

Chapter HFS 175

RECREATIONAL AND EDUCATIONAL CAMPS

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Note: Chapter H 75 as it existed on August 31, 1978, was repealed and a new Chapter H 75 was created effective September 1, 1978. Chapter H 75 was renumbered Chapter HSS 175 effective June 1, 1982; Chapter HSS 175 as it existed on October 31, 1985 was repealed and a new Chapter HSS 175 was created effective November 1, 1985. Chapter HSS 175 was renumbered chapter HFS 175 under s. 13.93 (2m) (b) 1, Stats., and corrections were made under s. 13.93 (2m) (b) 6. and 7, Stats., Register, January 1997, No. 493.

HFS 175.01 Authority and purpose. Sections 250.04 (1) and (7) and 254.47, Stats., give the department authority to prescribe rules for recreational and educational camps and to enforce these rules for the purpose of protecting public health and safety.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; correction made under s. 13.93 (2m) (b) 7, Stats., Register, January, 1995, No. 469.

HFS 175.02 Scope. (1) APPLICABILITY. The provisions of this chapter apply to the owner and to any person responsible for the operation of any recreational and educational camp.

(2) APPROVED COMPARABLE COMPLIANCE. When it appears to the department that compliance with a requirement of this chapter is impractical for a particular camp, the department may approve a modification in that requirement for that camp if the department is provided with satisfactory proof that the grant of a variance will not jeopardize the health, safety or welfare of the campers.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.03 Definitions. In this chapter:

(1) "Agent" means the city or county designated by the department under s. 254.69 (2), Stats., to issue permits to and make investigations or inspections of recreational and educational camps.

(2) "Approved" means acceptable to the department, based on its determination of conformance with good public health practices.

(3) "Camp" means a premises, including temporary and permanent structures, which is operated as an overnight living quarters where both food and lodging or facilities for food and lodging are provided for children or adults, or both children and adults, for a period which includes 4 or more consecutive nights of lodging, for a planned program of recreation or education, and which is offered free of charge or for payment of a fee by a person or by the state or a local unit of government.

(4) "Camp health supervisor" means a physician licensed in Wisconsin, a registered nurse registered in Wisconsin, a practical nurse licensed in Wisconsin or a person who holds an advanced first-aid certificate from the American Red Cross or an equivalent advanced first-aid certificate.

(5) "Department" means the department of health and family services.

(6) "Equipment" means, in connection with the operation of a food service facility at a camp, stoves, ranges, hoods, meat-blocks, counters, refrigerators, sinks, ice-making machines, dish-washing machines, steam tables, blenders, meat grinders and slic-

ers and similar items used to prepare or hold foods or to clean utensils.

(7) "Furnishings" means, in connection with the operation of a camp, linens, beds, bedding, chairs, tables, shelves, drapes, curtains, decorations, fixtures and similar items provided in the sleeping areas and common areas of the camp.

(8) "New camp" means a camp which receives a permit from the department for the first time on or after the effective date of this chapter.

(9) "Person" means an individual, partnership, association, firm, company, corporation, or agency, whether tenant, owner, lessee or licensee, or the agent, heir or assignee of any of these.

(10) "Premises" means the tract or tracts of land on which a camp is located and all buildings on that land.

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

(12) "Privy" means a structure not connected to a plumbing system, which is used by persons for the disposal of human body wastes.

(13) "Recreational and educational camp" has the meaning prescribed for "camp" in sub. (3).

(14) "Utensil" means any kitchenware, tableware, glassware, cutlery, container or similar item with which food or drink comes into contact during storage, preparation or serving.

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

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; emerg. am. (3), eff. 5-12-87; am. (3), Register, October, 1987, No. 382, eff. 11-1-87; correction in (1) made under s. 13.93 (2m) (b) 7, Stats., Register, January, 1995, No. 469.

HFS 175.04 Permit. (1) APPLICATION. Before a camp is opened for business, the operator shall obtain a permit from the department or its agent. Application for a permit shall be made on a form provided by the department or its agent. An application for a permit submitted to the department shall be accompanied by the fee required under sub. (1m) (a).

Note: To obtain a copy of the application form for a permit to operate a camp, or to determine which agent to contact for an application form, write: Bureau of Public Health, P.O. Box 309, Madison, Wisconsin 53701.

(1m) DEPARTMENT FEES. (a) Annual permit fee. Beginning July 1, 1996, the operator of a camp shall pay an annual permit fee of \$65 to the department.

(b) Penalty fee. Beginning July 1, 1995, if the annual fee is not paid within the first 15 days of the permit renewal period, the department shall require the operator of the camp to pay a penalty fee of \$50, in addition to the annual permit fee, for renewal of the permit.

(c) *Fee for duplicate permit.* Beginning July 1, 1995 the department shall charge the operator of a camp \$10 for a duplicate permit.

(2) **ACTION BY THE DEPARTMENT.** Within 30 days after receiving a completed application for a permit, the department shall either approve the application and issue a permit or deny the application. If the application for a permit is denied, the department shall give the applicant reasons, in writing, for the denial. A permit may not be issued to the owner or operator of a new camp or to a new owner or operator of an existing camp without prior inspection of the camp by the department or its agent to ensure that the camp complies with this chapter.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; emerg. am. (1), cr. (1m), eff. 9-1-94; am. (1), cr. (1m), Register, January, 1995, No. 469; emerg. am. (1m), eff. 7-1-96; am. (1m), Register, January, 1997, No. 2-1-97.

HFS 175.05 Plan approval. The owner or operator shall submit plans, specifications and calculations for a new or expanded camp to the department for examination and approval before commencing construction or modifications. No change in plans or specifications which involves any provision of this chapter may be made unless the change is approved and dated by the department.

Note: Owners or operators should also consult the department of commerce and local building and zoning regulations before commencing construction or modification.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.06 Location of the camp. (1) Every camp shall be located on a well-drained site not subject to flooding. The premises shall be properly graded to prevent the accumulation of storm or other waters that may create hazards to the property or the health and safety of the occupants. No camp may be located in an area that is situated so that drainage from any source of filth can be deposited on the site.

(2) Livestock may not be quartered closer than 500 feet from central and unit cooking, dining or sleeping quarters.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.07 Water supply and waste disposal. (1) **PUBLIC UTILITIES.** When a public water supply and public sewerage facilities are available to the camp premises, connection and use are required. These systems shall be in compliance with ch. NR 811.

(2) **PRIVATE WELLS.** (a) *Permitted use.* A private well is permitted as a source of water when a public water facility is not available to the premises. The well shall be located on the premises and shall be constructed and the pump installed in accordance with ch. NR 812, rules of the department of natural resources governing well drilling and pump installation. Whenever safe water cannot be obtained consistently from a well constructed in apparent compliance with ch. NR 812, as evidenced by laboratory reports, the well shall be reconstructed or a new well constructed in accordance with the requirements of the department of natural resources. However, if the reconstruction or new construction is determined to be impractical or is found to be ineffective, the use of the well shall be discontinued and water shall be transported on a temporary basis from a source and in a manner approved by the department.

(b) *Sampling frequency.* The water supply shall be sampled at least annually for microbiological and chemical contamination in accordance with ch. NR 809.

(3) **PLUMBING.** All plumbing and fixtures shall meet the requirements contained in chs. Comm 82 and 84 and shall be maintained in good repair and in a sanitary condition.

(4) **PRIVATE SEWAGE DISPOSAL.** (a) Private sewage disposal systems as defined in s. 145.01 (12), Stats., are permitted when a public sewer facility is not available to the premises. The system shall be located on the premises and be designed, constructed and operated in accordance with s. 145.245, Stats., and chs. Comm 82 and 83.

(b) Failed on-site private waste disposal systems shall be replaced or rehabilitated. A failed system has the meaning prescribed for "failing private sewage system" in s. 145.245 (4), Stats.

(c) Plans and installation details covering the design, construction, alteration or extension of private sewage disposal systems shall be approved by the department of industry, labor and human relations or its designated agent.

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

(e) Privies shall be constructed in accordance with s. ILHR 52.63 and shall be approved by the department and be maintained in good repair.

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

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

(6) **EMPLOYEES' HANDWASHING FACILITIES.** Handwashing facilities for persons who prepare, transport or serve food shall be separate from utensil washing facilities and shall be located in or immediately adjacent to the food preparation area whenever possible.

(7) **TOILET REQUIREMENTS.** (a) A minimum of one privy unit or toilet and one handwashing facility shall be provided for every 10 campers and staff or fraction thereof. Urinals of an approved type may be substituted for up to 2/3 of the required number of toilets for males.

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

(c) Privies and toilet rooms shall be well-ventilated, well-lit, shall be fly-tight, and shall comply with the requirements of s. ILHR 52.63.

(d) Privies and toilets shall provide for privacy and shall be located near housing units.

(e) A minimum of one shower or bathtub shall be provided for every 20 campers and staff or fraction thereof.

(f) At new camps, a minimum of 10% of the required toilet and shower facilities shall be accessible and useable by persons with functional limitations. See s. ILHR 52.04 (4) (c) and (8).

(8) **GARBAGE AND REFUSE.** (a) *Containers.* 1. Garbage and refuse shall be kept in durable, easily cleanable, insect-proof and rodent-proof containers that do not leak and do not absorb liquids. Plastic bags may be used to line these containers and may be used for inside storage.

2. Containers used in food preparation and utensil washing areas shall be kept covered when not in use and emptied when they are filled.

3. Containers stored outside the establishment as well as dumpsters, compactors and compactor systems shall be easily cleanable, provided with tight-fitting lids, doors or covers and kept covered when not in use. In containers designed with drains, drain plugs shall be in place at all times, except during cleaning.

4. There shall be a sufficient number of containers to hold all the garbage and refuse that accumulates.

5. Soiled containers shall be cleaned at a frequency to prevent insect and rodent attraction. Each container shall be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils or food preparation areas.

(b) *Storage.* 1. Garbage and refuse on the premises shall be stored in a manner to make them inaccessible to insects and rodents. Outside storage of unprotected plastic bags or wet-strength paper bags or baled units containing garbage or refuse is prohibited. Cardboard or other packaging material not containing garbage or food wastes need not be stored in covered containers.

2. Garbage or refuse storage rooms, if used, shall be constructed of easily cleanable, nonabsorbent materials, shall be kept clean, shall be insect-proof and rodent-proof and shall be large enough to store the garbage and refuse containers that accumulate.

3. Outside storage areas or enclosures shall be large enough to store the garbage and refuse containers that accumulate and shall be kept clean.

4. Fly-tight containers with covers shall be provided for recyclable products such as cans, bottles and other rubbish.

(c) *Disposal.* 1. Garbage and refuse shall be disposed of often enough to prevent the development of odor and the attraction of insects and rodents.

2. Where garbage or refuse is burned on the premises, burning shall be done by controlled incineration, in accordance with state and local law, to prevent the escape of particulate matter. Areas around incineration facilities shall be clean and orderly.

3. Solid waste disposal sites on the premises shall be in compliance with chs. NR 500 to 555 and shall be licensed by the department of natural resources.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, January, 1995, No. 469

HFS 175.08 Food. (1) SUPPLIES. (a) All food shall be from sources approved or considered satisfactory by the department and shall be clean, wholesome, free from spoilage, free from adulteration and misbranding and safe for human consumption.

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

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

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

(e) Only milk and milk products which are certified by the department and meet the milk standards of the Wisconsin department of agriculture, trade and consumer protection may be served or used.

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

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

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

(b) All food shall be stored at temperatures which will protect against spoilage. All potentially hazardous food liable to rapid food spoilage shall be continuously maintained at safe temperatures either below 40°F. (4°C.) or above 150°F. (66°C), as appropriate, except during necessary periods of preparation and service. These foods include all custard-filled and cream-filled pastries; milk and milk products; meat; fish and shellfish; gravy; poultry stuffing; and sauces, dressings and salads which contain meat, fish, eggs, milk or milk products.

(c) Each cold storage facility used for the storage of perishable food in a nonfrozen state shall be maintained at a temperature of 40°F. (4°C.) or lower and shall be provided with an indicating thermometer accurate to ±2°F. (1°C.). The thermometer shall be located in the warmest part of the facility in which food is stored, and shall be of a type and so situated that the thermometer can be easily read.

(d) Stuffings, poultry, stuffed meats and pork products shall be thoroughly cooked before being served. Individual portions of food once served shall not be served again, except that prepack-

aged foods which have not been unwrapped and which are wholesome may be re-served.

(e) Poisonous and toxic materials necessary to maintain sanitary conditions in food preparation, service and storage areas shall be labeled and stored in cabinets used for no other purpose. The cabinets shall not be located in food preparation areas. Poisonous and toxic materials shall be stored and used only in a manner and under conditions that will not contaminate food or constitute a hazard, and shall be kept out of the reach of children.

(f) All milk, cream and other milk products shall be kept in the original containers in which delivered and under refrigeration until served or used. Dipping of milk is not permitted. No surfaces of bulk milk dispensers with which milk comes in contact, other than the delivery orifice, may be accessible to manual contact, droplets, dust or flies. The product container shall be cleaned, sanitized, filled and sealed only at a milk plant which is certified by the department and meets the requirements of ch. ATCP 60. Cream pitchers, if used, shall be provided with covers.

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

(h) Foods shall be stored in a manner that prevents contamination by sewage, waste water backflow, condensation, leakage or vermin. Food shall be stored at least 6 inches (152 mm) above the floor to permit floor cleaning and to protect food from splash or other contamination. Food in walk-in refrigeration units shall be stored at least 6 inches (152 mm) above the floor.

(i) All foods when displayed for service shall be protected from flies, insects, rodents, dust, sneeze or cough spray and from handling. Where unwrapped food is placed on display for self-service, it shall be protected against contamination by effective and easily cleanable counter-protector devices, sneeze guards, cabinets, display cases, containers or other similar types of protective equipment. All potentially hazardous food while on display must be kept at 40°F. (4°C.) or lower or 150°F. (66°C.) or higher, in containers conducive to maintaining those temperatures. Self-service openings in counter guards shall be designed and arranged to protect food from manual contact. All dispensing utensils shall be of sufficient length to prevent them from falling completely into the container of food.

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

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

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

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; correction in (2) (f) made under s. 13.93 (2m) (b) 7., Stats., Register, January, 1995, No. 469.

HFS 175.09 Equipment and utensils. (1) EQUIPMENT AND UTENSIL APPROVAL. (a) Any food service equipment or utensils that meet the criteria of the national sanitation foundation or are approved by the U.S. public health service may be used at a camp if approved by the department.

Note: Criteria of the National Sanitation Foundation (NSF) are found in the NSF's *Listing of Food Service Equipment*. This publication may be consulted in the offices of the department's Bureau of Public Health or in the offices of the Secretary of State or the Revisor of Statutes. A copy may be obtained from National Sanitation Foundation, P.O. Box 1468, Ann Arbor, Michigan 48106.

(b) All equipment and utensils shall be designed, made of a kind of material and crafted to be smooth, easily cleanable and durable, and the food-contact surfaces of equipment and utensils shall be nontoxic, corrosive-resistant, relatively nonabsorbent and easily accessible for cleaning.

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

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

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

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

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

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

(d) Surfaces of equipment that are not in contact with food shall be cleaned at whatever intervals are necessary to keep them in a clean and sanitary condition.

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

(4) **EQUIPMENT AND UTENSIL STORAGE.** (a) After cleaning, all food-contact surfaces of equipment and all utensils shall be handled and stored in a manner that protects them from contamination.

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

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

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

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

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

(c) Single-service utensils and food containers may not be reused.

(d) Single-service utensils and food containers shall be made from nontoxic materials.

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

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.10 Washing, rinsing and sanitizing utensils. (1) **PREWASH.** All eating and drinking utensils shall be washed and sanitized immediately after use. Prewashing shall be an integral part of manual and mechanical utensil washing operations.

(2) **MANUAL CLEANING.** (a) A camp may continue to use a 2-compartment sink for manual dishwashing if the 2-compartment sink is in use on the date on which this chapter is adopted.

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

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

(d) The utensils shall be washed in water having a minimum temperature of 110°F. (43°C.), containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing it frequently. Following washing, all utensils shall be rinsed in clean water to remove soap or detergent.

(e) Following manual dishwashing and rinsing, all utensils shall be sanitized by either of the following 2 methods:

1. Submerge for 30 seconds in clean water continuously maintained at a temperature of 170°F. (77°C.) or more. A thermometer with an accuracy of $\pm 2^\circ\text{F}$. (1°C .) shall be installed in the final rinse compartment; or

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

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

(g) Soaps, water softeners, washing compounds and detergents shall not be added to sanitizing solutions. Wetting agents may be added if compatible with the sanitizer and approved by the department.

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

(i) When chemicals are used for sanitization, a test kit or other device that accurately measures the parts per million concentration of the solution shall be available and used.

(3) **MECHANICAL CLEANING.** (a) Utensils shall be stacked in racks or trays in a way that assures complete washing contact of all surfaces of each article.

(b) The wash water temperature shall be held at not less than 130°F. (54°C.) The utensils shall be in the washing section for at least 20 seconds.

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

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

1. For sanitizing in a spray-type machine, dishes shall be subjected to a rinse period of at least 10 seconds at a temperature in the supply line at the machine of at least 180°F. (82°C.); or

2. For sanitizing in an immersion tank-type machine, dishes shall be submerged for at least 30 seconds with the water continuously maintained at a minimum temperature of 170°F. (77°C.). There shall be a constant change of water through the inlet and overflow.

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

(f) Temperature gauges shall be located in the wash compartment of all mechanical dishwashers and in the rinse water line of a spray-type mechanical dishwasher or in the rinse tank of an immersion-type dishwasher. The temperature gauges shall be readily visible, fast-acting and accurate to $\pm 2^\circ\text{F}$. (1°C .)

(g) Single-tank, stationary-rack, and door-type machines and spray-type glass washers using chemicals for sanitization may be used, provided that:

1. The temperature of the wash water is not less than 130°F. (54°C.);

2. The wash water is kept clean;

3. Chemicals added for sanitization purposes are automatically dispensed. Liquid sanitizer dispensers shall be installed with an audible or visible warning device to indicate when additional sanitizer must be added to the dispenser;

4. Utensils and equipment are exposed to the final chemical sanitizing rinse in accordance with the manufacturer's specifications for time and concentration;

5. The chemical sanitizing rinse water temperature is not less than the temperature specified by the machine's manufacturer;

6. Chemical sanitizers used meet the requirements of the department's sanitizer approval program; and

7. A test kit or other device that accurately measures the parts per million concentration of the solution is available and used.

(4) **DRYING OF UTENSILS.** All utensils shall be air-dried in racks, baskets, or on drain boards, except that large cooking vessels may be dried in another manner provided that contamination does not result.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.11 Buildings and grounds. (1) STATE BUILDING CODE. All recreational and educational camps shall comply with chs. ILHR 50 to 64.

(2) **ADDITIONAL REQUIREMENTS.** (a) The camp operator shall maintain the camp in a clean, orderly and sanitary condition at all times.

(b) The floor surfaces in kitchens, walk-in refrigerators and in all other rooms and areas in which food is stored or prepared and in which utensils are washed shall be constructed of smooth, non-absorbent materials and shall be easily cleanable. Carpeting is prohibited in these rooms or areas and in toilet rooms.

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

Note: For all new camps and camps that are extensively remodeled, it is recommended that floor material used below dishwashing machines be impervious to water and that the floor be sloped to a drain.

(d) All walls and ceilings of rooms or areas in which food is prepared or stored or utensils are washed shall be smooth, light-colored and easily washable. An impervious baseboard made of material approved by the department shall exist at the juncture of the floor and walls in all new camps and all new buildings at existing camps. Materials which are absorbent or have perforated or sculptured surfaces or do not have sealed butt joints are not acceptable for wall and ceiling surfaces in kitchens, food storerooms or cooking areas.

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

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

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

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

(b) The premises shall be maintained in a clean, neat condition free from refuse, insects and rodents. Parking areas shall be treated with a material approved by the department to minimize dust and dirt. The exterior of all buildings shall be well-maintained and kept in good repair.

(4) **INSECT AND RODENT CONTROL.** Effective measures to minimize the presence of rodents and insects capable of transmitting diseases shall be utilized.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.12 Safety. (1) CAMPER SUPERVISION. One staff member, 18 years of age or older, excluding kitchen and maintenance staff, shall be provided for every 10 campers under age 18, except that for campers 6 years of age and under the ratio shall be one to 4.

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

(3) **FIREARMS.** Firearms and ammunition are not permitted in camp unless used under supervision and in organized activities at suitable sites. All firearms and ammunition not being used shall be stored under lock.

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

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

(5) **WATERFRONT.** (a) Swimming facilities shall conform to the applicable sanitary requirements of chs. HFS 172 and ILHR 90.

(b) The area used for swimming shall be clearly marked and separated into sections for nonswimmers, beginners, intermediates and proficient swimmers. No person may go into an area beyond his or her classification except when being tested under supervision for the next higher level.

Note: See American Red Cross, Young Men's Christian Association (YMCA) or Boy Scout Standards for swimmer classification and instruction. These may be obtained from the local offices of these organizations.

(c) All swimming and watercraft activities shall be under the direction of a waterfront director who is at least 18 years of age and holds a current American Red Cross Lifeguard Training certificate, a Young Men's Christian Association (YMCA) Lifesaving/Lifeguarding certificate or a Boy Scouts of America - Aquatic Instructor certificate. Because the American Red Cross Lifeguard Training certification may not be readily available, the Red Cross Advanced Lifesaving certificate is acceptable in lieu of it through December 31, 1989.

(d) Either the waterfront director or a staff person who is certified as stated in par. (c) shall be on duty at the waterfront for every 50 persons or fraction thereof in the water. There shall be an overall ratio of one staff person at the waterfront for every 10 persons in the water.

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

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

(g) Swimming after dark may be allowed only if adequate artificial lighting is provided in the swimming area.

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

(i) Lifesaving equipment shall include, at a minimum, an emergency bell or whistle, a lifeboat, a spineboard, ring buoys, assist poles and ropes.

(j) A 24-unit first-aid kit shall be kept at the waterfront and shall be equipped and ready for immediate use. The first aid kit shall contain:

1. One package of band-aids;

2. Three gauze bandages, 1";
3. Two gauze bandages, 2";
4. One gauze bandage, 3";
5. One triangular muslin bandage 40" square, cut diagonally;
6. One package gauze pads, 3" x 3";
7. One-half pound of absorbent cotton;
8. One box of applicators;
9. Five dozen tongue depressors;
10. One ounce of aromatic spirits of ammonia;
11. Four ounces of isopropyl alcohol;
12. A tweezers;
13. Paper drinking cups;
14. Two clinical thermometers;
15. One bar of soap; and
16. A flashlight.

(k) Swimming and boating regulations and restrictions shall be conspicuously posted at the waterfront.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; am. (1) and (5) (d), Register, October, 1987, No. 382, eff. 11-1-87; correction in (5) (a) made under s. 13.93 (2m) (b) 7., Stats., Register, 1995, No. 469.

HFS 175.13 Health. (1) **HEALTH EXAMINATIONS.** (a) Each camper under 18 years of age and all staff members, including the operating and kitchen staff, shall, upon arrival at the camp, present a written report of a physical examination performed within the preceding 36 months by a qualified physician, a registered nurse or other person recognized by law to undertake that responsibility.

(b) Each camper under 18 years of age and all staff members shall, upon arrival at the camp, present an up-to-date health history prepared and signed, in the case of a camper under 18 years of age, by a parent, guardian, or other adult responsible for the individual. This history shall include at least the following:

1. A record of medical treatment, immunizations and allergies; and
2. A description of any physical condition requiring special considerations.

(c) Any person suspected of having a communicable disease or contagious condition at any time shall be suitably isolated. All reportable communicable diseases shall be reported to the local health officer or the department as required under ch. HSS 145.

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

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

Note: Suggested first-aid supplies for a basic unit of 20 campers are those identified in s. HFS 175.12 (5) (j).

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

(4) **HEALTH AND TREATMENT RECORDS.** (a) There shall be a camp health supervisor for every camp. The camp health supervisor shall keep available the health certificate and health history required under sub. (1) for each camper and staff member together with a camp health record that lists date, name of person, ailment and treatment administered.

(b) Records shall be retained for a period of at least 2 years, and longer if required by an insurance carrier.

(5) **MEDICATIONS.** All medications brought to camp by a camper or staff member under 18 years of age shall be in containers which identify the medications and the camper or staff member, shall be kept in a locked unit and shall be administered by the camp health supervisor as prescribed by a licensed physician with a record of treatment maintained. Each camper or staff member 18 years of age or older shall be responsible for the security of his or her personal medication.

(6) **HEALTH SERVICES.** (a) Before the opening of camp, the operator shall make written arrangements for medical care by a

staff or consulting physician and for emergency admission to a designated hospital.

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

(b) The on-site health services staff shall include a physician licensed in Wisconsin or a registered nurse licensed in Wisconsin or a practical nurse licensed in Wisconsin or another person holding a current Red Cross or equivalent advanced first-aid certificate. Where there is not a physician on the staff, health services staff shall work under the direction of a consulting physician.

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

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; am. (5), Register, October, 1987, No. 382, eff. 11-1-87.

HFS 175.14 Register. A camp record shall be maintained in the form of a register containing the names, addresses and phone numbers of all camp occupants and persons to notify in case of an emergency.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.15 Sleeping quarters. (1) **Sleeping quarters** shall provide at least 3 feet between sides of beds. Head-to-toe sleeping arrangements shall be used. Each camper shall be provided with an individual bed and shall sleep alone. No more than 2 beds may be stacked vertically, and adequate vertical separation shall be maintained between stacked beds.

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

(3) Pillowslips, sheets, towels and washcloths, when provided by the operator, shall be washed as frequently as they are assigned to a different camper or staff member, but at least once a week. Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation. Mattresses shall be covered with a non-absorbent pad or other approved protection and shall be maintained clean and in good repair. The cover or pad and mattress shall be cleaned for each incoming camper and staff member and more often if necessary.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.16 Primitive camping. (1) **GENERAL.** Primitive-type facilities in association with a camp shall be operated and maintained in a safe, clean and sanitary manner conducive to public health.

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

(3) **TOILETS.** Primitive camps not provided with privies or other toilet units meeting the requirements of s. HFS 175.07 (4) shall have separate designated areas for each sex for toilet use. At minimum, toilet usage in these camp sites shall comprise a slit-trench with earth backfill. Such toilet areas shall be located at least 50 feet from a stream, lake, or well and at least 75 feet from a camp, tent or other sleeping or housing arrangement.

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

Note: It is preferable to bring or send garbage and refuse back to the point of departure for proper disposal.

(5) **FOOD.** Only foods capable of being maintained in a wholesome condition with the equipment available may be used at prim-

itive camps. To the extent feasible, the requirements of s. HFS 175.08 shall be met.

(6) **UTENSILS AND EQUIPMENT.** Utensils and equipment shall be washed, rinsed and sanitized after each use.

(7) **SAFETY.** Adequate instructions and supervision shall be provided to campers using the primitive facilities.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HFS 175.17 Enforcement. (1) **ACCESS.** An authorized employe or agent of the department, upon presenting proper identification, shall be permitted to enter any camp at any reasonable time for the purpose of inspecting the camp to determine compliance with this chapter. The department's authorized employe or agent shall be permitted to examine the records of the camp, including camp registration records.

(2) **ENFORCEMENT POLICY.** (a) **Notification.** If upon inspection of a camp the authorized employe or agent of the department finds that the camp is not planned, operated or equipped as required by this chapter, the employe or agent shall, except as provided under par. (b), notify the operator in writing and shall specify the changes required to make the camp conform to the standards established in this chapter and the time period within which compliance shall take place. If the order to correct violations is not carried out by the expiration of the time period stipulated in the order, or any extension of time granted for compliance, the department may issue an order suspending or revoking the permit to operate the camp. The suspension or revocation order shall take effect 15 days after the date of issuance unless a request for a hearing has been received under sub. (3).

(b) **Order to deal with an immediate danger to health.** Where there is reasonable cause to believe that any construction, sanitary condition, operation or method of operation of the premises of a camp or of equipment used on the premises creates an immediate danger to health, an authorized employe or agent of the department may, pursuant to s. 254.85, Stats., acting as the designee of the administrator of the department's division of health, and without advanced written notice, issue a temporary order to remove the immediate danger to health. That order shall take effect on delivery to the operator or other person in charge of the camp. The

order shall be limited to prohibiting the continued operation or method of operation of specific equipment, requiring the premises to cease other operations or methods of operations, or a combination of these, except that if a more limited order will not remove the immediate danger to health the order may direct that all operations authorized by the permit shall cease. If before scheduled expiration of the temporary order, the department determines that an immediate danger to health does in fact exist, the temporary order shall remain in effect. The department shall then schedule and hold the hearing required under s. 254.85 (3), Stats., unless the immediate danger to health is removed or the order is not contested and the operator and the department mutually agree that no purpose would be served by a hearing.

Note: Under s. 254.85, Stats., the temporary order is effective for 14 days and may be extended for another 14 days to permit the department to complete its examination. The order expires at the end of the 14-day or 28-day period unless it is terminated by the department by notice to the operator within that period, or is kept in effect beyond that period, pending a hearing, by department notification to the operator. The hearing is to be held by the department no later than 15 days after the notice is served on the operator unless the department and the operator agree on a later date, and the department must issue a final decision on the matter within 10 days after the hearing.

(3) **APPEAL BY THE OPERATOR.** Any operator aggrieved by an order of the department under this chapter, except for an order issued pursuant to s. 254.85, Stats., and sub. (2) (b), may request a hearing under this subsection to challenge the order. A request for a hearing under this subsection shall be submitted to the department of administration's division of hearings and appeals and shall be received by that office within 15 days after issuance of the order. Procedures for the hearing shall be in accordance with ch. 227, Stats. After the hearing, the department shall affirm, set aside or modify the order. The final decision of the department may be appealed to the circuit court as provided in ch. 227, Stats.

Note: The mailing address of the division of hearings and appeals is P.O. Box 7875, Madison, Wisconsin 53707.

(4) **LOCAL ENFORCEMENT.** Notwithstanding subs. (2) and (3), if an agent issues permits directly under this chapter, the agent shall create enforcement and appeal procedures in accordance with ss. 254.69 (2) (g) and 66.124, Stats., which shall supersede subs. (2) and (3).

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, January, 1995, No. 469.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity and transparency of the financial system.

2. It is noted that the current system has several limitations, particularly in terms of data storage and retrieval. These limitations have led to inefficiencies and potential errors in reporting.

3. A comprehensive review of the existing system was conducted to identify these issues. The findings indicate that a more robust and scalable solution is needed to address the growing volume of data and the complexity of the transactions.

4. The proposed solution involves the implementation of a new software platform that offers enhanced security, improved data management capabilities, and faster processing times.

5. The benefits of this new system include increased accuracy, reduced risk of data loss, and the ability to generate more detailed and timely reports.

6. It is expected that the new system will significantly improve the overall efficiency of the financial operations and provide a better user experience for all stakeholders.

7. The next steps involve conducting a pilot program to test the new system in a controlled environment before a full-scale rollout.

8. The management team is committed to ensuring a smooth transition and providing the necessary support and training for all users.

9. The project is currently on track, and the implementation is scheduled to begin in the next quarter.

10. The document concludes by emphasizing the importance of continuous monitoring and evaluation to ensure the system meets the organization's needs over time.

11. The second part of the document details the financial performance of the organization over the past year. The overall revenue has increased by 15% compared to the previous year, which is a positive indicator of growth.

12. However, there has been a corresponding increase in operating expenses, primarily due to higher costs for raw materials and increased marketing efforts.

13. Despite these challenges, the net profit margin remains stable, indicating that the organization is effectively managing its costs and maintaining a strong financial position.

14. The following table provides a breakdown of the key financial metrics:

Metric	Current Year	Previous Year
Total Revenue	\$1,200,000	\$1,050,000
Operating Expenses	\$850,000	\$750,000
Net Profit	\$350,000	\$300,000
Profit Margin (%)	29.2%	28.6%

15. The increase in revenue is primarily driven by the launch of new product lines and the expansion of the sales team.

16. The management team will continue to focus on optimizing the cost structure and exploring new market opportunities to further drive growth.

17. The financial outlook for the next year is positive, with expectations for continued revenue growth and improved operational efficiency.

18. The document concludes with a statement of confidence in the organization's ability to meet its financial goals and maintain its competitive edge in the market.