



## Health Department

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**Public Health**  
Prevent. Promote. Protect.

### Appendix D

July 2017

#### Re-inspection Criteria for Recreational and Educational Camps

Due to the amount of time and effort involved in conducting re-inspections, the department has implemented a re-inspection guidance document. This document will assist in determination of when a re-inspection is warranted. Re-inspections are chargeable and a fee is assessed for them. Re-inspections are to be conducted not more than 60 days from the previous inspection.

Each time the need for a re-inspection is determined by the sanitarian, he/she will consult with their Environmental Health Manager. The Environmental Health Manager will report to the Public Health Director and Corporation Counsel.

A re-inspection and re-inspection fees will be required under the following conditions:

##### **Category 1 – Imminent Hazards**

Whenever an inspection or complaint investigation reveals the existence of a violation that is potentially hazardous to the health and safety of patrons or employees and the violation is not able to be corrected during the inspection or investigation. This requires the inspector to return to the establishment to verify that the violation has been corrected.

##### **Category 2 – Critical or Priority Violations**

Whenever an inspection reveals that 6 or more Critical or Priority violations have been observed and noted.

##### **Category 3 – Repeat Violations**

Repeat violations that are documented over 3 consecutive routine and/or complaint inspections will result in a re-inspection and re-inspection fee.

##### **Category 4 – Excessive Violations**

With consultation from a supervisor, an *excessive number* of violations that show a lack of managerial control observed during an inspection.

#### **The Following violation(s) will result in immediate closure and a re-inspection and re-inspection fee under category 1 or 2**

1. Prior to the start of the season, or annually for a year-round recreational educational camp, the operator has not tested the well water at a certified laboratory for bacteriological analysis. A camp served by more than one well did not submit a water sample for each well annually. The operator did not have the water tested within 20 days of the violation being noted on the inspection report.
2. The well water does not comply with the applicable water quality standards of ch. NR 809 or 812, and an alternative approved source of water has not been provided.
3. The private onsite waste treatment system has failed.
  - a. A re-inspection shall occur unless remediation has begun or the operator is currently working with the department of commerce to achieve compliance.
4. Plumbing fixtures such as sinks, toilet facilities, or public or private sewage system are not discharging into approved waste storage containers or systems
5. Presence of live insects of public health significance, rodents or other pests in the food, toilet, lodging, or storage areas.

6. The staff to camper ratio for children ages 7 to 18 years is less than 1 to 10.
7. The staff to camper ratio for children ages 6 years and under is less than 1 to 4.
8. No trained adult is available to supervise high risk activities.
9. The swimming and watercraft activities at the camp are not under the direction of an adult water activities director or the director does not have current department approved lifeguard certification.
10. Lifeguards do not have documentation that they hold current approved lifeguard, CPR, first aid course and AED certifications.
11. Before the camp opens for the year, or at least annually for a camp operated year-around, the camp operator has not made written arrangements for medical care of campers and camp staff by a staff physician or consulting physician and for emergency admission to a designated hospital.
12. No up-to-date written and signed health history that describes any physical condition, medications or allergies requiring special consideration for each camper is present.
13. No adult health care supervisor or health services staff is provided for the routine and emergency health care supervision at the camp.
14. The camp does not have a health services staff person who is qualified and available on the premises of the camp at all times when the camp is open. Health services staff includes at least one of the following under ATCP 78.14 (5)(b).
15. Medications are not kept in a locked unit.
16. The medication treatment log is not approved.
17. If the camp is conducting food service operations, the re-inspection criteria for restaurants will also apply during the inspection.
18. No current written protocol exists for the arrangement of routine and emergency medical care and the administration of medications for campers or staff by a staff physician or consulting physician.
19. No written arrangements exist for emergency admissions to a designated hospital.

### **FAQ's**

**What is the charge for re-inspection work?**

The following is a list of re-inspection fees depending on the type of license you have. The re-inspection fee increases if additional re-inspections are required.

#### **Re-inspection Fees**

First Re-inspection	\$200.00
Second Re-inspection	\$200.00
Third and Subsequent Re-inspections	\$300.00

**If I'm required to have a re-inspection on multiple items with different correction dates, is there a charge each time the inspector returns?**

No, the re-inspection fee covers all the initial correction dates listed on the routine inspection or complaint.

**What happens if the inspector returns to reinspect and the violations have not been corrected?**

Uncorrected critical violations will result in a subsequent re-inspection being performed at a higher cost. If violations remain uncorrected after a second re-inspection, the facility may be closed, have their license revoked or suspended, or be referred for legal action.

**Do I pay the inspector for the re-inspection and what happens if the re-inspection fee is not paid?**

Your public health sanitarian will not collect your re-inspection fee, but they will send the paperwork to central office. Central office will bill you for the re-inspection fee.

If the re-inspection fee is not paid, your license will not be issued for the following licensing year.

Additional fees may be assessed as well as your license being voided.

**What happens if I can't get the violations corrected by the compliance date?**

If you run into problems and will not be able to correct the violation(s) before your re-inspection date, call your public health sanitarian as soon as possible, and request an extension. If an extension is granted a new re-inspection date will be given for compliance. Extensions are the exception rather than the rule, so make sure you have a valid reason for the request. Extensions will not be granted on the day the public health sanitarian arrives to do the re-inspection.

**Is there a charge if I request a public health sanitarian to visit my facility?**

Absolutely not, we encourage operators and public health sanitarians to work together to solve problems. We welcome and encourage operators to call if they have questions or problems.

