method of temperature control. Off-site potentially hazardous foods once cooked shall be consumed within two hours or discarded. Poultry stuffings, stuffed meats and stuffings containing meat shall not be used.
- (b) Potentially hazardous foods shall be thawed as follows:
    - (i) in cold holding units at a temperature not to exceed 45 degrees F (7 degrees C);
    - (ii) under potable running water of a temperature of 70 degrees F (21 degrees C), or below, with sufficient water velocity to agitate and float off loose food particles into the overflow; or
    - (iii) as a part of the cooking process.
  - (c) Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 145 degrees F (63 degrees C) except as follows:
    - (i) poultry shall be cooked to at least 165 degrees F (74 degrees C) with no interruption of the cooking process;
    - (ii) pork and any food containing pork shall be cooked to heat all parts of the food to at least 150 degrees F (66 degrees C);
    - (iii) ground meat food products shall be cooked to an internal temperature of at least 155 degrees F (68 degrees C);
    - (iv) roast beef shall be cooked to an internal temperature of at least 130 degrees F (54 degrees C); and
    - (v) beef steak shall be cooked to a temperature of 130 degrees F (54 degrees C) unless otherwise ordered by the immediate consumer.
  - (d) Liquid eggs, uncooked frozen dry eggs and egg products shall be cooked before consumption. This Sub-item does not apply to pasteurized products.
  - (e) A metal stem-type food thermometer accurate to 2 degrees F (1 degree C) shall be available to check potentially hazardous food temperatures.
- (2) Off-Site Drinking Water shall meet the following requirements:
- (a) Water transported for off-site drinking shall be from an approved source and shall be transported and stored in clean, sanitized containers designated solely for this purpose. Where it is not practical to transport drinking water for off-site activities, treatment measures shall be provided to ensure that drinking water is free from disease causing organisms.
  - (b) Water shall be taken from free-flowing streams, springs and wells if available. Water may be taken from still sources when free-flowing sources are unavailable. Water shall be visibly clear and free from debris, trash and organic matter.
- (3) Treatment of Off-Site Drinking Water shall meet the following requirements:
- (a) Water shall be brought to a rolling boil for a minimum of one minute; or
  - (b) Water shall be filtered to remove cysts and viruses by using a filtration system with an absolute pore size of one micron or smaller, and treated with:
    - (i) A minimum of 2 parts per million of free chlorine residual maintained for a minimum of 30 minutes; or
    - (ii) A minimum of 5 drops of 2 percent tincture of iodine per liter of water. For commercially prepared tablets, manufacturer's directions shall be followed; or
  - (c) Alternate methods of treatment capable of removing bacteria, viruses, cysts and parasites if approved by the Department. Documentation that demonstrates the method is equivalent to SubItem (3)(a) or (b) of this Rule shall be submitted by the owner or operator for approval.
- (4) Utensils and Equipment shall meet the following requirements:
- (a) All eating, drinking and cooking utensils, and other items used in connection with the preparation of food shall be kept clean and in good repair.
  - (b) All surfaces intended for multi-use between campers or staff with which food or drink comes in contact shall consist of smooth, not readily corrodible, non-toxic materials in

- which there are no open cracks or joints that will collect food particles or slime and be kept clean.
- (c) Multi-use drinking and eating utensils which do not meet all the construction provisions of SubItem (4)(b) of this Rule shall be used by only one individual, constructed of not readily corrodible, non-toxic materials, and shall not be reassigned to or reused by another individual.
  - (d) Where multi-use eating utensils are used, they shall be assigned to one individual and not shared until cleaned and sanitized by approved methods.
- (5) Cleaning of Utensils and Equipment shall meet the following requirements:
- (a) Utensils and equipment shall be kept clean.
  - (b) Water used for cleaning shall meet the requirements of Items (2) and (3) of this Rule.
  - (c) Where an approved sanitizing process cannot be implemented, each individual's multi-use utensils shall be cleaned separately to prevent cross-contamination.
  - (d) Multi-use utensils not assigned for individual use may be cleaned together provided they are washed, rinsed and sanitized by approved methods.
- (6) Handwashing for food preparers shall be in compliance with Rule .3620(b) of this Section. Facilities shall be provided for employees' handwashing; these may consist of a pan, potable water, soap and single-use towels. Hair restraints are not required for field sanitation employees.
- (7) Toxic materials shall be labeled and stored to prevent contamination of food, equipment and utensils.
- (8) Where permanent human waste disposal facilities which meet the requirements of 15A NCAC 18A .1900 are not provided at an off-site activity, written procedures for waste disposal shall be provided to and approved by the Department. Disposal of human waste shall be in a hole that is at least six inches deep and has a diameter of at least four inches located at least 200 feet from any surface water. After use, the hole shall be back filled with soil to a depth of six inches.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3620 FOOD SERVICE EMPLOYEES**

- (a) In Resident Camp food service, all employees shall wear clean outer clothing and shall be clean as to their person and methods of food handling. No employee shall use tobacco in any form while engaged in the washing of eating and cooking utensils or in the preparation, handling or serving of food.
- (b) Employees shall wash their hands in a lavatory which meets the requirements of Rule .3634 of this Section before starting work, after each visit to the toilet, and as often as may be necessary to remove soil and contamination.
- (c) Effective hair restraints such as hairnets, caps or wrap around visors shall be worn by employees engaged in the preparation or handling of food to prevent the contamination of food or food contact surfaces. Wigs and hairspray do not constitute compliance with this Rule. This Rule does not apply to employees who only serve beverages, set tables, or participate in family dining-table type of service if they present a minimal risk of contaminating exposed food.
- (d) No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or a disease with sudden onset and severe symptoms including cough and nasal discharge, shall work in food service in any capacity in which there is a likelihood of such person contaminating food or food contact surfaces, with disease-causing organisms or transmitting the illness to other persons.
- (e) Employees may have beverages in areas where food is prepared as long as those beverages are covered and consumed in a sanitary manner. Beverage containers shall not be stored on or above a food contact surface and must be handled in a manner to avoid cross-contamination.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3621 FOOD SUPPLIES**

In Resident Camps, all food shall be obtained from sources that comply with all laws relating to food and food labeling and shall be identified. All meat, meat food products, poultry and poultry products shall have been

inspected for wholesomeness where required under a federal, state or local regulatory program; and, the source shall be identifiable from labeling on carcasses, cuts, unit packages, bulk packages or from bills of sale. All food shall be clean, wholesome, and free from adulteration and spoilage, safe for human consumption and shall be handled, served or transported in such a manner to prevent contamination, adulteration and spoilage. Only approved containers and utensils may be used. Foods that are spoiled or otherwise unfit for human consumption shall be immediately disposed of as garbage or returned to the source except as specified in Rule .3607 of this Section. Foods to be returned to the source shall be marked as such and stored in a fashion not to contaminate other food.

*History Note: Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.*

### **15A NCAC 18A .3622 FOOD PROTECTION**

(a) In Resident Camps, all unwrapped or unenclosed food and drink on display shall be protected in such manner that the direct line from the customer's mouth to the food shall be intercepted by glass or similar shields and shall be otherwise protected from public handling or other contamination, except that hand openings may be permitted on counter fronts. A continually staffed beverage station is not required to provide glass or similar shields for beverages, ice and beverage garnishes. Contaminated beverages, ice or beverage garnishes shall be removed from the beverage station. This requires counter protector installations for all cafeteria counters, salad bars and similar type service to prevent contamination by customers' coughing and sneezing. Nothing in this Rule shall require food kept in enclosed cases to be wrapped or covered as long as effective measures are taken to prevent contamination in multi-level shelving units.

(b) Consumer self-service is permitted only under the following conditions:

- (1) Buffet-style service. Protective shields, equivalent to counter protectors, are provided to intercept contamination.
- (2) Consumer self-service. When customers are allowed to return to a self-service area, clean and sanitized tableware other than flatware, beverage cups and glasses, shall be made available for each return trip. Written notice shall be provided informing customers that clean tableware needs to be used for return trips.
- (3) Family-style service. In resident camps featuring this style of service, patrons elect to participate in the family dining-table type of service. Ordinary serving dishes and utensils are acceptable.
- (4) Private events. When service is provided for a club, organization or private individual at a planned event from which the public is excluded:
  - (A) potentially hazardous foods shall be replaced at least every two hours;
  - (B) food containers shall be arranged conveniently so consumers' clothing does not come in contact with food;
  - (C) dispensing utensils shall be in the food with their handles at least two inches above the top of the food and the container;
  - (D) at the conclusion of the event, food that has not been consumed, shall be discarded; and
  - (E) protective shields are not required for buffet-style service.

(c) Foods, except raw vegetables that are to be cooked, shall be kept under cover when not in the process of preparation and serving. Foods shall not be stored on the floor, or in direct contact with shelves and racks of cold storage boxes, or permitted to come in contact with dirty clothes, newspapers, pasteboard, previously-used paper or other contaminated surfaces. If open dishes and pans containing food are stacked, food shall be protected with wax paper, foil or plastic food film. Food transported to a camp shall not be accepted unless wrapped, boxed or covered to prevent contamination and maintained at temperatures required in Rule .3626 of this Section. Food and drink shall not be served to the general public in the kitchen.

(d) Containers for onions, slaw, mustard and other condiments not kept in accordance with the requirements of Paragraph (a) of this Rule shall have covers and be kept covered when not in use. Sugar shall be dispensed with either pour-type dispensers or individual packages. Staff shall avoid unnecessary handling of food in the process of serving.

(e) Dustless methods of floor cleaning shall be used and all except emergency floor cleaning shall be done during those periods when the least amount of food and drink is exposed, such as after closing, or between meals.

(f) Foods shall not be stored under exposed sewer lines.

(g) Dry beans, grits, flour, sugar and similar food products shall be stored in approved, covered containers, or glass jars and labeled accordingly.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3623 MILK AND MILK PRODUCTS**

- (a) Only Grade "A" pasteurized milk and milk products shall be used for campers and staffing in resident camps. The term "milk products" shall mean milk products as defined in 15A NCAC 18A .1200. Copies of 15A NCAC 18A .1200 may be obtained from the Department of Environment and Natural Resources, Division of Environmental Health, 1632 Mail Service Center, Raleigh, NC 27699-1632.
- (b) The mixing of cream and milk or the pouring of either into jars, bottles or other containers for storage is prohibited. Where meals are served in a communal or family type dining area, milk may be served by pouring it into individual glasses or cups from original containers of not more than one-gallon capacity, which have been provided by a milk distributor. The milk remaining in the container shall be immediately refrigerated and used for cooking purposes only. The transfer of milk from its original container into any type of container other than glasses or cups as specified in this Rule is prohibited.
- (c) Bulk milk dispenser containers, as received from the distributor, shall be sealed, labeled with the name and grade of the contents and identity of the distributor.
- (d) Milk and milk products shall be stored in a sanitary manner and shall be kept refrigerated, except when being served. Milk containers shall not be completely submerged in water. Nothing in the rules in this Section shall prohibit the placement of milk and milk products on ice while on display or being served.
- (e) Reconstituted dry milk and dry milk products may be used in instant desserts and whipped products, or for cooking and baking purposes.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3624 ICE HANDLING**

- (a) In Resident Camps, ice that is to be used in fountain drinks, ice water, tea and coffee, or in connection with the chilling or serving of salads, vegetables or other foods shall be manufactured from a water supply meeting the requirements of Rule .3609 of this Section and shall be stored and handled in a sanitary manner.
- (b) Storage boxes shall be covered, located away from sources of contamination, maintained in good repair and kept clean. Storage bins or boxes shall be provided with rims and covers designed to exclude spillage and drip.
- (c) Ice grinders, pans and buckets used in preparing chipped or crushed ice shall be protected from contamination, cleaned between usages and kept in good repair. Buckets and other containers used in the transportation of ice shall be stored above the floor in a clean place.
- (d) Ice shall be dispensed or transferred with a scoop, spoon or other sanitary method. When not in use, an ice scoop or spoon may be stored in the ice with the handle protruding or on a clean surface. Ice scoops shall not be stored in water. Fountain ice compartments, bowls, buckets or other containers shall be in good repair; washed and kept free of scum, rust, and mold; and shall be protected from drip, dust, splash and other means of contamination. Ice shall not be received, used or accepted when there is evidence that it is not being handled and transported in a sanitary manner.
- (e) Ice machines shall be kept clean.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3625 SEAFOOD**

- (a) In Resident Camps, all shellfish and crustacea meat shall be obtained from sources in compliance with 15A NCAC 18A .0300 through .0900 which may be obtained from the Department. If the source of clams, oysters, or mussels is outside the state, the shipper's name shall appear on the "Interstate Certified Shellfish Shippers List" as published monthly by the Shellfish Sanitation Branch, Food and Drug Administration. If the source of the cooked crustacea meat is within the United States, the processor's name, address, and certificate number with State abbreviation shall appear on the container. If the source of the cooked crustacea meat is outside the United States, containers must meet Federal labeling requirements, Food and Drug Administration, HHS Food Labeling requirements, 21 CFR Chapter 1, Part 101-Food Labeling.

- (b) All shucked shellfish shall be stored in the original container. Each original container shall be identified with the name and address of the packer or repacker, and the certification number, and the abbreviated name of the state or territory. Shucked shellfish unit containers shall be dated in accordance with 15A NCAC 18A .0600.
- (c) All shellstock shall be stored in the containers in which packed at the source. Each original container shall be identified with a uniform tag or label bearing the name and address of the shipper, the certificate number issued by the state or territory regulatory authority, the abbreviated name of the state, the name of the waters from which the shellfish were taken, the date of harvest, the kind and quantity of the shellstock in the container, and the name and address of the consignee.
- (d) Shellstock shall be stored at temperatures and by methods in accordance with 15A NCAC 18A .0427. The re-use of single-service shipping containers and the storage of shucked shellfish in other containers are not allowed.
- (e) After each container of shellstock has been emptied, the management shall remove the tag and retain it for a period of at least 90 days.
- (f) With the exception of opening shellfish for immediate consumption on the premises, no shellfish shucking shall be performed unless the resident camp holds a valid shellfish shucking permit issued by the department.
- (g) Shellstock washing facilities shall consist of a mechanical shellfish washer, or a sink or slab with catch basin, indirectly drained into a sewage collection, treatment, and disposal system. The washing shall be done in a clean area, protected from contamination. A can wash facility shall not be used for the washing of shellstock or other foods.
- (h) The cooking of shellfish shall be accomplished in an area meeting the requirements of the rules of this Section.
- (i) Re-use of shells for the serving of food is prohibited. It shall not be considered reuse to remove a shellfish from its shell and return it to that same shell for service to the public. Shells shall be stored in a manner to prevent flies, insects, rodents, and odors.
- (j) All resident camps that prepare, serve, or sell raw shellfish shall post in a conspicuous place where it may be readily observed by the public prior to consumption of shellfish, the following consumer advisory:

"Consumer Advisory

Eating raw oysters, clams, or mussels may cause severe illness. People with the following conditions are at especially high risk: liver disease, alcoholism, diabetes, cancer, stomach or blood disorder, or weakened immune system. Ask your doctor if you are unsure of your risk.  
If you eat shellfish and become sick, see a doctor immediately."

- (k) Cooked crustacea meat shall be held at 40° F or less.

*History Note: Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.*

**15A NCAC 18A .3626 REFRIGERATION: THAWING: AND PREPARATION OF FOOD**

- (a) All potentially hazardous foods requiring refrigeration shall be kept at or below 45 degrees F (7 degrees C), except when being prepared or served in resident camps. An air temperature thermometer accurate to 2 degrees F (1 degree C) shall be provided in all refrigerators.
- (b) Refrigeration and freezer space shall be provided to accommodate the volume of food handled.
- (c) Potentially hazardous foods shall be thawed:
- (1) in refrigerated units at a temperature not to exceed 45 degrees F (7 degrees C);
  - (2) under potable running water of a temperature of 70 degrees F (21 degrees C), or below, with sufficient water velocity to agitate and float off loose food particles into the overflow;
  - (3) as a part of the conventional cooking process; or
  - (4) in a microwave oven only when the food will be immediately transferred to conventional cooking equipment as part of a continuous cooking process or when the entire, uninterrupted cooking process takes place in the microwave oven.
- (d) Anyone preparing food shall have used anti-bacterial or liquid soap, immediately prior to food preparation or shall use clean, plastic disposable gloves or sanitized utensils during food preparation. This requirement is in addition to all handwashing requirements in this Section. Food shall be prepared with the least possible manual contact, with utensils and preparation surfaces that have been cleaned and rinsed prior to use. Preparation surfaces that come in contact with potentially hazardous foods shall be sanitized as provided in Rule .3629 of this Section. Raw fruits and raw vegetables shall be washed with potable water before being cooked or served.



(e) Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 145 degrees F (63 degrees C) except as follows:

- (1) poultry, poultry stuffings, stuffed meats and stuffings containing meat shall be cooked to heat all parts of the food to at least 165 degrees F (74 degrees C) with no interruption of the cooking process;
- (2) pork and any food containing pork shall be cooked to heat all parts of the food to at least 150 degrees F (66 degrees C);
- (3) ground meat food products shall be cooked to an internal temperature of at least 155 degrees F (68 degrees C);
- (4) roast beef shall be cooked to an internal temperature of 130 degrees F (54 degrees C); and
- (5) beef steak shall be cooked to a temperature of 130 degrees F (54 degrees C) unless otherwise ordered by the immediate consumer.

(f) Liquid, or uncooked frozen, dry eggs and egg products shall be used only for cooking and baking purposes. This Paragraph does not apply to pasteurized products.

(g) Potentially hazardous foods that have been cooked and then refrigerated shall be reheated to 165 degrees F (74 degrees C) or higher throughout before being served or before being placed in a hot food storage facility except that, food in intact packages from food manufacturing plants may initially be reheated to 135 degrees F (57 degrees C). Reheating time shall not exceed two hours.

(h) All potentially hazardous foods, except roast beef, shall be stored at temperatures of 135 degrees F (57 degrees C) or above; or 45 degrees F (7 degrees C) or below except during necessary periods of preparation and serving. Roast beef shall be stored at a temperature of at least 130 degrees F (54 degrees C) or above; or 45 degrees F (7 degrees C) or below.

(i) Time only, rather than the temperature requirements set forth in Paragraph (h) of this Rule, may be used as the public health control for a working supply of potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption if:

- (1) the food is marked or otherwise identified to indicate the time that is four hours past the point in time when the food is removed from temperature control;
- (2) the food is cooked and served, served if ready-to-eat, or discarded, within four hours from the point in time when the food is removed from required temperature control;
- (3) food in unmarked containers or packages or marked to exceed the four hour limit in Subparagraph (1) of this Paragraph, is discarded; and
- (4) written procedures approved by the Department, as being in accordance with the rules in this Section, are maintained in the resident camp for the handling of food from the time of completion of the cooking process or when the food is otherwise removed from required temperature control. These procedures shall be made available to the Department upon request.

(j) Time only, rather than temperature requirements as set forth in Paragraph (h) of this Rule, may be used as the public health control for a working supply of potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed or held for staff or camper take-out, if:

- (1) the food is marked or otherwise identified to indicate the time that is two hours past the point in time when the food is removed from temperature control;
- (2) the food is cooked and served, served if ready-to-eat, or discarded, within two hours from the point in time when the food is removed from required temperature control;
- (3) food in unmarked containers or packages or marked to exceed the two hour limit in Subparagraph (1) of this Paragraph, is discarded; and
- (4) written procedures approved by the Department, as being in accordance with the Rules in this Section, are maintained in the resident camp for the handling of food from the time of completion of the cooking process or when the food was otherwise removed from required temperature control. These procedures shall be made available to the Department upon request.

(k) A resident camp wishing to move foods controlled under Rule .3626(j) to Rule .3626(i) for immediate consumption on the premises, shall have their written procedures for the handling of the food from the time of completion of the cooking process or when the food was otherwise removed from required temperature control, approved by the Department, as being in accordance with the rules in this Section, and shall maintain those approved procedures in the resident camp. These procedures shall be made available to the Department upon request.

(l) In a resident camp that serves a highly susceptible population, time only, rather than temperature, may not be used as the public health control for raw eggs.

(m) All potentially hazardous food that is transported must be maintained at temperatures as noted in Paragraph (h) of this Rule.

(n) A metal stem-type food thermometer accurate to 2 degrees F (1 degree C) shall be available to check potentially hazardous food temperatures.

*History Note: Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.*

#### **15A NCAC 18A .3627 RE-SERVING OF FOOD**

In Resident Camps, food once served to a consumer shall not be served again and not left for the next consumer. Packaged food, other than potentially hazardous food, that is still packaged and is still wholesome, may be re-served.

*History Note: Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.*

#### **15A NCAC 18A .3628 FOOD SERVICE UTENSILS AND EQUIPMENT**

(a) In Resident Camps, all eating, drinking, cooking utensils, tables, sinks, cabinets, hoods, shelves, equipment, fixtures and other items used in connection with the preparation of food shall be kept clean and in good repair.

(b) All surfaces with which food or drink come in contact shall consist of smooth, not readily corrodible, non-toxic materials in which there are no open cracks or joints that will collect food particles and slime, and shall be kept clean.

(c) Shelves, tables and counters shall not be covered with paper, cardboard, oilcloth or other absorbent material, and shall be free of crevices. Dining table linen or similar dining table coverings, if used, shall be kept clean and in good repair.

(d) Equipment placed into operation after the effective date of the rule, and all dishwashing facilities shall meet NSF/ANSI food equipment standards. Food service equipment that is certified for sanitation by an American National Standards Institute (ANSI)-accredited program shall be approved. NSF/ANSI food equipment standards are incorporated by reference including subsequent amendments and editions. These standards may be obtained from ANSI, 1819 L Street, NW, 6th Floor, Washington, DC 20036, at a cost of six-hundred sixty-five dollars (\$665.00) and are also available for inspection at the Division of Environmental Health, 1632 Mail Service Center, Raleigh, NC 27699-1632. If equipment is not listed by an ANSI accredited education service program, the owner or operator shall submit documentation to the Department that demonstrates that the equipment is at least equivalent to ANSI sanitation standards. In doing so, if the components of the equipment are the same as those meeting ANSI sanitation standards, then the Department shall deem the equipment equivalent. For purposes of the rules of this Section, toasters, mixers, microwave ovens, hot water heaters and hoods shall not be considered to be equipment and shall not be required to meet ANSI sanitation standards. Limited resident camps are exempt from this Rule except for required dishwashing facilities. All existing equipment, excluding dishwashing facilities, not in compliance with this Rule must be brought into compliance by May 1, 2012.

(e) Single-use articles such as formed buckets, bread wrappers, aluminum pie plates and No. 10 cans shall be used only once except that containers made of plastic, glass or other smooth, not readily corrodible, non-toxic materials having smooth sides and of a construction that can be easily cleaned may be reused.

(f) Beverage dispensers installed or replaced after the effective date of this Rule shall be designed to avoid activation by the lip of a cup or glass when these dispensers are used to refill cups or glasses.

*History Note: Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.*

#### **15A NCAC 18A .3629 CLEANING OF EQUIPMENT AND UTENSILS**

(a) All equipment and fixtures shall be kept clean in resident camps. All cloths used by chefs and other employees in the kitchen shall be clean.

(b) All multi-use eating and drinking utensils shall be washed, rinsed and subjected to a bactericidal treatment after each usage as specified in Paragraph (c) of this Rule.

(c) In a hand dishwashing operation, after cleaning and rinsing, all multi-use eating and drinking utensils shall be subjected to one of the following or other equivalent bactericidal processes:

- (1) Immersion for at least one minute in the third compartment in clean hot water at a temperature of at least 170 degrees F (77 degrees C). A thermometer accurate to 2 degrees F (1 degrees C) shall be available and convenient to the compartment. Where hot water is used for bactericidal treatment, a booster heater that maintains a water temperature of at least 170 degrees F (77 degrees C) in the third compartment at all times when utensils are being washed shall be used. The heating device may be integral with the immersion compartment.
  - (2) Immersion for at least two minutes in the third compartment in a chemical bactericide of strength:
    - (A) for chlorine products, a solution containing at least 50 parts per million of available chlorine at a temperature of at least 75 degrees F (24 degrees C);
    - (B) for iodophor products, a solution containing at least 12.5 parts per million of available iodine and having a pH not higher than 5.0 and having a temperature of at least 75 degrees F (24 degrees C); or
    - (C) for quaternary ammonium products, a solution containing at least 200 parts per million of QAC and having a temperature of at least 75 degrees F (24 degrees C), provided that the product is labeled to show that it is effective in water having a hardness value at least equal to that of the water being used.
  - (3) Other equivalent products and procedures approved in 21 CFR 178.1010 "Sanitizing Solutions" from the "Food Service Sanitation Manual" which is hereby incorporated by reference including subsequent amendments, published by the U.S. Food and Drug Administration.
- (d) A testing method or equipment shall be available, convenient and regularly used to test chemical sanitizers to ensure minimum prescribed strengths.
- (e) The supply of eating and drinking utensils shall be of sufficient quantity to allow washing, rinsing, sanitizing and air-drying before reuse. All multi-use utensils except pizza pans and similar type pans (not used for table service) used in the storage, preparation, cooking or serving of food or drink shall be cleaned and rinsed immediately after the day's operations, after each use or upon completion of each meal as indicated. Pizza pans and similar type pans (not used for table service) that are continually subjected to high temperatures do not require cleaning after each use, or day's use but shall be kept clean and maintained in good repair.
- (f) In addition to washing and rinsing multi-use utensils as indicated in Paragraph (c) of this Rule, preparation surfaces which come in contact with potentially hazardous foods and are not subjected to heat during routine cooking operations shall be sanitized. Utensils and equipment that have been used for the preparation of raw meat or raw poultry shall not be used for the preparation of cooked meat, cooked poultry or other ready-to-eat products unless such utensils and equipment have been cleaned and sanitized. Examples of food contact surfaces that must be sanitized are utensils used in preparing cold salads and cold beverages, cutting boards, table tops, knives, saws and slicers. For utensils and equipment that are either too large or impractical to sanitize in a dishwashing machine or dishwashing sink, and for those resident camps that do not have dishwashing equipment, a spray-on or wipe-on sanitizer may be used. When spray-on or wipe-on sanitizers are used, the chemical strengths shall be those required for sanitizing multi-use eating and drinking utensils.
- (g) Hand dishwashing facilities shall consist of an approved three-compartment sink of sufficient size and depth to submerge, wash, rinse and sanitize utensils and shall have splash back protection and drain boards that are an integral part of and continuous with the sink. These drain boards shall be of a sufficient size to accommodate the drainage of liquids of the washed utensils after being sanitized. Air-drying of utensils may be accomplished with the use of a drain board, overhead or wall mounted shelves, or with the use of stationary or portable racks or by cross stacking.
- (h) Where the Department determines that the volume of dishes, glasses and utensils to be washed cannot be processed in a single warewashing facility, separate dish, glass or utensil washing facilities shall be required. Separate vegetable washing facilities shall be provided in resident camps which wash raw vegetables except where plan review shows that volume and preparation frequency do not require separate vegetable washing facilities or where vegetables are purchased pre-washed and packaged. Resident camps which scale, eviscerate, thaw or wash fish, raw poultry or other food shall provide separate sinks with preparation space for these processes except where plan review shows that volume and preparation frequency do not require separate washing facilities.
- (i) When warewashing machines are used, the machine and its auxiliary components shall be operated in accordance with the machine's data plate and other manufacturer's instructions. Machines shall be fitted with drain boards on each side, and a countersunk sink or a sink with a faucet, spray nozzle or brushes for pre-cleaning, pre-flushing or pre-soaking of the utensils in the dirty dish lane. Thermometers indicating the wash and rinse water temperatures shall be provided and kept in good repair.

- (j) When warewashing machines are used, the machines shall be approved as sufficient for size, capacity and type for the number of utensils to be washed. Glasses may be washed with power-driven brushes and passed through door-type machines, which are also used for dishwashing, for final rinse and bacterial treatment. For this method, a motor-driven glass-washer and a single-vat sink shall suffice.
- (k) Warewashing machines shall render equipment clean to sight and touch and provide bactericidal treatment in accordance with Paragraph (c) of this Rule.
- (l) When only single-service eating and drinking utensils are used, at least an approved two-compartment sink shall be provided. This sink shall be of sufficient size to submerge, wash, rinse and sanitize utensils and shall have splash back protection and drain boards that are an integral part of and continuous with the sink. These drain boards shall be of sufficient size to accommodate the drainage of liquids of the washed utensils after being sanitized. Air drying of utensils may be accomplished with the use of a drain board, overhead or wall mounted shelf or with the use of stationary or portable racks.
- (m) Facilities for the heating of water shall be provided. Capacity of hot water heating facilities shall be based on number and size of sinks, capacity of dishwashing machines and other food service and cleaning needs. Hot water storage tanks shall provide a minimum of 130 degree F (54 degree C) hot water when water is not used for sanitizing; when hot water is used for sanitizing, a minimum storage temperature of 140 degree F (60 degrees C) hot water is required.
- (n) No article, polish or other substance containing any cyanide preparation or other poisonous material shall be used for the cleaning or polishing of eating or cooking utensils.
- (o) In determining the sufficiency of the size of drain boards, machine dishwashers and sinks in a resident camp, the environmental health specialist shall consider the number and size of multi-use utensils regularly cleaned. For drain boards only, the specialist shall also consider the available shelf space, racks and other areas that may be used for air-drying.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3630 STORAGE AND HANDLING OF UTENSILS AND EQUIPMENT**

- (a) After bactericidal treatment, utensils shall be air-dried and stored above the floor in a clean place in resident camps. Wherever practicable, containers and utensils shall be covered or inverted or stored in tight, clean cabinets; and glasses and cups shall be stored inverted in a sanitary manner. It shall not be considered practicable to invert plates and bowls that slide when inverted or to cover plates and bowls positioned for immediate use during business hours. Utensils and equipment shall be handled in such a manner to prevent contamination, and employees shall avoid handling clean surfaces that will come in contact with customers' mouths.
- (b) Drain racks, trays and shelves shall be made of not readily corrodible material, and shall be kept clean. These items are not required to be made of plastic.
- (c) Spoons, spatulas, dippers, and other in-use utensils shall be stored between uses in the food product with the handles extending out of the food, stored dry on a clean surface or in a container of water if the water is maintained at a temperature of at least 140F.
- (d) When utensils are used to dispense frozen products or moist foods, the utensils may be stored in running water dipper wells only when the water has sufficient velocity to flush food residues into the overflow drain.
- (e) Single-service utensils shall be purchased only in sanitary containers, shall be stored therein in a clean, dry place until used, and shall be handled in a sanitary manner. Single-service cup dispensers or similar devices shall be used when single-service cups are used. Nothing in the rules in this Section shall prohibit the use of plastic bags in which single-service cups or similar devices are received as the dispenser for those items.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3631 FOOD SERVICE AREA STORAGE SPACES**

- (a) Storage spaces shall be kept clean in resident camps. The contents shall be neatly arranged to facilitate cleaning and to prevent insect and rodent harboring.
- (b) All items stored in rooms where food or single-service items are stored shall be at least 12 inches (30.48 cm.) above the floor when placed on stationary storage units or six inches (15.24 cm.) above the floor when placed on portable storage units or otherwise arranged to permit cleaning. For purposes of this Rule, the term "portable" does not require wheels.

- (c) Shelves in storage rooms where food or single-service items are stored shall be constructed approximately one inch (2.54 cm.) from the wall, unless stripped or caulked.
- (d) Nothing in this Rule shall prohibit the use of non-absorbent wooden shelves that are in good repair in dry storage areas.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3632 FOOD SERVICE AREA LIGHTING**

- (a) In Resident Camps, all areas in which food is prepared, or in which utensils are washed, shall be provided with at least 50 foot-candles of light on food preparation work levels and at utensil washing work levels. At least 10 foot-candles of light at 30 inches above the floor shall be provided in all other areas, including storage rooms and walk-in units. This shall not include dining areas except during cleaning operations. Fixtures shall be kept clean and in good repair.
- (b) In determining whether the lighting at a particular location meets the requirements of this Rule, the Environmental Health Specialist shall take the measurement with the light meter at the level where work is performed or at 30 inches above the floor if not at a work station identified in Paragraph (a) of this Rule. The environmental health specialist shall place the meter on the surface where the measurement is to be taken and shall not obstruct the path of the light to the surface in question. Instruments used to measure lighting shall be maintained and operated by the Environmental Health Specialist in accordance with the manufacturer's instructions as to ensure their accuracy.
- (c) Light bulbs in food preparation, storage and display areas shall be shatterproof or shielded to preclude the possibility of broken bulbs or lamps falling into food. Shatterproof or shielded bulbs need not be used in food storage areas where the integrity of the unopened packages will not be affected by broken glass falling onto them and the packages, prior to being opened, are capable of being cleaned.
- (d) Heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3633 FOOD SERVICE AREA VENTILATION**

In Resident Camps, ventilation equipment shall be kept clean and in good repair.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3634 FOOD SERVICE AREA LAVATORY FACILITIES**

- (a) In Resident Camps, lavatory facilities, including hot and cold running water and a combination supply faucet or tempered water and sanitary towels or hand-drying devices and soap, shall be provided for staff and campers in food preparation and utensil washing areas.
- (b) For employees, at least one lavatory shall be provided in the kitchen area in addition to any lavatories that may be provided in employees' toilet rooms.
- (c) Dishwashing sinks, vegetable sinks and pot sinks shall not be used as handwashing facilities.
- (d) The lavatories shall be kept clean and in good repair.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3635 FOOD SERVICE AREA TOILET FACILITIES**

- (a) Unless specified elsewhere in the rules in this Section, every resident camp kitchen shall be provided with toilet facilities located within 500 feet and readily accessible to employees and campers during all operational hours. Toilets for campers shall be so located that the campers do not pass through the kitchen to enter the toilet rooms. Intervening rooms or vestibules, if provided, shall be constructed and maintained in accordance with this Rule. Floors and walls shall be constructed of non-absorbent, washable materials. Floors, walls and ceilings shall be kept clean and in good repair.

- (b) Signs shall be posted to advise campers and staff of the locations and identities of the toilet rooms. Legible signs that read that employees must wash their hands before returning to work shall be posted conspicuously in each employee's toilet room.
- (c) Toilet rooms shall be provided with self-closing doors and kept free of flies. Windows shall be screened if used for ventilation. Toilet rooms shall not be used for storage of food, utensils or equipment. Self-closing doors are not required for toilet rooms that open into the interior of a building and the exterior doors of the building are self-closing.
- (d) Fixtures shall be kept clean and in good repair.
- (e) All wastewater shall be disposed of in accordance with 15A NCAC 18A .1900 or 15A NCAC 02H .0200.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3636 FOOD SERVICE AREA FLOORS**

- (a) In Resident Camps, the floors of all rooms in which food is stored, prepared, handled or served, or in which utensils are washed, shall be of such construction to be easily cleaned, and shall be kept clean and in good repair. Food waste on the floor as a result of that day's preparation process is not a violation of this Rule as long as the food waste is removed at regular intervals and prior to closing.
- (b) Floors in areas where food is to be prepared or stored may be of sealed concrete, terrazzo, quarry or vinyl tile, wood covered with composition flooring or equal, except that:
  - (1) carpet may be used in wait stations and self-service bars;
  - (2) there will be no flooring requirements for portable cooking units which may be used in a dining room for occasional service at individual tables; and
  - (3) nothing in this Section shall prohibit the use of approved anti-skid floor applications where needed for safety reasons.
- (c) The joints between walls and floors shall be rounded or be otherwise constructed to provide a tight seal between the floor and wall.
- (d) Floors, which are subjected to flood type cleaning, shall be provided with floor drains and shall slope to drain.
- (e) Clean carpet, in good repair, may be used in dining areas.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3637 FOOD SERVICE AREA WALLS AND CEILINGS**

- (a) In Resident Camps, walls and ceilings of all rooms in which food is stored, handled, prepared or served or in which utensils are washed or stored shall be kept clean and in good repair. Water stains on walls or ceilings do not constitute a violation of this Rule unless mold or mildew is present.
- (b) The walls of kitchens and other rooms used for the preparation of food and the washing of utensils shall be smooth, washable and be kept clean. Acceptable wall materials include glazed tile; fiberglass reinforced panels, stainless steel, wood or metal; wall board painted with washable, non-absorbent paint; and brick, cinder blocks, slag blocks or concrete blocks, if glazed, tiled, plastered or filled to provide a smooth surface. Ceilings in kitchens and other rooms used for the preparation of food or the washing of utensils shall be washable. Acceptable materials include perforated or non-perforated vinyl faced acoustical tile, and fiberglass reinforced panels and painted wallboard.
- (c) The walls and ceilings of dry storage rooms shall be permanent; however, a washable finish is not required.
- (d) The interior walls of wait stations that prepare beverages and bars that only prepare beverages and wash utensils with no food preparation other than garnishes for drinks shall be finished to be smooth and washable.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

#### **15A NCAC 18A .3638 KITCHEN PREMISES: MISCELLANEOUS**

- (a) In a Resident Camp, none of the camp activities shall be conducted in any room used for private living areas.
- (b) Packout or trip kitchens where food is portioned and stored for cookouts or overnight trips, where utensils and equipment are not returned to a central kitchen for cleaning, and are not located in the same building as a camp kitchen, shall be equipped with at least a two-compartment sink with 24-inch drainboards or countertop space at

each end for handling dirty items and air drying clean items. Sinks shall be of sufficient size to submerge, wash, rinse and sanitize utensils and equipment. Any area where food is portioned shall also be equipped with a separate handwash lavatory with a hot and cold mixing faucet, soap and individual towels or hand-drying device.

(c) Residential style educational activity kitchens with non-commercial utensils and equipment may be used by groups of 32 or less campers and staff to prepare meals only for members of the group. Field sanitation measures of Rule .3619 may be used in these facilities.

(d) Soiled linens, coats and aprons shall be kept in containers provided for this purpose. Laundered table linen and cleaning cloths shall be stored in a clean place until used.

(e) Toxic materials, cleaners, sanitizers or similar products used in a camp shall be labeled with the common name or manufacturer's label.

(f) A separate area for storage of toxic materials shall be provided and marked as toxic materials. This requirement shall not apply to cleaners and sanitizers used frequently in the operation of the camp kitchen that are stored for availability and convenience if the materials are stored to prevent the contamination of food, equipment, utensils, linens and single-service items.

(g) Storage shall be provided for mops, brushes, brooms, hoses and other items in routine use.

(h) The premises under control of the management shall be kept free of items that provide fly or mosquito breeding places or rodent harborages. Effective measures such as fly repellent fans, self-closing doors, screens and routine use of approved pesticides shall be taken to keep insects, rodents, animals and other public health pests out of the camp kitchen and food service area storage spaces.

(i) Only those pesticides which have been registered with the U.S. Environmental Protection Agency and with the North Carolina Department of Agriculture and Consumer Service shall be used. Such pesticides shall be used as directed on the label and shall be handled to avoid health hazards.

(j) Except as specified below, live animals shall not be allowed in a food preparation, storage or dining area. Live animals shall be allowed in the following situations if their presence will not result in the contamination of equipment, utensils, linens and unwrapped single-service and single-use items:

- (1) fish or crustacea in aquariums or display tanks;
- (2) patrol dogs accompanying police or security officers in offices and dining, sales and storage areas; and
- (3) service animals accompanying persons with disabilities in areas that are not used for food preparation.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.

### **15A NCAC 18A .3639 INFORMAL REVIEW PROCESS AND APPEALS PROCEDURE**

(a) If a Resident Camp manager disagrees with a decision of an environmental health specialist on the interpretation, application or enforcement of the rules of this Section, the camp manager may:

- (1) request an informal review pursuant to Paragraphs (d) and (e) of this Rule; or
- (2) initiate a contested case in accordance with G.S. 150B.

(b) The camp manager is not required to complete the informal review prior to initiating a contested case in accordance with G.S. 150B.

(c) When petition for a contested case is filed, the informal review process shall terminate.

(d) If the camp manager requests an informal review, the request shall be in writing and shall be postmarked or hand delivered to the local health department within seven days of notice of the decision giving rise to the review. The request shall briefly state the issues in dispute. In the event the inspection giving rise to the informal review was conducted by the environmental health supervisor in the county or area where the resident camp is located, or when the county or area has only one environmental health specialist assigned to inspect resident camps, the regional environmental health specialist assigned to that county or area shall conduct the local informal review. As soon as possible but at least within 30 days of receipt of the request, the person conducting the review shall contact the camp manager, provide that camp manager an opportunity to be heard on the issues in dispute and issue a written decision addressing the issues raised in the appeal. Copies of the decision shall be mailed to the camp manager and to the State Health Director. That decision shall be binding for the purposes of future inspections of the resident camp in question unless modified pursuant to Paragraph (e) of this Rule or by the State Health Director.

(e) Following receipt of the written decision of the environmental health supervisor or his or her representative issued pursuant to Paragraph (d) of this Rule, the camp manager who initiated the informal review may appeal the resulting decision to an Informal Review Officer designated by the Department to be responsible for final decisions

on appeals from throughout the State. Notice of such appeal shall be in writing, shall include a copy of the environmental health supervisor's or her or his representative's decision and shall be postmarked or hand-delivered to the local health department and to the Department within seven days of receipt of the written decision issued pursuant to Paragraph (a) of this Rule. Within 35 days of receipt of this appeal, the designated informal review officer shall hold a conference in Wake County. Notice of the time and place of this conference shall be provided to the camp manager and the environmental health supervisor for the county or area where the issue arose. Within ten days following the date of the conference, the informal review officer shall issue a written decision addressing the issues raised in the appeal and that decision shall be binding for purposes of future inspections of the resident camp in question unless modified pursuant to Paragraph (g) of this Rule or by the State Health Director.

(f) If the decision on appeal at the local or state level results in a change in the score resulting from an inspection of a resident camp, the environmental health specialist shall post a new grade card reflecting that new score.

(g) Appeals of the decision of the designated informal review officer shall be in accordance with G.S. 150B.

(h) Nothing in this Rule shall impact the right of a camp manager to a reinspection pursuant to Rule .3605 of this Section.

*History Note:* Authority G.S. 130A-235; 130A-248;  
Eff. October 1, 2007.



Primitive Experience       Resident       Day Camp

## Advanced Notification for Seasonal Operation

(15A NCAC 18A .3500, .3600, .3700)

### Must be Submitted 45 Days Prior to Opening

Date Submitted: \_\_\_/\_\_\_/\_\_\_

Dates of Operation: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ or  Calendar Schedule Attached

Name of Camp: \_\_\_\_\_

Physical Address of Camp: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Name of Owner/Agency: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone # (\_\_\_\_\_) \_\_\_\_\_ Cell Phone/Pager # \_\_\_\_\_

Contact Email \_\_\_\_\_

Type of Water Supply:       Public Water       Private Well

Access to Approved Water Supply:       Yes       No

Required Equipment Operational:       Yes       No

Swimming Pool Permit       Yes       No

Field Sanitation:       Posted at site       Available at inspection       Does Not Apply

Capacity of camp: \_\_\_\_\_ campers      \_\_\_\_\_ staff

Name of Person completing Form: \_\_\_\_\_

Title \_\_\_\_\_ Signature \_\_\_\_\_

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### Office Use Only

Date of Approval/Permitting: \_\_\_\_\_

Signature: \_\_\_\_\_ REHS # \_\_\_\_\_



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Department of Health and Human Services  
Richard O. Brajer, Secretary DHHS  
Division of Public Health • Megan Davies, MD, Acting State Health Director  
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