

**LAWS &
REGULATIONS
FOR MARYLAND
YOUTH CAMPS**

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MARYLAND

YOUTH CAMP

ACT

ANNOTATED CODE OF MARYLAND
HEALTH - GENERAL
TITLE 14. GENERAL DAY CARE
SUBTITLE 4. MARYLAND YOUTH CAMP ACT

Md. HEALTH-GENERAL Code Ann. § 14-401 - § 14-411 (2017)

§ 14-401. Definitions

- (a) In general. -- In this subtitle the following words have the meanings indicated.
- (b) Alternative accreditation. -- "Alternative accreditation" means a national camping standard that is acceptable to the Secretary as providing adequate health and safety protection for the campers, such as the American Camping Association standards for camp programs and services and the Boy Scouts of America standards, which includes an annual monitoring process to verify compliance with the standard.
- (c) Camper. -- "Camper" means any child under 18 years of age who is attending a youth camp.
- (d) Certificate. -- "Certificate" means a single certificate issued by the Department to a youth camp under this subtitle.
- (e) Council. -- "Council" means the Youth Camp Safety Advisory Council.
- (f) Day. -- "Day" means all or part of a 24-hour period.
- (g) Day camp. -- "Day camp" means a youth camp that:
- (1) Is operated for all or part of the day but less than 24 hours a day;
 - (2) Is conducted for at least 7 days during a 3-week period; and
 - (3) Provides 3 or more recreational activities or any 1 specialized activity including:
 - (i) Aquatic programs;
 - (ii) Horseback riding;
 - (iii) Firearms control;
 - (iv) Riflery;
 - (v) Archery;

- (vi) Adventure camps;
- (vii) Artistic gymnastics;
- (viii) Hang gliding;
- (ix) Road cycling;
- (x) Skiing;
- (xi) Rock climbing;
- (xii) Spelunking;
- (xiii) Motorized vehicle activities;
- (xiv) Rappelling; or
- (xv) High ropes.

(h) Occasional use. -- "Occasional use" means periodic involvement in a program where there is no expectation of regular attendance.

(i) Operate. -- "Operate" means to supervise, control, conduct, or manage a youth camp as:

- (1) An owner;
- (2) An agent of the owner;
- (3) A lessee of the owner;
- (4) A director; or
- (5) An independent contractor.

(j) Residential camp. -- "Residential camp" means a youth camp operating at a facility or campsite at which a camper either lives apart or intends to live apart from the camper's relatives, parents, or legal guardians for at least 5 consecutive days.

(k) Routine activity. -- "Routine activity" means any type of activity other than a specialized activity as set forth in subsection (g)(3) of this section that is conducted for children by a youth camp.

(l) Travel camp. -- "Travel camp" means a residential camp that:

(1) Operates for at least 5 consecutive days; and

(2) Provides for campers to use motorized transportation to move as a group to or among sites for experiences in different environments.

(m) Trip camp. -- "Trip camp" means a residential camp:

(1) That operates for at least 5 consecutive days; and

(2) In which a group of individuals move from 1 site to another under their own power or by transportation which permits individual guidance of a vehicle or animal.

(n) Unit. -- "Unit" means a board, department, agency, or other component of a county or a municipal corporation.

(o) Youth camp. -- "Youth camp" or "camp" means any day camp, residential camp, travel camp, or trip camp that:

(1) Accommodates 7 or more campers who are unrelated to the person operating the camp;

(2) Provides primarily recreational activities or has a substantial outdoor recreational component;

(3) Has permanent buildings, temporary buildings, or no buildings; and

(4) Operates on:

(i) Owned private property;

(ii) Owned private facilities;

(iii) Leased private property;

(iv) Leased private facilities;

(v) Public property; or

(vi) Public facilities.

(p) Youth overnight program. -- "Youth overnight program" means an activity sponsored by a religious or a community organization at a facility or site at which an individual less than 18 years old either lives apart or intends to live apart from the individual's relatives, parent, or legal guardians for fewer than 5 consecutive days.

HISTORY: 1986, ch. 116; 1991, ch. 299; 1993, ch. 287; 2002, ch. 328; 2004, ch. 25, § 6; 2010, ch. 72.

§ 14-402. Applicability of subtitle; health and safety standards

(a) Applicability of subtitle. -- This subtitle and the regulations issued under this subtitle do not apply to:

(1) Purely social activities of a family or the guests of a family;

(2) Subject to subsection (b) of this section, programs or activities directed or operated by a board of recreation, recreation department, or similar public unit of a county, a municipality, as defined by § 1-101 of the Local Government Article, or the Maryland-National Capital Park and Planning Commission, that involve use of neighborhood facilities, including:

(i) Schools;

(ii) Playgrounds;

(iii) Parks; or

(iv) Recreation centers;

(3) Subject to subsection (c) of this section, programs or activities directed or operated by an agency of the State that involve occasional use of public facilities including:

(i) Schools;

(ii) Playgrounds;

(iii) Parks; or

(iv) Recreation centers; or

(4) Youth overnight programs sponsored by religious or community organizations operating or conducted for not more than 5 consecutive days during any 1 calendar year, such as a vacation bible school, youth bike trip, and similar activities.

(b) Youth camp health and safety standards. --

(1) Subject to the provisions of paragraph (2) of this subsection, each local government shall adopt health and safety standards pertaining to the operation of youth camps.

(2) Each unit of local government, or the Maryland-National Capital Park and Planning

Commission, that directs or operates a program or activity under subsection (a)(2) of this section shall certify in writing on or before April 1 of each year to the Department of Health and Mental Hygiene that all of those programs and activities operated by the unit comply with the applicable health and safety standards of the local jurisdiction in which the program or activity is located and any State law the enforcement of which has been delegated to local government. However, a unit may annually elect to comply with this subtitle and the regulations adopted under it.

(c) Annual written certification. -- Each agency of the State that directs or operates a program or activity that is not exempt under subsection (a)(3) of this section shall annually certify in writing to the Department of Health and Mental Hygiene that each program or activity operated by the agency complies with this subtitle and the regulations adopted under it.

(d) Random inspections; complaints; violations. -- The Department shall:

(1) Conduct inspections of:

(i) A random 5 percent sample of programs or activities described under subsection (b) or (c) of this section to ensure that each program or activity is in compliance with all applicable health and safety laws and standards; and

(ii) Any program or activity about which a complaint has been filed; and

(2) Advise the unit or agency of any significant violation of State regulations that would adversely impact the health or safety of children participating in a program or activity.

HISTORY: 1986, ch. 116; 1991, ch. 299; 1993, ch. 287; 2002, ch. 328; 2013, ch. 136.

§ 14-403. Rules and regulations

(a) Adoption; certificate; fee. --

(1) In addition to the powers set forth elsewhere in this article and subject to the provisions of Title 10 of the State Government Article, on or before October 1, 1987, the Secretary shall adopt regulations for certifying youth camps and for issuing letters of compliance.

(2) (i) An applicant for a certificate shall submit an application to the Department on the form that the Secretary requires.

(ii) An application for a certificate or for a letter of compliance shall include:

1. The name and permanent mailing address of the applicant;
2. The proposed location of the youth camp; and

3. Any other information and fee that the Department requires.

(iii) For a unit or agency subject to the provisions of this subtitle, the Secretary shall require the unit or agency to complete only one application for certification for all youth camps directed or operated by that unit or agency.

(3) (i) The Department shall be solely responsible for implementing and enforcing the provisions of this subtitle.

(ii) Except as provided in subparagraph (iii) of this paragraph, the Secretary may impose a fee for the purpose of inspecting, monitoring, and regulating youth camps in accordance with § 2-104 of this article.

(iii) A camp accredited or certified in accordance with the provisions of subsection (b)(9) of this section may not be charged a fee under the provisions of this article.

(4) (i) The operator of a youth camp directed or operated by a bona fide religious organization shall:

1. Submit an application for certification;

2. Submit an application for a letter of compliance and have the youth camp inspected by the Department; or

3. Submit an application for a letter of compliance and proof of an alternative form of accreditation acceptable to the Secretary under subsection (b)(9) of this section.

(ii) When a youth camp is operating under subparagraph (i) of this paragraph, and an inspection reveals health or safety violations of the regulations adopted under this subtitle, the Secretary may issue an order to abate the violation or to cease operation.

(b) What regulations shall include. -- With due consideration for conditions existing in nature and for the importance of outdoor adventure experiences, the regulations shall include:

(1) Safety procedures for:

(i) Aquatic programs;

(ii) Horseback riding;

(iii) Firearms control;

(iv) Riflery;

(v) Archery;

- (vi) Adventure camps;
- (vii) Artistic gymnastics;

(viii) Hang gliding;

(ix) Road cycling;

(x) Skiing;

(xi) Rock climbing;

(xii) Spelunking;

(xiii) Motorized vehicle activities;

(xiv) Rappelling; or

(xv) High ropes;

(2) Except for outdoor cookouts, sanitation regulations pertaining to the facilities and personnel for the storage, preparation, and serving of food products;

(3) Personal health, first aid, and medical services, health supervision, and the maintenance of health records for campers;

(4) Water supplies, sewage disposal systems, and refuse collection and disposal procedures;

(5) Fire and safety standards relating to the buildings and the occupants of buildings;

(6) Systems for the routine reporting of fatalities and serious illnesses or accidents;

(7) Any personnel screening procedures that are required for operators and employees of group day care centers;

(8) Procedures for conducting inspection, monitoring compliance, and verifying information;

(9) Alternate accreditation which has been approved by the Secretary; and

(10) Minimum standards for the supervision of campers during routine activities.

(c) Regulations. -- The Secretary may not adopt regulations that set ratios for camper to medical staff personnel except for:

- (1) Camp health supervisors at a camp where 50% or more of the campers have identified medical problems;
- (2) Personnel required to meet emergency safety standards, for example the number of persons that require certification in cardiopulmonary resuscitation (CPR) and first aid; and
- (3) Camp health supervisors, or their designees, trained to administer medicine to campers.
- (d) Cooperation and enforcement. -- The Secretary shall cooperate with other departments or agencies to facilitate the activities of the departments or agencies in carrying out responsibilities for enforcing the laws and regulations relating to youth camps.

HISTORY: 1986, ch. 116; 1991, ch. 299; 1993, chs. 287, 388; 1994, ch. 3, § 1; 2002, ch. 328; 2004, ch. 430, § 4.

§ 14-404. Youth Camp Safety Advisory Council

- (a) Created. -- There is a Youth Camp Safety Advisory Council in the Department.
- (b) Duties. -- The Council shall advise and assist the Department in developing and reviewing the regulations required under § 14-403 of this subtitle.
- (c) Reports. -- The Council shall report annually to the Secretary on:
 - (1) The number of youth camps;
 - (2) The number of facilities in each county;
 - (3) The number of campers; and
 - (4) Any other pertinent information.

HISTORY: 1986, ch. 116; 1991, ch. 299.

§ 14-405. Composition; terms of members; removal of members

- (a) Composition of Council. --
 - (1) The Council consists of 11 members.
 - (2) Of the 11 Council members:
 - (i) 1 shall be a representative of the Department;

(ii) 1 shall be a camping leader with professional experience, but who is not a youth camp owner or manager;

(iii) 1 shall be actively engaged in the ownership or management of a youth camp operating for profit;

(iv) 1 shall be actively engaged in the ownership or management of a nonprofit youth camp;

(v) 1 shall be actively engaged in the ownership or management of an American Camping Association accredited youth camp;

(vi) 1 shall be actively engaged in the ownership or management of a youth camp that is not accredited by the American Camping Association;

(vii) 1 shall be a member of the public;

(viii) 2 shall be selected from the local health departments from 2 counties; and

(ix) 2 shall be selected from nationwide organizations involved in camping such as scouting and 4-H.

(3) The Governor shall appoint the Council members with the advice of the Secretary and the advice and consent of the Senate.

(b) Terms of members. --

(1) The term of a member is 3 years.

(2) The terms of members are staggered as required by the terms provided for members of the Council on July 1, 1986.

(3) At the end of a term, a member continues to serve until a successor is appointed.

(4) A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed.

(5) Members of the Council:

(i) Are eligible for reappointment; but

(ii) May not serve more than 2 full consecutive terms.

(c) Removal of members by Governor. -- The Governor may remove a member for incompetence or misconduct.

HISTORY: 1986, ch. 116; 1991, ch. 299.

§ 14-406. Transferability of certificates

A certificate issued under this subtitle is not transferable.

HISTORY: 1986, ch. 116; 1991, ch. 299.

§ 14-407. Investigations; training required for camp inspectors

The Department shall:

- (1) Investigate complaints received regarding the youth camp; and
- (2) Require appropriate training, including knowledge of outdoor camping, for a camp inspector.

HISTORY: 1986, ch. 116; 1991, ch. 299.

§ 14-408. Denial, suspension, or revocation of certificates

Subject to the hearing provisions of § 14-409 of this subtitle, the Department may deny a certificate to any applicant, or suspend or revoke a certificate, if the applicant or certificate holder:

- (1) Fraudulently or deceptively obtains or attempts to obtain a certificate for the applicant or certificate holder or for another;
- (2) Fraudulently or deceptively uses a certificate;
- (3) Violates this subtitle; or
- (4) Violates any regulation adopted by the Department under this subtitle.

HISTORY: 1986, ch. 116; 1987, ch. 11, § 1; 1991, ch. 299.

§ 14-409. Hearings

Except as otherwise provided in § 10-226(c) of the State Government Article, before the Department takes any action under § 14-408 of this subtitle, the Department shall give the person

against whom the action is contemplated an opportunity for a hearing before the Department.

HISTORY: 1986, ch. 116; 1991, ch. 299; 1994, ch. 3, § 1.

§ 14-410. Authority of Department as to curriculum or ministry of camps

The Department or an official acting under authority granted under this subtitle may not restrict, determine, or influence the curriculum or ministry of a youth camp in the State.

HISTORY: 1986, ch. 116; 1991, ch. 299.

§ 14-411. Citation

This subtitle may be cited as the "Maryland Youth Camp Act".

HISTORY: 1986, ch. 116; 1991, ch. 299; 1993, ch. 388.

FAMILY

LAW

ARTICLE

Annotated Code of Maryland
FAMILY LAW
TITLE 5. CHILDREN
SUBTITLE 5. CHILD CARE; FOSTER CARE
PART VI. CRIMINAL BACKGROUND INVESTIGATIONS FOR EMPLOYEES OF
FACILITIES AND OTHER INDIVIDUALS THAT CARE FOR OR SUPERVISE
CHILDREN

Md. FAMILY LAW Code Ann. § 5-560 (2017)

§§ 5-560 to 5-569. Criminal Background Investigations for Employees of Facilities and Other Individuals That Care for or Supervise Children.

§5-560. Definitions.

(a) *In general.* – In this Part VI of this subtitle, the following words have the meanings indicated.

(b) *Conviction.* – “Conviction” means a plea or verdict of guilty or a plea of nolo contendere.

(c) *Department.* – “Department” means the Department of Public Safety and Correctional Services.

(d) *Employee.* –

(1) “Employee” means a person that for compensation is employed to work in a facility identified in § 5-561 of this subtitle and who:

(i) cares for or supervises children in the facility; or

(ii) has access to children who are cared for or supervised in the facility.

(2) “Employee” includes a person who:

(i) participates in a pool described in subsection (e)(2) of this section;

(ii) for compensation will be employed on a substitute or temporary basis to work in a facility identified in § 5-561(b)(1) or (2) of this subtitle; and

(iii) will care for or supervise children in the facility or will have access to children who are cared for or supervised in the facility.

(3) “Employee” does not include any person employed to work for compensation by the Department of Juvenile Services.

(e) *Employer.* –

(1) "Employer" means an owner, operator, proprietor, or manager of a facility identified in § 5-561 of this subtitle who has frequent contact with children who are cared for or supervised in the facility.

(2) For purposes of §§ 5-561(g), 5-564(a)(2)(i) and (c)(1)(i) and (2), and 5-567 of this subtitle, "employer" includes a child care resource and referral center, an association of registered family day care providers, and an association of licensed child care centers to the extent that the center or association establishes and maintains a pool of individuals who are qualified to work as substitute or temporary employees in a facility identified in § 5-561(b)(1) or (2) of this subtitle.

(3) "Employer" does not include a State or local agency responsible for the temporary or permanent placement of children in a facility identified in § 5-561 of this subtitle.

(f) *Private entity.* – "Private entity" means a nongovernmental agency, organization, or employer.

(g) *Secretary.* – "Secretary" means the Secretary of Public Safety and Correctional Services.

§ 5-561. Required; facilities requiring criminal history record check.

(a) *History records check application required.* – Notwithstanding any provision of law to the contrary, an employee and employer in a facility identified in subsection (b) of this section and individuals identified in subsection (c) of this section shall apply for a national and State criminal history records check at any designated law enforcement office in this State or other location approved by the Department.

(b) *Facilities requiring criminal history records check.* – The following facilities shall require employees and employers to obtain a criminal history records check under this Part VI of this subtitle:

(1) a child care center required to be licensed under Part VII of this subtitle;

(2) a family day care home required to be registered under Part V of this subtitle;

(3) a child care home required to be licensed under this subtitle or under Title 9 of the Human Services Article;

(4) a child care institution required to be licensed under this subtitle or under Title 9 of the Human Services Article;

(5) a juvenile detention, correction, or treatment facility provided for in Title 9 of the Human Services Article;

(6) a public school as defined in Title 1 of the Education Article;

(7) a private or nonpublic school required to report annually to the State Board of Education under Title 2 of the Education Article;

(8) a foster care family home or group facility as defined under this subtitle;

(9) a recreation center or recreation program operated by the State, a local government or a private entity primarily serving minors;

(10) a day or residential camp, as defined in Title 10, Subtitle 16 of the Code of Maryland Regulations, primarily serving minors; or

(11) a health agency or residential service agency licensed by the Department of Health and Mental Hygiene and authorized under Title 19 of the Health – General Article to provide home- or community-based health services for minors.

(c) *Individuals requiring criminal history records check.* – The following individuals shall obtain a criminal history records check under this Part VI of this subtitle:

(1) an individual who is seeking to adopt a child through a child placement agency;

(2) an individual who is seeking to become a guardian through a local department;

(3) an individual whom the juvenile court appoints as guardian of a child;

(4) an adult relative with whom a child, committed to a local department, is placed by the local department;

(5) any adult known by a local department to be residing in:

(i) a family day care home required to be registered under this title;

(ii) a home of an adult relative of a child with whom the child, committed to a local department, is placed by the local department;

(iii) a foster care home or child care home required to be approved under this title;

(iv) a home of an individual seeking to adopt a child through a child placement agency; or

(v) a home of an individual seeking to become a guardian through a local department; and

(6) if requested by a local department:

(i) a parent or guardian of a child who is committed to the local department and is or has been placed in an out-of-home placement within the past year; and

(ii) any adult known by the local department to be residing in the home of the parent or guardian.

(d) *Volunteers at facilities.* - An employer at a facility under subsection (b) of this section may require a volunteer at the facility to obtain a criminal history records check under this Part VI of this subtitle.

(e) *Volunteers at a local department.* - A local department may require a volunteer of that department who works with children to obtain a criminal history records check under this Part VI of this subtitle.

(f) *Facilities not identified in subsection (b).* - An employer at a facility not identified in subsection (b) of this section who employs individuals to work with children may require employees, including volunteers, to obtain a criminal history records check under this Part VI of this subtitle.

(g) *Employer responsibility.* - An employer, as defined in § 5-560(e)(2) of this subtitle, shall require an employee, as defined in § 5-560(d)(2) of this subtitle, to obtain a criminal history records check under this Part VI of this subtitle.

(h) *Fees - In general.* -

(1) Except as provided in paragraph (2) of this subsection, a person who is required to have a criminal history records check under this Part VI of this subtitle shall pay for:

(i) the mandatory processing fee required by the Federal Bureau of Investigation for a national criminal history records check;

(ii) reasonable administrative costs to the Department, not to exceed 10% of the processing fee; and

(iii) the fee authorized under § 10-221(b)(7) of the Criminal Procedure Article for access to Maryland criminal history records.

(2) A volunteer under subsection (d), (e), or (f) of this section who volunteers for a program that is registered with the Maryland Mentoring Partnership is not required to pay for costs or fees under paragraph (1)(ii) and (iii) of this subsection.

(i) *Payment by employer or other party; payments for adults residing in foster care homes or in home of parent or guardian.* -

(1) An employer or other party may pay for the costs borne by the employee or other individual under subsection (h) of this section.

(2) The local department shall reimburse:

(i) an adult residing in a foster care home for the costs borne by the individual under subsection (h) of this section; and

(ii) an individual described in subsection (c)(4)(ii) of this section for the costs borne by the individual under subsection (h) of this section.

§ 5-562. Printed statement.

(a) *Application.* –

(1) On or before the 1st day of actual employment, an employee shall apply to the Department for a printed statement.

(2) On or before the 1st day of actual operation of a facility identified in § 5-561 of this subtitle, an employer shall apply to the Department for a printed statement.

(3) Within 5 days after a local department places a child who is committed to the local department with an adult relative, an individual identified in § 5-561(c) or (e) of this subtitle shall apply to the Department for a printed statement.

(b) *Information accompanying application.* – As part of the application for a criminal history records check, the employee, employer, and individual identified in § 5-561(c), (d), (e), or (f) of this subtitle shall submit:

(1) except as provided in subsection (c) of this section, a complete set of legible fingerprints at any designated State or local law enforcement office in the State or other location approved by the Department.

(2) the disclosure statement required under § 5-563 of this subtitle; and

(3) payment for the costs of the criminal history records check.

(c) *Waiver of fingerprint requirement.* – The requirement that a complete set of legible fingerprints be submitted as part of the application for a criminal history records check may be waived by the Department if:

(1) the application is submitted by a person who has attempted to have a complete set of fingerprints taken on at least 2 occasions;

(2) the taking of a complete set of legible fingerprints is not possible because of physical or medical condition of the person's fingers or hands;

(3) the person submits documentation satisfactory to the Department of the requirements of this subsection; and

(4) the person submits the other information required for a criminal history records check.

§ 5-563. Prior criminal offenses.

As part of the application process for a criminal history records check, the employee, employer, and individual identified in § 5-561(c), (d), (e), or (f) of this subtitle shall complete and sign a sworn statement or affirmation disclosing the existence of a criminal conviction, probation before judgment disposition, not criminally responsible disposition, or pending criminal charges without a final disposition.

§ 5-564. Duties of Department.

(a) In general. —

(1) (i) The Department shall conduct the criminal history records check and issue the printed statement provided for under this Part VI of this subtitle.

(ii) It shall update an initial criminal history records check for an employee, employer, or individual identified in § 5-561(c), (d), (e), or (f) of this subtitle and issue a revised printed statement in accordance with federal law and regulations on dissemination of FBI identification records.

(2) The Department shall adopt regulations requiring:

(i) employers to verify periodically the continuing employment of an employee and the continuing assignment of a volunteer;

(ii) State or local agencies that license, register, approve, or certify any of the facilities identified in § 5-561(b) of this subtitle to verify periodically the continuing licensure, registration, approval, or certification of a facility or the continuing assignment of individuals identified in § 5-561(e) of this subtitle; and

(iii) child placement agencies that place a child as described in § 5-561(c) of this subtitle to verify periodically the continuing participation or presence of individuals identified in § 5-561(c) of this subtitle.

(3) The employee, employer, volunteer, or other individual identified in § 5-561 of this subtitle is not responsible for payment of any fee to update criminal history records checks.

(b) Distribution of applicant's State criminal record. —

(1) The Department shall provide an initial and revised statement of the applicant's State criminal record to:

(i) the recipients of the printed statement specified in subsection (c) of this section; and

(ii) the State Department of Education if the applicant is an employee of:

1. a child care center that is required to be licensed or to hold a letter of compliance under Part VII of this subtitle; or

2. a family day care home that is required to be registered under Part V of this subtitle.

(2) The Department shall distribute the printed statement in accordance with federal law and regulations on dissemination of FBI identification records.

(c) *Submission of printed statement.* –

(1) Upon completion of the criminal history records check of an employee, the Department shall submit the printed statement to:

(i) the employee's current or prospective employer at the facility or program;

(ii) the employee; and

(iii) for an employee of a child care center that is required to be licensed or to hold a letter of compliance under Part VII of this subtitle or an employee of a family day care home that is required to be registered under Part V of this subtitle, the State Department of Education.

(2) Upon receiving a written request from an employee, the Department shall submit the printed statement to additional employers, if the criminal history records check was completed during the prior 180 days.

(3) Upon completion of the criminal history records check of an employer, the Department shall submit the printed statement to:

(i) the appropriate State or local agency responsible for the licensure, registration, approval, or certification of the employer's facility; and

(ii) the employer.

(4) Upon completion of the criminal history records check of an individual identified in § 5-561(c), (d), (e), or (f) of this subtitle, the Department shall submit the printed statement to the appropriate child placement or registering agency.

(d) *Confidentiality of information.* – Information obtained from the Department under this Part VI of this subtitle shall be confidential and may be disseminated only to the individual who is the subject of the criminal history records check and to the participants in the hiring or approval process.

(e) *Limitations on use of information.* – Information obtained from the Department under this Part VI of this subtitle may not:

(1) be used for any purpose other than that for which it was disseminated; or

(2) be redisseminated.

(f) *Maintenance of information.* – Information obtained from the Department under this Part VI of this subtitle shall be maintained in a manner to insure the security of the information.

§ 5-565. Contesting findings.

An individual may contest the finding of a criminal conviction, a probation before judgment disposition, a not criminally responsible disposition, or pending charge reported in a printed statement in accordance with §§ 10-223 through 10-228 of the Criminal Procedure Article.

§ 5-566. Failure to disclose prior conviction or existence of pending charge.

(a) *Penalty for violation of § 5-563 of subtitle.* – An individual who fails to disclose a conviction, a probation before judgment disposition, a not criminally responsible disposition, or the existence of pending charges for a criminal offense or attempted criminal offense as required under § 5-563 of this subtitle shall be guilty of perjury and upon conviction is subject to the penalty provided by law.

(b) *Penalty for violation of Part VI of subtitle.* – Unless otherwise provided, a person who violates any provision of this Part VI of this subtitle is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000 or imprisonment not exceeding 1 year or both.

§ 5-567. Immunity from civil or criminal liability.

The following governmental units or persons shall have the immunity from civil or criminal liability described under § 5-619 of the Courts Article in connection with a criminal history records check under this Part VI of this subtitle:

- (1) an employer; and
- (2) a State or local agency, including a local department.

§ 5-568. Duties of Secretary.

On or before August 15, 1986, the Secretary shall:

- (1) provide for the adoption of a specified form or forms to be used in applying for the criminal history records check to be issued by the Department, including an appropriate disclosure statement;
- (2) designate the appropriate State or local law enforcement offices in the State, or other approved locations, where fingerprints may be obtained and application for a criminal history records check may be made; and
- (3) adopt rules and regulations necessary and reasonable to administer this Part VI of this subtitle.

§ 5-569. Criminal history records checks in emergency out-of-home placements.

(a) *"Emergency out-of-home placement" defined.* – In this section, "emergency out-of-home placement" means an out-of-home placement in which a local department places a child in the home of a private individual, including a neighbor, friend, or relative, as a result of a sudden unavailability of the child's primary caretaker.

(b) *In general.* –

(1) If a child is placed in an emergency out-of-home placement, a local department may request that designated State or local law enforcement agency in the State or other location approved by the Department perform a federal name-based check on any individual described in § 5-561(c)(4), (5)(ii), and (6)(ii) of this subtitle.

(2) The designated agency described in paragraph (1) of this subsection may provide the results of the name-based check to the local department.

(3) Within 15 calendar days after the local department receives the results of the name-based check, the local department shall submit a complete set of fingerprints to the Department for each individual described in paragraph (1) of this subsection on whom a name-based check was performed.

(4) Within 15 calendar days after the date on which the name-based check was performed, the Department shall perform a criminal history records check, in accordance with § 5-564 of this subtitle.

(c) *Failure to comply with section.* – A child shall be removed immediately from an emergency out-of-home placement if any individual required to submit to a name-based check fails to comply with this section.

(d) *Contesting denial of placement.* – When the placement of a child in a home is denied as a result of a name-based criminal history records check of an individual and the individual contests the denial, the individual shall submit to the local department:

(1) a complete set of fingerprints; and

(2) written permission allowing the local department to forward the fingerprints to the Department for submission to the Federal Bureau of Investigation.

(e) *Fees.* – An individual who is required to submit to a criminal history records check under this section shall pay the fees required under § 5-5561(h) of this subtitle.

COMAR 10.01.17,

FEEES FOR FOOD

PROTECTION, PUBLIC

POOLS, PUBLIC SPAS,

PUBLIC SPRAY GROUDNS,

AND YOUTH CAMP

PROGRAMS

10.01.17.00

Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Subtitle 01 PROCEDURES

Chapter 17 Fees for Food Protection, Public Pools, Public Spas, Public Spray Grounds, and Youth Camp Programs

Authority: Health-General Article, §§2-104, 14-403, 21-301, 21-308, 21-309, 21-309.1, 21-403, 21-412, 21-808, and 21-812, Annotated Code of Maryland

10.01.17.01

.01 Scope.

This chapter applies to entities regulated by the Office of Food Protection and the Office of Healthy Homes and Communities.

10.01.17.02

.02 Fees.

The following fees are established by the Secretary:

A. Annual permit or inspection fee for:

- (1) Bobtailer — \$50;
- (2) Bulk milk hauler/sampler — \$50;
- (3) Certified industry dairy farm inspector — \$10;
- (4) Distribution station — \$25;
- (5) Farmstead cheese processor — \$100;
- (6) Milk processor — \$100;
- (7) Milk tank truck cleaning facility — \$25;
- (8) Milk transportation company — \$5, plus \$5 for each milk tank truck;
- (9) Receiving station — \$25; and

(10) Transfer station — \$25;

B. Annual youth camp application fee based on estimated camper days, that is, the estimated average number of campers enrolled each day multiplied by the estimated number of days a camp intends to operate during a camp season, for:

(1) Except as specified in §B(2) of this regulation:

(a) On or before December 31, 2016, day camp:

(i) 1 to 500 camper days — \$200;

(ii) 501 to 2,000 camper days — \$525;

(iii) 2,001 to 5,000 camper days — \$700; and

(iv) Greater than 5,000 camper days — \$900;

(b) Effective January 1, 2017, day camp:

(i) 1 to 500 camper days — \$190;

(ii) 501 to 2,000 camper days — \$500;

(iii) 2,001 to 5,000 camper days — \$665; and

(iv) Greater than 5,000 camper days — \$855; and

(c) Residential camp:

(i) 1 to 700 camper days — \$500;

(ii) 701 to 5,000 camper days — \$1,000;

(iii) 5,001 to 16,000 camper days — \$1,500; and

(iv) Greater than 16,000 camper days — \$2,000; or

(2) For a youth camp that is in good standing as defined in COMAR 10.16.06.02:

(a) On or before December 31, 2016, day camp:

(i) 1 to 500 camper days — \$50;

(ii) 501 to 2,000 camper days — \$130;

(iii) 2,001 to 5,000 camper days — \$175; and

(iv) Greater than 5,000 camper days — \$225;

(b) Effective January 1, 2017, day camp:

(i) 1 to 500 camper days — \$45;

(ii) 501 to 2,000 camper days — \$125;

(iii) 2,001 to 5,000 camper days — \$165; and

(iv) Greater than 5,000 camper days — \$215; and

(c) Residential camp:

(i) 1 to 700 camper days — \$125;

(ii) 701 to 5,000 camper days — \$250;

(iii) 5,001 to 16,000 camper days — \$375; and

(iv) Greater than 16,000 camper days — \$500.

C. Annual license fee for:

(1) Food processing plants:

(a) Bakery plant — \$150;

(b) Cannery — \$150;

(c) Charity deer processing plant, as defined in COMAR 10.15.04 — no fee;

(d) Civic or nonprofit organizations that process meat for human consumption no more than three times a year for 5 days or less each time — \$150;

(e) Confectionary plant — \$150;

(f) Crab meat plant — \$150;

(g) Ice manufacturing plant — \$150;

(h) Shellfish:

(i) Shucking, packing, or repacking plant — \$150;

- (ii) Shipping or reshipping plant — \$150; or
- (iii) Seasonal shellstock shipping or reshipping plant — \$100;
- (i) Food manufacturing plant — \$150;
- (j) A food warehouse or distribution center that distributes:
 - (i) Potentially hazardous food — \$150; or
 - (ii) Only non-potentially hazardous food — \$150;
- (k) Bottled water plant — \$150;
- (l) Soft drink manufacturing plant — \$150;
- (m) Frozen food manufacturing plant — \$150;
- (n) Seasonal food manufacturing plant — \$35;
- (o) On-farm home processing plant — \$30; and
- (p) Producer mobile farmer's market unit — \$100; and
- (2) Frozen dessert mix or frozen dessert plant with manufacturing capacity of:
 - (a) 0 to 25,000 gallons — \$10;
 - (b) 25,001 to 100,000 gallons — \$50;
 - (c) 100,001 to 250,000 gallons — \$100;
 - (d) 250,001 to 500,000 gallons — \$150; and
 - (e) Over 500,000 gallons — \$200;

D. Except for a local subdivision with delegated authority, plan review fee for food processing plants:

- (1) Bakery plant — \$300;
- (2) Bottled water plant — \$300;
- (3) Cannery — \$300;
- (4) Charity deer processing plant — no fee;

(5) Civic or nonprofit organizations that process meat for human consumption no more than three times a year for 5 days or less each time — \$150;

(1) Bakery plant — \$300;

(2) Bottled water plant — \$300;

(3) Cannery — \$300;

(9) Food manufacturing plant operating in another licensed food establishment — \$200;

(10) Food warehouse or distribution center — \$300;

(11) Frozen food manufacturing plant — \$300;

(12) Ice manufacturing plant — \$300;

(13) On-farm home processing plant — no fee;

(14) Producer mobile farmer's market unit — no fee;

(15) Seasonal food manufacturing plant — no fee; and

(16) Shellfish:

(a) Shucking, packing, or repacking plant — \$300;

(b) Shipping or reshipping plant — no fee; or

(c) Seasonal shellstock shipping or reshipping plant — no fee;

E. Plan review fee for a food service facility that is a retail chain or a franchise operation planning to construct two or more facilities in the State from a single uniform set of plans — \$300;

F. Food process or hazard analysis critical control point plan review:

(1) In a retail facility or a food processing plant — \$200; or

(2) In a bona fide civic or nonprofit organization that processes meat for human consumption no more than three times a year for 5 days or less each time — \$150; and

G. Except for a local subdivision with delegated authority, application review fee for:

(1) Construction of a public pool or spa — \$300;

(2) Alterations at a public pool or spa — \$200; and

(3) Replacements at a public pool or spa — \$50.

10.01.17.9999

Administrative History

Effective date:

Regulations .01 and .02 adopted as an emergency provision effective November 1, 2004 (31:23 Md. R. 1649); adopted permanently effective February 14, 2005 (32:3 Md. R. 290)

Regulation .01 amended effective April 13, 2015 (42:7 Md. R. 567)

Regulation .02 amended effective January 26, 2009 (36:2 Md. R. 100)

Regulation .02 amended as an emergency provision effective January 3, 2014 (41:2 Md. R. 88); amended permanently effective May 12, 2014 (41:9 Md. R. 521)

Regulation .02 amended effective April 13, 2015 (42:7 Md. R. 567); August 29, 2016 (43:17 Md. R. 953)

Regulation .02B amended as an emergency provision effective April 5, 2011 (38:10 Md. R. 612)

Regulation .02B amended effective June 27, 2011 (38:13 Md. R. 755)

Regulation .02C amended as an emergency provision effective June 1, 2006 (33:15 Md. R. 1273); amended permanently effective September 25, 2006 (33:19 Md. R. 1560)

Regulation .02C amended as an emergency provision effective October 1, 2010 (37:23 Md. R. 1607); amended permanently effective January 24, 2011 (38:2 Md. R. 83)

Regulation .02C amended effective September 17, 2012 (39:18 Md. R. 1196); December 21, 2015 (42:25 Md. R. 1542)

Regulation .02E, F adopted effective September 17, 2012 (39:18 Md. R. 1196)

**COMAR 10.16.06,
CERTIFICATION
FOR YOUTH
CAMPS**

Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE**Subtitle 16 HOUSING****Chapter 06 Certification for Youth Camps**

Authority: Family Law Article, §§5-560—5-568, 5-704, and 5-705; Health-General Article, §§2-104, 14-402(d), 14-403, 18-318, and 18-403; Health Occupations Article, §§8-6A-01—8-6A-16 and 14-306; Annotated Code of Maryland

10.16.06.01

.01 Scope.

This chapter does not apply to:

- A. Purely social activities of a family or the guests of a family;
- B. Subject to Regulation .03 of this chapter, programs or activities directed or operated by a board of recreation, recreation department, or similar public unit of a county, a municipal corporation as defined by Article 23A, §9, Annotated Code of Maryland, or the Maryland-National Capital Park and Planning Commission, that involve use of neighborhood facilities, including:
 - (1) Schools;
 - (2) Playgrounds;
 - (3) Parks; or
 - (4) Recreation centers;
- C. Subject to Regulation .04 of this chapter, programs or activities directed or operated by an agency of the State that involve occasional use of public facilities, including:
 - (1) Schools;
 - (2) Playgrounds;
 - (3) Parks; or
 - (4) Recreation centers; or
- D. Youth overnight programs sponsored by religious or community organizations operating or conducted for not more than 5 consecutive days during any 1 calendar year, such as a:

- (1) Vacation bible school;
- (2) Youth bike trip; or
- (3) Activity similar to §D(1) or (2) of this regulation.

10.16.06.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Acceptance letter" means a notice sent to a unit of local government, the Maryland-National Capital Park and Planning Commission, or a State agency, issued by the Department pursuant to this chapter and Health-General Article, §14-403, Annotated Code of Maryland, accepting written certification that the programs or activities operated by:

(a) The unit or the Maryland-National Capital Park and Planning Commission comply with Regulation .03 of this chapter; or

(b) The State agency comply with Regulation .04 of this chapter.

(2) "Adult" means an individual 18 years old or older or an individual 17 years old who has graduated from high school.

(3) Adventure Camp.

(a) "Adventure camp" means an activity or program that exposes a camper to a life-threatening or serious injury because of the inherent danger of the activity.

(b) "Adventure camp" includes, but is not limited to:

(i) Bicycling;

(ii) In-line skating;

(iii) Piloting an airplane;

(iv) A ropes course activity requiring belay or spotting;

(v) Skateboarding;

(vi) Skydiving;

- (vii) Snowboarding; or
- (viii) A similar activity or program.

(c) "Adventure camp" does not include a sport activity or program, such as:

- (i) Baseball;
- (ii) Basketball;
- (iii) Field hockey;
- (iv) Football;
- (v) Lacrosse;
- (vi) Soccer;
- (vii) Softball;
- (viii) Volleyball; or
- (ix) A similar sport activity or program.

(4) "Alternative accreditation" means a national camping standard that:

- (a) Is acceptable to the Secretary as providing adequate health and safety protection for the campers;
- (b) Includes an annual monitoring process to verify compliance with the standard; and
- (c) Complies with Regulation 19 of this chapter.

(5) "Assistant counselor" means an individual who is 16 years old or older or an individual who has successfully completed the tenth grade.

(6) "Camp" means a youth camp.

(7) Camper.

(a) "Camper" means an individual younger than 18 years old who is attending a youth camp.

(b) "Camper" does not include a child younger than 3-1/2 years old.

(8) "Certificate" means a document showing the authority to operate a youth camp, issued by the Department pursuant to this chapter and Health-General Article, §14-403, Annotated Code of Maryland, which displays the name of the person granted the authority.

(9) "Community organization" means a local community association or club that:

(a) Does not operate for profit; and

(b) Sponsors an activity or program for members of the association or club.

(10) "Counselor" means an individual who:

(a) Has a supervisory role with campers; and

(b) Is 18 years old or older or a high school graduate.

(11) "Critical violation" means failure to comply with:

(a) Regulation .07 of this chapter;

(b) Regulation .10 of this chapter;

(c) Regulation .21 of this chapter;

(d) COMAR 10.16.07.03A(1) and (2);

(e) A majority of the required procedures in COMAR 10.16.07.03A(4) and (5);

(f) COMAR 10.16.07.04;

(g) COMAR 10.16.07.08A—C;

(h) A majority of the required procedures in Regulation .34A of this chapter;

(i) A majority of the required procedures in Regulation .35B of this chapter;

(j) Regulation .46A(1) and (2) of this chapter;

(k) Regulation .47C and F(6)—(9) of this chapter;

(l) Regulation .48D(1) of this chapter;

(m) Regulation .49C of this chapter;

(n) Regulation .50B of this chapter;

- (o) Regulation .51B of this chapter;
 - (p) Regulation .52A(1) and B(1) of this chapter;
 - (q) A majority of the required procedures in Regulation .52A(2)—(5) of this chapter;
 - (r) Regulation .53A(1) and (2) of this chapter; or
 - (s) Regulation .54 of this chapter.
- (12) "Day" means all or part of a 24-hour period beginning at 12 a.m.
- (13) "Day camp" means a youth camp that:
- (a) Is operated for all or part of the day but less than 24 hours a day;
 - (b) Is conducted for at least 7 calendar days during a 3-week period; and
 - (c) Provides three or more recreational activities or any one specialized activity or program.
- (14) "Department" means the Department of Health and Mental Hygiene.
- (15) "Director" means an individual or the individual's designee who in either case:
- (a) Is 21 years old or older;
 - (b) Possesses at least 24 weeks of previous experience in a camping or children's program as an administrator or a supervisor; and
 - (c) Holds the primary overall responsibility of the administration of camp program operations and support services.
- (16) "Formal instructor training" means an established program for a specialized activity that:
- (a) Includes an organized curriculum focusing on instruction technique, safety, supervision, and equipment management in the activity offered;
 - (b) Requires demonstration of the individual's instruction techniques; and
 - (c) Evaluates the individual's knowledge and skill in instruction techniques.
- (17) "Good standing" means:
- (a) Compliance with the:

(i) Annual report and self-assessment submission requirements as specified in Regulation .06 of this chapter; and

(ii) Application procedure and fee requirements as specified in Regulation .08 of this chapter; and

(b) A camp that in the previous calendar year paid the application fee as set forth in COMAR 10.01.17.02; and

(c) Had no critical violations of this chapter found by the Department during an inspection:

(i) In the last 2 calendar years; or

(ii) For a camp in good standing, in the last calendar year that an inspection took place.

(18) "High ropes" means an adventure camp course activity where the potential drop to the ground for the camper exceeds 3 feet.

(19) Instructor.

(a) When a national instructor certification organization is available for a specialized activity, "instructor" means an individual who is 18 years old or older or a high school graduate who has documented experience indicating knowledge and skill in teaching specific to the activity conducted, such as:

(i) An instructor's certificate from a national organization; or

(ii) A letter of reference from a national organization, school authority, or certified instructor trainer.

(b) When a national instructor certification organization is not available for a specialized activity, "instructor" means an individual who is 18 years old or older or a high school graduate who has documented experience indicating knowledge and skill in teaching specific to the activity conducted, such as:

(i) A college course in teaching the activity conducted;

(ii) A letter of reference from a school authority, certified instructor trainer, or regional authority;

(iii) A State-certified public or nonpublic school teacher who has 6 weeks of experience supervising or teaching the activity; or

(iv) Proof of satisfactory completion of formal instructor training.

(20) "Letter of compliance" means a notice to an operator of a youth camp directed or operated by a bona fide religious organization, issued by the Department pursuant to this chapter and

Health-General Article, §14-403, Annotated Code of Maryland, granting the operator the authority to operate the youth camp.

(21) Occasional Use.

(a) "Occasional use" means periodic involvement in a program where there is no expectation of regular attendance.

(b) "Occasional use" includes allowing a participant to come to and leave the program at will.

(22) "Operate" means to supervise, control, conduct, or manage a youth camp as:

(a) An owner;

(b) An agent of the owner;

(c) A lessee of the owner;

(d) A director; or

(e) An independent contractor.

(23) "Operator" means a person who owns, supervises, controls, conducts, or manages a youth camp.

(24) "Person" means an individual, receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind and any partnership, firm, association, corporation, or other entity.

(25) "Personnel administrator" means an adult who is 21 years old or older and:

(a) Has completed a:

(i) National and State criminal history records check through the Maryland Department of Public Safety and Correctional Services using the Department's authorization number; and

(ii) Child Protective Services background clearance using the Department's contact information; and

(b) Who the Department has determined is eligible to serve according to Regulation .21D—F of this chapter.

(26) "Potentially hazardous food" has the meaning stated in COMAR 10.15.03.

(27) "Primarily recreational activities" means that 50 percent or more of a camper's time at camp is spent in recreational activities.

(28) "Primitive camp" means a day camp or residential camp where permanent facilities for water supply and sewage disposal systems, food service facilities, sleeping areas, bathing facilities, and hand-washing facilities are not available.

(29) Recreational Activity.

(a) "Recreational activity" means a pleasurable, interesting, and entertaining activity.

(b) "Recreational activity" includes, but is not limited to:

(i) Structured or unstructured play;

(ii) A nature walk;

(iii) A field trip;

(iv) A sports activity;

(v) A game;

(vi) A hobby;

(vii) Music;

(viii) Drama;

(ix) Dance;

(x) Art;

(xi) A craft;

(xii) Except if for credit and taught by a certified teacher, a subject matter enrichment program;

(xiii) A specialized activity; or

(xiv) Instruction or skill development in an activity listed in §B(29)(b)(i)—(xiii) and (30) of this regulation.

(30) "Residential camp" means a youth camp operating at a facility or campsite at which a camper either lives apart or intends to live apart from the camper's relatives, parents, or legal guardians for at least 5 consecutive days.

(31) Routine Activity.

(a) "Routine activity" means any type of activity other than a specialized activity that is conducted for children by a youth camp.

(b) "Routine activity" includes:

(i) Except for a specialized activity, a recreational activity listed in §B of this regulation;

(ii) Eating;

(iii) Sleeping;

(iv) Napping;

(v) Playing;

(vi) Watching a movie or television; or

(vii) Similar activity.

(32) "Secretary" means the Secretary of Health and Mental Hygiene or the Secretary's designee.

(33) "Specialized activity" means:

(a) An adventure camp activity or program;

(b) An aquatic program;

(c) Archery;

(d) Artistic gymnastics;

(e) Firearms control;

(f) Hang gliding;

(g) Highropes;

(h) Horseback riding;

(i) Motorized vehicle activities;

(j) Rappelling;

(k) Riflery;

(l) Road cycling;

(m) Rock climbing;

(n) Skiing; and

(o) Spelunking.

(34) "Substantial outdoor recreational component" means that 25 percent or more of a camper's time at camp is spent in outside recreational activities.

(35) "Travel camp" means a residential camp that:

(a) Operates for at least 5 consecutive days; and

(b) Provides for campers to use motorized transportation to move as a group to a site or among sites for experiences in different environments.

(36) "Trip camp" means a residential camp:

(a) That operates for at least 5 consecutive days; and

(b) In which a group of campers moves from one site to another under their own power or by transportation that permits individual guidance of a vehicle or animal.

(37) "Unit" means a board, department, agency, or other component of a county or a municipal corporation as defined by Article 23A, §9, Annotated Code of Maryland.

(38) "Water safety rescuer" means an individual who is certified by a national organization and the certification substantiates that the individual:

(a) Is proficient and knowledgeable in water rescue techniques and safety procedures appropriate to the activity offered; and

(b) Demonstrates appropriate skills for safe water rescue.

(39) Youth Camp.

(a) "Youth camp" means a day camp, residential camp, travel camp, or trip camp that:

(i) During a calendar year, accommodates seven or more campers who are unrelated to the youth camp operator;

(ii) Provides primarily recreational activities or has a substantial outdoor recreational component;

(iii) Has permanent buildings, temporary buildings, or no buildings; and

(iv) Operates on owned private property, owned private facilities, leased private property, leased private facilities, public property, or public facilities.

(b) "Youth camp" includes a program that operates:

(i) At a camp premises before, after, or before and after the camp program; and

(ii) Before, after, or before and after a school term.

(c) "Youth camp" does not include:

(i) A child care center as defined by COMAR 13A.16.01;

(ii) A child care program as defined by COMAR 13A.17.01;

(iii) A family child care home as defined by COMAR 13A.15.01;

(iv) A program that operates before, after, or before and after a public or nonpublic school's daily session;

(v) A program that operates before, after, or before and after a child care program's daily session as set forth in §B(39)(c)(i)—(iii) of this regulation;

(vi) An instructional program in a specialized activity operated for 2 hours or less daily;

(vii) A competitive activity sponsored by a sports league or the United States Pony Clubs, Inc.;

(viii) A summer school program when the curriculum is offered for academic credit and is taught by a Maryland State Department of Education certified teacher or a teacher qualified under COMAR 13A.09.09;

(ix) A day care or child care program that has as its primary purpose the custodial care of children;

(x) A program that enrolls a child younger than 3-1/2 years old; or

(xi) A recreational activity or program where each child's parent or legal guardian is present throughout the duration of the activity or program, participates in the activity or program, and oversees the activities of the child.

(40) "Youth Camp Safety Advisory Council" means an 11 member body that:

(a) Advises and assists the Department in developing regulations for camps; and

(b) Reports annually to the Secretary on:

- (i) The number of youth camps;
- (ii) The number of camps in each county;
- (iii) The number of campers; and
- (iv) Any other pertinent information.

10.16.06.03

.03 Local Government Health and Safety Standards.

A. Subject to the provisions of §B of this regulation, each unit of local government shall:

- (1) Adopt health and safety standards pertaining to the operation of youth camps; and
- (2) Submit to the Department documentation that verifies that the unit of local government maintains standards that are at least as protective as those required by this chapter.

B. Each unit of local government or the Maryland-National Capital Park and Planning Commission that directs or operates a program or activity under Regulation .01B of this chapter shall certify to the Department, in writing on a form prescribed by the Department, on or before April 1 of each year, that all of those programs or activities operated by the unit comply with:

- (1) Applicable health and safety standards of the local jurisdiction in which the program or activity is located; and
- (2) Any State law the enforcement of which has been delegated to local government.

C. A unit of local government or the Maryland-National Capital Park and Planning Commission that directs or operates a program or activity under Regulation .01B of this chapter may annually elect to comply with Health-General Article, Title 14, Subtitle 4, Annotated Code of Maryland, and this chapter and apply for youth camp certification for that program or activity.

10.16.06.04

.04 State Agency Program or Activity.

Each agency of the State that directs or operates a program or activity that is not exempt under Regulation .01C of this chapter shall annually certify to the Department, in writing on a form prescribed by the Department on or before April 1 of each year, that each program or activity operated by the State agency complies with Health-General Article, Title 14, Subtitle 4, Annotated Code of Maryland, and this chapter.

10.16.06.05

.05 Random Inspections, Complaints, and Violations.

The Department shall:

A. Conduct inspections of:

(1) A random 5 percent sample of programs or activities described under Regulations .03 and .04 of this chapter to ensure that each program or activity is in compliance with all applicable health and safety laws and standards; and

(2) Any program or activity about which a complaint has been filed; and

B. Advise the unit of local government or State agency of any significant violation of Maryland regulations that would adversely impact the health or safety of children participating in a program or activity.

10.16.06.06

.06 Annual Report and Self-Assessment.

A. An operator of a program or activity that complies with Regulation .03 or .04 of this chapter and an operator of a youth camp shall submit an annual report, on a form prescribed by the Department, within 4 weeks of the end of the program, activity, or camp to the Department stating:

(1) The actual camper days, that is, the sum total of the actual number of campers who attended camp each day during a camp season;

(2) The number of injuries and illnesses that required an operator to submit a report to the Department under COMAR 10.16.07.06; and

(3) Other pertinent information requested by the Department.

B. An operator of a camp that paid the reduced fee for a camp in good standing as set forth in COMAR 10.01.17.02B(2) shall:

(1) Complete a self-assessment on a form prescribed by the Department by the end of the first week of camp operation each year; and

(2) Submit the same form to the Department within 4 weeks of the end of the camp.

10.16.06.07

.07 Certification or Letter of Compliance.

A. An operator of a youth camp shall obtain a youth camp certificate or letter of compliance issued by the Department, which allows the operator to:

- (1) Operate the youth camp during the period specified on the certificate or letter of compliance; and
- (2) Provide a specialized activity at a specific location.

B. An operator may not:

- (1) Operate a youth camp as defined by this chapter and Health-General Article, §14-401, Annotated Code of Maryland, unless the operator has obtained a youth camp certificate or letter of compliance from the Department;
- (2) Operate a youth camp except during the period of time specified on the certificate, the letter of compliance, or an amendment letter from the Department;
- (3) Provide a specialized activity that is not specified on the certificate, the letter of compliance, or an amendment letter from the Department; and
- (4) Provide a specialized activity at a location that is not approved by the Department.

C. A certificate or letter of compliance may not be transferred from:

- (1) One person to another person;
- (2) One location to another location; or
- (3) One youth camp to another youth camp.

10.16.06.08

.08 Application Procedures and Fees.

A. For a camp that was not issued a certificate or a letter of compliance by the Department in the previous calendar year, an operator shall:

- (1) Apply for a certificate or, in the case of an operator of a youth camp directed or operated by a bona fide religious organization, a certificate or letter of compliance, on a form prescribed by the Department;
- (2) Except as provided in §§D and E of this regulation, pay to the Department the fee as set forth in COMAR 10.01.17.02 at the time of application; and
- (3) Submit documentation that verifies compliance with or capability of compliance with:

- (a) Construction or alteration of a camp facility as specified in Regulation .20 of this chapter;
- (b) Personnel administrator's criminal background investigation as specified in Regulation .21A of this chapter;
- (c) Health and medication requirements as specified in Regulation .22 of this chapter;
- (d) Emergency procedures as specified in Regulation .34A of this chapter;
- (e) Child abuse prevention and reporting procedures as specified in Regulation .35B of this chapter;
- (f) Water supply as specified in Regulation .36B(1)—(2), C, or D of this chapter;
- (g) Sewage disposal as specified in Regulation .37A(1)—(2), B, C, or D of this chapter;
- (h) Bathing and hand washing as specified in Regulation .39B of this chapter;
- (i) Food service as specified in Regulation .42A(1) or B of this chapter;
- (j) Fire and electrical code safety as specified in Regulation .46A or B of this chapter;
- (k) Aquatic programs as specified in Regulation .47A, C, and F(7)—(9) of this chapter;
- (l) Marksmanship as specified in Regulation .48E of this chapter;
- (m) Archery as specified in Regulation .49D of this chapter;
- (n) Horseback riding as specified in Regulation .50C of this chapter; and
- (o) Specialized activities, trips, transportation, and supervision as specified in Regulations .51—.54 of this chapter.

B. For a camp that was issued a certificate or a letter of compliance by the Department in the previous calendar year and wishes to renew its certificate or letter of compliance for another year, an operator shall:

- (1) Apply for a certificate or, in the case of an operator of a youth camp directed or operated by a bona fide religious organization, a certificate or letter of compliance, on a form prescribed by the Department;
- (2) Except as provided in §§D and E of this regulation, pay to the Department the required fee as set forth in COMAR 10.01.17.02 at the time of application;

(3) When a new specialized activity or a new location for a specialized activity is added to the camp's program, submit documentation that verifies compliance with Regulations .47—.52 of this chapter; and

(4) When a camp changes location, submit documentation that verifies compliance with:

- (a) Construction or alteration of a camp facility as specified in Regulation .20 of this chapter;
- (b) Water supply as specified in Regulation .36B(1)—(2), C, or D of this chapter;
- (c) Sewage disposal as specified in Regulation .37A(1)—(2), B, C, or D of this chapter;
- (d) Food service as specified in Regulation .42 of this chapter; and
- (e) Fire and electrical code safety as specified in Regulation .46A or B of this chapter.

C. Except for a unit of local government, the Maryland-National Capital Park and Planning Commission, an agency of the State, and as provided in §E of this regulation:

(1) An operator of multiple camps at separate sites shall apply for a separate certificate and pay a separate fee for each camp site; and

(2) When multiple operators of camps are using the same site, each operator shall:

- (a) Apply for a separate certificate; and
- (b) Pay a separate fee.

D. A unit of local government, the Maryland-National Capital Park and Planning Commission, or an agency of the State may annually opt to apply for only one certificate on a form prescribed by the Department and pay only one fee for all programs or activities directed or operated.

E. When a camp is accredited in accordance with Regulation .19 of this chapter:

- (1) The operator shall apply for a certificate on a form prescribed by the Department; and
- (2) The Department may not charge the operator a fee.

F. An operator of a camp that was not issued a certificate or a letter of compliance by the Department in the previous calendar year shall, at least 60 days before the proposed opening date:

- (1) Submit the completed application on the prescribed form;
- (2) Except as provided in §E of this regulation, pay the required fee; and

(3) Submit the required compliance documentation.

G. An operator of a camp that was issued a certificate or a letter of compliance by the Department in the previous calendar year shall, at least 30 calendar days before the proposed opening date:

- (1) Submit the completed renewal application on the prescribed form;
- (2) Except as provided in §E of this regulation, pay the required fee;
- (3) Pay any fee owed in accordance with §H of this regulation; and
- (4) Submit the required compliance documentation.

H. Payment of Fee Difference Owed.

(1) The Department shall:

(a) Calculate a fee difference, that is, the difference between the fee paid at the time of application and the fee owed, based on information reported by a camp operator in the annual report for the past calendar year as required by Regulation 106 of this chapter; and

(b) Notify a camp operator of any fee owed to the Department.

(2) Within 2 weeks following receipt of the notice from the Department, the camp operator shall pay the fee owed to the Department.

10.16.06.09

.09 Inspections.

A. The Department shall:

- (1) Monitor a youth camp for compliance with this chapter; and
- (2) Inspect the camp at least every fourth year or as necessary for the enforcement of this chapter.

B. Right to Inspect.

(1) The Department may enter, at reasonable times, the property of a youth camp for the purposes of inspecting, monitoring, and verifying information relative to the enforcement of this chapter.

(2) A person may not deny or interfere with the Department's entry into a youth camp under this chapter.

(3) An operator shall permit a representative of the Department to examine and copy records of the youth camp to verify information relative to the enforcement of this chapter.

C. Report of Inspection. During a camp inspection, the Department shall:

- (1) Record the inspection results on an inspection form prescribed by the Department;
- (2) Identify on the inspection form the conditions found that violate the provisions of this chapter;
- (3) Notify the camp operator on the inspection form to correct violations by a specific date; and
- (4) Provide one copy of the inspection report to the camp director.

D. The completed inspection report is a public document that is available for public disclosure in accordance with State Government Article, §§10-611—10-628, Annotated Code of Mar

10.16.06.10

.10 Time Period for Correction of Violations.

A. An operator shall correct a violation:

- (1) Immediately, if it creates an imminent and substantial danger to a camper; and
- (2) Within the period of time specified by the Department.

B. The Department may modify a specified time limit of correction when a written schedule of compliance submitted by the camp operator assures that:

- (1) The correction will be made within a mutually agreeable amount of time; and
- (2) No imminent and substantial danger to a camper exists without the correction.

10.16.06.11

.11 Variances.

A. An operator may apply, in writing, to the Department for a variance of a requirement under this chapter, specifying:

- (1) The affected regulation;
- (2) The reason for the request;
- (3) The name and address of the applicant;

(4) The name and location of the camp; and

(5) That the requirement is met by an alternative that complies with the intent of the regulation.

B. The Department may grant a variance of a requirement of this chapter if the:

(1) Operator applies for a variance of a requirement in accordance with §A of this regulation; and

(2) Campers' health, safety, and well being are not compromised if the variance is granted.

C. The Department shall:

(1) Grant a variance for a specific time period; and

(2) Specify the terms of the variance.

D. When the Department grants a variance for a requirement and the operator complies with the terms of the variance as specified by the Department, the Department shall consider the camp to be in compliance with the applicable regulation.

10.16.06.12

.12 Issuance of a Certificate, Letter of Compliance, or Acceptance Letter.

A. Certificate or Letter of Compliance

(1) The Department shall issue a nontransferable certificate or letter of compliance in accordance with the information provided on the application to a camp that meets the requirements of this chapter.

(2) Except for a camp that applies under Regulation .08A, when a camp does not meet all the requirements of this chapter, the Department may issue a nontransferable certificate or letter of compliance in accordance with the information provided on the application if:

(a) The Department approves a written schedule of compliance submitted by the camp operator that assures that corrections that will bring the camp into compliance with the requirements of this chapter will be made within a mutually agreed upon limited time; and

(b) There exists no imminent and substantial danger to a camper by the camp's not being in total compliance with the requirements of the chapter for the limited time.

B. Acceptance Letter for a Unit of Local Government or State Agency. The Department shall issue an acceptance letter to:

(1) A unit of local government or the Maryland-National Capital Park and Planning Commission that complies with Regulation .03 of this chapter; or

(2) An agency of the State that complies with Regulation .04 of this chapter.

10.16.06.13

.13 Posting of Certificate, Letter of Compliance, or Acceptance Letter.

An operator shall:

A. Post a certificate, letter of compliance, or acceptance letter in a conspicuous place on the premises; or

B. For a primitive, travel, or trip camp, have the certificate, letter of compliance, or acceptance letter available upon request.

10.16.06.14

.14 Denial of a Certificate or Letter of Compliance.

A. The Department may deny an application for a certificate or a letter of compliance, setting forth in writing the reason or reasons for the denial, if the operator:

(1) Fails to:

(a) Correct a violation within the specified time period;

(b) Comply with an approved written schedule of compliance;

(c) Correct immediately a violation that the Department has indicated is an imminent and substantial danger to a camper;

(d) Correct an outstanding violation from a previous certification or letter of compliance period;

(e) File an annual report in accordance with Regulation .06 of this chapter;

(f) Pay a fee owed as set forth in Regulation .08H of this chapter; or

(g) If applicable, file a self-assessment in accordance with Regulation .06 of this chapter;

(2) Fraudulently or deceptively obtains or attempts to obtain a certificate or letter of compliance;

(3) Fraudulently or deceptively uses a certificate or letter of compliance;

(4) Violates a provision of the Maryland Youth Camp Act, Health-General Article, §§14-401—14-411, Annotated Code of Maryland; or

(5) Violates a provision of this chapter.

B. The Department shall deny an application for a certificate or a letter of compliance in writing, setting forth the reason or reasons for the denial, if the operator fails within the time period specified by the Department to correct a violation of:

- (1) Regulation .08 of this chapter;
- (2) Regulation .20 of this chapter;
- (3) Regulation .21A(2) of this chapter;
- (4) Regulation .22 of this chapter;
- (5) Regulation .34 of this chapter;
- (6) Regulation .35 of this chapter;
- (7) Regulation .36A and B(1)—(2), C, or D of this chapter;
- (8) Regulation .37A(1)—(2), B, C, or D of this chapter;
- (9) Regulation .39A(2)—(4) and (8)(c) and B of this chapter;
- (10) Regulation .42 of this chapter;
- (11) Regulation .46A or B of this chapter; and
- (12) Regulations .47—.54 of this chapter.

C. The Department may deny an application for a certificate or letter of compliance if the health, safety, or welfare of a camper at the camp is or has been threatened.

D. The Department shall give the camp operator:

- (1) Written notice of the denial of the certificate or letter of compliance;
- (2) The reasons for the denial; and
- (3) In accordance with Regulation .17 of this chapter, an opportunity for a hearing.

10.16.06.15

.15 Suspension or Revocation of a Certificate or Letter of Compliance.

A. The Department may suspend or revoke a certificate or letter of compliance if the camp operator:

- (1) Fails to correct any violation within the specified time period;
- (2) Fails to comply with an approved written schedule of compliance;
- (3) Fraudulently or deceptively obtains or attempts to obtain a certificate or letter of compliance;
- (4) Fraudulently or deceptively uses a certificate or letter of compliance;
- (5) Violates any provision of the Maryland Youth Camp Act, Health-General Article, §§14-401—14-411, Annotated Code of Maryland;
- (6) Violates any provision of this chapter; or
- (7) Fails to correct a situation that threatens the health, safety, or welfare of a camper at the camp.

B. The Department shall suspend or revoke a certificate or letter of compliance if the operator fails within the time period specified by the Department to correct a violation of:

- (1) Regulation .20 of this chapter;
- (2) Regulation .21 of this chapter;
- (3) Regulation .22 of this chapter;
- (4) Regulation .34 of this chapter;
- (5) Regulation .35 of this chapter;
- (6) Regulation .36A and B(1)—(2), C, or D of this chapter;
- (7) Regulation .37A(1)—(2), B, C, or D of this chapter;
- (8) Regulation .39A(2)—(4) and (8)(c) and B of this chapter;
- (9) Regulation .42 of this chapter;
- (10) Regulation .46 of this chapter; and
- (11) Regulations .47—.54 of this chapter.

C. The Department may summarily suspend or revoke a certificate or letter of compliance if the Department determines upon inspection of the camp that an imminent threat to the health, safety, or welfare of a camper exists.

D. The Department shall give the camp operator:

- (1) Written notice of the suspension or revocation of the certificate or letter of compliance;
- (2) The reasons for the suspension or revocation; and
- (3) In accordance with Regulation .17 of this chapter, an opportunity for a hearing.

10.16.06.16

.16 Orders.

A. When inspection of a youth camp as set forth in Regulation .09 of this chapter reveals a health or safety violation of this chapter, the Department may issue an order to abate the violation.

B. When the Department issues an order to abate a violation to a youth camp, the Department shall give the operator an opportunity for a hearing in accordance with Regulation .17 of this chapter.

10.16.06.17

.17 Opportunity for a Hearing.

A. Except as otherwise provided in the Administrative Procedure Act, State Government Article, Title 10, Subtitle 2, Annotated Code of Maryland, or in this regulation, before the Department takes any final action to deny, suspend, or revoke a certificate or letter of compliance or enforce an order to abate a violation, the Department shall give the person against whom the action is contemplated an opportunity for a hearing.

B. A person shall request a hearing, if a hearing is desired, by submitting to the Department a written request for a hearing.

C. To preserve the right to a hearing, a person shall submit the written request within 10 calendar days of the receipt of the denial, suspension, or revocation notice or an order.

10.16.06.18

.18 Prohibitions to Operate.

A. A person whose certificate or letter of compliance is suspended:

- (1) Shall cease operation; and
- (2) May not resume operation until:
 - (a) An inspection shows that the condition or conditions responsible for the suspension or order no longer exist; and

(b) The Department reinstates the certificate or letter of compliance.

B. A person whose application for a certificate or letter of compliance is denied:

(1) May not start operation; or

(2) Shall cease operation and may not start or resume operation until:

(a) A new application is submitted in accordance with Regulation .08 of this chapter;

(b) An inspection shows that the condition or conditions responsible for the denial or revocation no longer exist; and

(c) The Department issues a certificate or letter of compliance.

C. The Department may take appropriate steps to ensure that the camp operator ceases the operation of the youth camp pursuant to §§A and B of this regulation by:

(1) Taking and keeping physical possession of the certificate or letter of compliance until the certificate or letter of compliance is reinstated;

(2) Posting signs at the entrance of the camp stating that the certificate or letter of compliance to operate a camp has been denied, suspended, or revoked by the Department; or

(3) Taking another measure within the law that will adequately ensure that the youth camp does not operate.

D. When inspection of a youth camp by the Department reveals that there is an imminent and substantial danger to a camper, the Department may seek an injunction to prohibit operation of the camp.

10.16.06.19

.19 Alternative Accreditation.

A. Alternative Accreditation Organization.

(1) A person seeking the Department's approval for alternative accreditation shall:

(a) Apply to the Department for approval of the alternative accreditation; and

(b) Submit to the Department documentation that verifies that the accreditation organization:

(i) Maintains accreditation standards that provide the same level of health and safety protection for the campers as required by this chapter;

- (ii) Monitors for and ascertains complete compliance with its standards annually;
- (iii) Periodically assesses the reliability of the monitoring process;
- (iv) Records the results of the monitoring visit on a defined form;
- (v) Identifies conditions that could adversely affect the health or safety of the campers;
- (vi) Notifies the camp operator to correct deficiencies by a specific date;
- (vii) Provides one copy of the monitoring report to the person in charge of the youth camp; and
- (viii) Provides the accreditation organization the original monitoring report and the Department a copy of the monitoring report.

(2) When a camp is accredited by an alternative accreditation approved by the Department and the accreditation organization suspends, revokes, or discontinues the youth camp's accreditation, the accreditation organization shall notify the Department of the suspension, revocation, or reasons to discontinue camp:

- (a) By telephone within 24 hours; and
- (b) In writing within 3 calendar days.

B. The Department:

- (1) Shall review the alternate accreditation proposal submitted by the camping organization within 60 calendar days from receipt of the documentation;
- (2) Shall accept alternative accreditation as fulfilling the requirements of this chapter when the alternative accreditation:
 - (a) Complies with §A of this regulation; and
 - (b) Is approved by the Department;
- (3) May suspend, deny, or revoke approval for the alternative accreditation when the accreditation organization fails to comply with §A of this regulation;
- (4) Shall give the person whose alternative accreditation is suspended, denied, or revoked:
 - (a) Written notice of the suspension, denial, or revocation of approval for the alternative accreditation;
 - (b) The reasons for the suspension, denial, or revocation; and

- (c) An opportunity for a hearing in accordance with Regulation .17 of this chapter;
- (5) May inspect a camp that is accredited by an accreditation organization approved by the Department, according to Regulation .09 of this chapter;
- (6) May investigate a complaint received about the camp;
- (7) May deny, suspend, or revoke the accredited youth camp's certificate or letter of compliance; and
- (8) May issue an order to abate a violation or an order to cease operation.

C. The camp operator shall:

- (1) Submit:
 - (a) An application as required in Regulation .08 of this chapter; and
 - (b) With the application, documentation of the camp's current accreditation from the accreditation organization that is approved by the Department;
- (2) Obtain a youth camp certificate or letter of compliance issued by the Department as required in Regulation .07 of this chapter;
- (3) When a camp is accredited by an alternative accreditation approved by the Department and the youth camp's accreditation is suspended, revoked, or discontinued by the accreditation organization, notify the Department of the suspension, revocation, or reasons to discontinue camp:
 - (a) By telephone within 24 hours; and
 - (b) In writing within 3 calendar days;
- (4) Close a camp:
 - (a) Whose accreditation from an accreditation organization approved by the Department is suspended, revoked, or discontinued; and
 - (b) Whose certificate or letter of compliance from the Department is denied, suspended, or revoked; and
- (5) If the operator wishes to reopen the camp, apply for and obtain a certificate or letter of compliance in accordance with this chapter.

10.16.06.20

.20 Constructing, Remodeling, Enlarging, Converting, or Reducing Facilities.

A. Except for facilities that are used for other purposes where the proposed changes do not affect the operation of the youth camp according to the requirements of this chapter, an operator shall notify the Department, in writing, before:

- (1) Constructing, remodeling, or enlarging a youth camp;
- (2) Converting a property for use as a youth camp; or
- (3) Reducing or eliminating facilities at a youth camp.

B. An operator shall ensure that:

- (1) The alterations comply with the requirements of this chapter; and
- (2) Applicable local approvals required under law, regulation, and local ordinance are obtained before using the premises as a youth camp, including local:
 - (a) Zoning approval;
 - (b) Building approval;
 - (c) Fire safety approval;
 - (d) Electrical approval;
 - (e) Plumbing approval; and
 - (f) Health department approval.

C. The Department shall inspect the youth camp upon completion of the work for the purpose of monitoring compliance with this chapter.

10.16.06.21

.21 Criminal Background Investigations.

A. An operator shall:

- (1) Comply with the provisions of the criminal history records check requirements law in Family Law Article, §§5-560—5-568, Annotated Code of Maryland;
- (2) Ensure that before the camp operates, the Department has on file for the personnel administrator a:

(a) Completed national and State criminal history records check through the Maryland Department of Public Safety and Correctional Services; and

(b) Response from Child Protective Services indicating the status of the background clearance; and

(3) Notify the Department, in writing, if the personnel administrator changes.

B. Upon notification that an individual may not serve as the personnel administrator, an operator:

(1) Shall terminate the individual from employment or remove from consideration for employment, as applicable; and

(2) Unless the individual appeals the decision to the Office of Administrative Hearings and the appeal is concluded in favor of the individual, may not:

(a) Reconsider the individual for employment;

(b) Allow the individual to volunteer at camp; or

(c) Except to exercise parental responsibilities with respect to a related child at camp, allow the individual on the premises of the facility or to have any contact with an unrelated child at camp.

C. The personnel administrator shall:

(1) Ensure that, for an individual employed at a camp a:

(a) Completed national and State criminal history records check through the Maryland Department of Public Safety and Correctional Services is on file with the employer;

(b) Consent for Release of Information/Background Clearance Request form is on file with the employer that has been:

(i) Completed;

(ii) Signed by the employee;

(iii) Notarized; and

(iv) Forwarded to Child Protective Services; and

(c) Response from Child Protective Services indicating the status of the background clearance is kept on file with the employer once received from Child Protective Services;

(2) Determine if the individual may be employed at camp according to §§E and F of this regulation; and

(3) Upon determining that an individual may not be employed at camp:

- (a) Terminate the individual from employment;
- (b) Not reconsider the individual for employment;
- (c) Not allow the individual to volunteer at camp; and
- (d) Except to exercise parental responsibilities with respect to a related child at camp, not allow the individual on the premises of the facility or to have any contact with an unrelated child at camp.

D. The Department shall:

- (1) Determine if the individual may serve as the personnel administrator at camp according to §§E and F of this regulation; and
- (2) Notify the individual, camp owner, and camp operator in writing about the:
 - (a) Department's decision that the individual may not serve as the personnel administrator;
 - (b) Basis for that decision;
 - (c) Individual's right to request reassessment pursuant to §G of this regulation;
 - (d) Individual's right to appeal the decision regarding reassessment to the Office of Administrative Hearings;
 - (e) Specific requirements for submitting an appeal to the Office of Administrative Hearings; and
 - (f) 10 calendar day time frame to notify the Department of the new personnel administrator and complete the criminal history records check as required in §A of this regulation.

E. A youth camp operator may not employ an individual who, as reported on or after October 1, 2005, has received a conviction, a probation before judgment disposition, a not criminally responsible disposition, or a pending charge for the commission or attempted commission of:

- (1) A crime involving:
 - (a) A child;
 - (b) Cruelty to animals;
 - (c) Domestic violence; or
 - (d) A weapon or firearm violation of federal or State laws;

- (2) A sex offense;
- (3) A violent crime classified as a felony;
- (4) Abduction or kidnapping;
- (5) Abuse of a child or an adult;
- (6) Confinement of an unattended child;
- (7) Manufacturing, distributing, or dispensing a controlled dangerous substance;
- (8) Perjury;
- (9) Pornography;
- (10) Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance; or
- (11) Reckless endangerment.

F. If, as reported on or after October 1, 2005, an individual has been identified as responsible for child abuse or neglect or received a conviction, a probation before judgment disposition, a not criminally responsible disposition, or a pending charge for the commission or attempted commission of a crime or offense that is not included in §E of this regulation, the operator:

- (1) Shall assess, on the basis of the following factors, the individual's suitability for employment:
 - (a) The job position at the camp for which the individual is applying or for which the individual is currently employed;
 - (b) The nature and seriousness of the incident, crime, or offense;
 - (c) The period of time that has elapsed since the incident, crime, or offense occurred;
 - (d) The age of the individual at the time the incident, crime, or offense occurred;
 - (e) The individual's probation or parole status, if applicable; and
 - (f) Any other information the camp considers pertinent; and
- (2) Depending on the results of the assessment, shall permit or prohibit employment of the individual.

G. Request for Reassessment.

(1) A personnel administrator who is prohibited from employment by the Department pursuant to §§E and F of this regulation may request that the Department conduct a reassessment with respect to the incident, crime, or offense.

(2) For a reassessment request to be eligible for consideration:

(a) The request shall be in writing and include documentation, such as but not limited to letters of support or evaluation reports pertinent to the incident, crime, or offense; and

(b) The personnel administrator may not have submitted a reassessment request, whether for the same or a different job position, within the previous 12 months.

(3) In order to reach a decision on the request for reassessment, the Department may request additional information from the personnel administrator, the camp operator, or any agency or entity cited by the personnel administrator or the operator in connection with the reassessment request.

(4) Upon reaching a decision on the request, the Department shall notify the personnel administrator, owner, and director of that decision.

(5) The camp operator may not permit the personnel administrator to begin or to resume employment until the Department has notified the operator that the personnel administrator may be employed.

10.16.06.22

.22 Health and Medication Requirements

An operator shall ensure that a camp complies with COMAR 10.16.07.

10.16.06.23

.23—.33 Repealed.

10.16.06.34

.34 Emergency Procedures.

A. An operator shall prepare and implement a written emergency plan that includes procedures for the camp staff members to:

- (1) Ensure camper safety during natural disasters, severe weather, and other emergencies;
- (2) Evacuate campers from the camp;
- (3) Account for campers and locate a missing camper;

- (4) Use fire, rescue, police, and 911 services;
- (5) Ensure emergency transportation;
- (6) Notify the camper's parent or guardian;
- (7) Ensure camper safety until the camper's parent, guardian, or parent's or guardian's designee picks up the camper;
- (8) Monitor for adverse weather conditions; and
- (9) Meet the requirements of §B(4)—(7) of this regulation.

B. An operator shall ensure that:

- (1) Not more than 30 calendar days before working at the camp, each staff member or volunteer:
 - (a) Is trained in the emergency plan;
 - (b) Demonstrates knowledge of emergency procedures; and
 - (c) Is provided with the opportunity to discuss the procedures and have any questions answered by a supervisor;
- (2) Documentation is kept on file that each staff member or volunteer received the training required in §B(1) of this regulation;
- (3) A staff member or volunteer conducts emergency procedures according to the emergency plan;
- (4) A telephone or alternate means of communication is provided to:
 - (a) Summon emergency fire and rescue services; and
 - (b) Receive emergency communications;
- (5) A drill in the emergency procedures is conducted early in each session and a written record is maintained of the drill;
- (6) At least one adult staff member and one counselor or assistant counselor are present so that in the event of an emergency:
 - (a) One staff member remains with an injured camper; and
 - (b) The other summons emergency assistance immediately; and

(7) During severe weather, adequate shelter is provided for the campers and camp staff members.

10.16.06.35

.35 Child Abuse Prevention and Reporting.

An operator shall ensure that:

A. Child abuse allegations or incidents are reported as prescribed in Family Law Article, §§5-704 and 5-705, Annotated Code of Maryland;

B. A written child abuse prevention and reporting program is prepared and implemented at the camp that includes procedures for:

- (1) Educating staff members and volunteers;
- (2) Reporting child abuse both internally and externally;
- (3) Screening staff members and volunteers prior to working at camp;
- (4) Reinforcing the camp's policies and procedures during camp operation;
- (5) Evaluating the facilities and grounds;
- (6) Supervising campers;
- (7) Educating on appropriate touchings;
- (8) Responding to inappropriate behaviors by staff, volunteers, parents, and campers;
- (9) Communicating with staff members, volunteers, parents, the Department, and the media;
- (10) Supporting an alleged victim; and
- (11) Interacting with an alleged perpetrator;

C. Not more than 30 calendar days before working at the camp, each staff member or volunteer:

- (1) Is trained in the child abuse prevention and reporting program required in §B of this regulation;
- (2) Demonstrates knowledge of the child abuse prevention and reporting procedures; and
- (3) Is provided with the opportunity to discuss the procedures and have any questions answered by a supervisor; and

D. Documentation is kept on file that each staff member or volunteer received the training required in §C of this regulation.

10.16.06.36

.36 Water Supply.

A. An operator shall ensure that the camp's water supply is:

- (1) Adequate;
- (2) Easily accessible to the campers; and
- (3) Of a safe and sanitary quality.

B. Except as provided in §§C and D of this regulation, an operator shall ensure that:

- (1) The camp's water supply is:
 - (a) From a public or individual water supply system, or connected to a community water system where available;
 - (b) Constructed, protected, operated, and maintained in conformance with:
 - (i) COMAR 26.04.01 and 26.04.04, as evidenced by written documentation from the local health department or the Maryland Department of the Environment as applicable;
 - (ii) COMAR 09.20.01, as evidenced by written documentation from the local or State plumbing inspector or a master plumber licensed by the State; and
 - (iii) Applicable local ordinances, as evidenced by written documentation from the local approving authority; and
 - (c) Protected against backflow;
- (2) An individual water supply system:
 - (a) Is capable of supplying a minimum flow and pressure to all fixtures as required by COMAR 09.20.01, and
 - (b) Is installed in accordance with the county master plan for water and sewerage;
- (3) Pumping and disinfection equipment is housed in a structure that is inaccessible to unauthorized persons; and
- (4) Hose bibs with threads are equipped with nonremovable back siphonage prevention devices.

C. An operator may provide written documentation from the building owner that there are no outstanding water supply and plumbing violations for a building used or to be used as a youth camp facility that is:

- (1) Owned by the State or a local government and used by the public for more than 170 calendar days per year; or
- (2) Owned and operated as a nonpublic school and used as a school for more than 170 calendar days per year.

D. An operator shall ensure that the water supply at a primitive camp is:

- (1) Filtered and disinfected; and
- (2) Free from impurities in amounts sufficient to cause disease or harmful physiological effects.

10.16.06.37

.37 Sewage Disposal.

A. Except as provided in §§B, C, and D of this regulation, an operator shall ensure that:

- (1) A facility for sewage disposal is maintained in good working order and is:
 - (a) Connected to a community sewerage system when a community system is available; or
 - (b) If a community sewerage system is not available, installed, operated, and maintained in compliance with COMAR 26.04.02 and local code requirements;
- (2) As evidenced by written documentation from the local or State plumbing inspector or a master plumber licensed by the State, waste plumbing connections and fixtures are installed and maintained in accordance with:
 - (a) Local plumbing code requirements; and
 - (b) COMAR 09.20.01; and
- (3) The disposal of wastewater from under taps and fountains is by a method that:
 - (a) Prevents stagnant water on the ground surface; and
 - (b) Does not contaminate the ground water.

B. An operator shall ensure that a privy:

- (1) Is constructed and maintained so that it:

- (a) Is fly-proof;
 - (b) Is rodent-proof; and
 - (c) Conforms to COMAR 26.04.02 and Environment Article, §9-223(d)(1), Annotated Code of Maryland;
 - (2) Is maintained in good working order;
 - (3) Is not located closer than 100 feet to a housing unit or a facility where food is prepared or served;
 - (4) Has natural ventilation or a mechanically exhausted vent stack adequate to remove fumes and odors from the vault;
 - (5) Is treated with calcium oxide, also known as lime, to reduce odors and eliminate a fly infestation; and
 - (6) Is emptied:
 - (a) Of solid and liquid contents when the privy is filled to capacity; and
 - (b) In conformance with COMAR 26.04.02 and COMAR 26.04.06.
- C. An operator may provide written documentation from the building owner that there are no outstanding sewage disposal and plumbing violations for a building used or to be used as a youth camp facility that is:
- (1) Owned by the State or a local government and used by the public more than 170 calendar days per year; or
 - (2) Owned and operated as a nonpublic school and used as a school for more than 170 calendar days per year.
- D. An operator shall ensure that a sewage disposal procedure at a primitive camp:
- (1) Does not pollute the environment;
 - (2) Does not create a nuisance or public health hazard; and
 - (3) Complies with applicable federal, State, and local statutes, regulations, and ordinances.

10.16.06.38

.38 Toilet Facilities.

A. Except as provided in §C of this regulation, an operator shall ensure that:

(1) Toilet facilities are constructed, located, and maintained to prevent a:

(a) Nuisance; or

(b) Public health hazard;

(2) For residential camps, one toilet is provided for each 15 campers or fraction of 15 campers;

(3) For day camps, one toilet is provided for each 35 campers or fraction of 35 campers;

(4) If separate toilet facilities for boys and girls are in the same building, the facilities:

(a) Are separated by a solid wall from floor to roof or ceiling; and

(b) Have self-closing doors or another means that affords privacy;

(5) If separate toilet facilities are provided for boys and girls, they are distinctly marked "boys" and "girls" in:

(a) Universal symbols; or

(b) The native language of the campers expected to use the facility;

(6) Toilet tissue on a holder is furnished adjacent to a toilet;

(7) A toilet facility has adequate:

(a) Mechanical exhaust; or

(b) Natural ventilation; and

(8) A toilet facility is located within 300 feet of each housing unit.

B. An operator may substitute urinals constructed of non-absorbent materials for boys' toilets on the basis of one urinal for one toilet up to a maximum of 1/3 of those facilities required.

C. Sections A and B of this regulation do not apply to a primitive camp.

10.16.06.39

.39 Bathing and Hand Washing Facilities.

A. Except as provided in §B of this regulation, an operator shall ensure that:

(1) Hand washing facilities are located:

- (a) Within 300 feet of each housing unit; and
- (b) Adjacent to each toilet or privy site;

(2) Except when a camper provides the camper's own soap and towel, a hand washing unit is equipped with:

- (a) Soap; and
- (b) A hot air hand drier or disposable towels;

(3) For a residential camp, one hand washing unit is provided for every 25 campers or fraction of 25 campers;

(4) For a day camp, one hand washing unit is provided for every 35 campers or fraction of 35 campers;

(5) A trash container is provided in a lavatory area;

(6) For a residential camp, one showerhead is provided for every 15 campers or fraction of 15 campers;

(7) Whenever a shower is provided:

(a) Shower heads are spaced at least 30 inches apart to provide a minimum of 6 square feet of floor area per unit;

(b) A shower wall and ceiling is constructed of solid, nonabsorbent, easily cleanable materials;

(c) A shower floor is:

(i) Constructed of nonabsorbent, skid resistant, easily cleanable materials; and

(ii) Sloped to properly constructed floor drains, with provisions to prevent pooling of water or overflow to adjacent floor areas;

(d) A shower partition or shower curtain is provided to prevent splash from stall-type showers;

(e) A soap storage area or nonglass soap dish is provided adjacent to a showerhead;

(f) A dry dressing space with clothes hanging facilities is provided at a shower facility;

(g) A nonabsorbent wall, extending from the floor to the ceiling or roof, separates facilities for both sexes in the same building;

(h) Facilities are plainly designated boys or girls in:

(i) Universal symbols; or

(ii) The native language of the campers expected to use the facility;

(i) A shower room is provided with a door or sight barriers to afford privacy; and

(j) Hot and cold or tempered water is supplied to a shower; and

(8) Whenever hot water is supplied:

(a) The hot water temperature is maintained between 90° and 120°F;

(b) A water heater is equipped with a:

(i) Pressure and temperature relief valve; and

(ii) Vacuum relief valve; and

(c) Anti-scald protection is provided on a hot water line going to a shower or bathtub.

B. An operator shall ensure that bathing and hand washing at a primitive camp:

(1) Are sanitary and promote personal hygiene;

(2) Do not create a nuisance or public health hazard;

(3) Do not pollute the environment; and

(4) Comply with applicable federal, State, and local statutes, regulations, and ordinances.

10.16.06.40

.40 Sleeping Facilities in Resident Youth Camps.

An operator shall:

A. Except at a primitive camp, provide a bed, cot, or bunk for each individual;

B. Ensure that each bed, cot, or bunk has a sturdy frame allowing at least 12 inches of clear space from the floor;

C. Ensure that each individual at a primitive camp:

(1) Is provided with a sleeping bag; or

(2) Brings the individual's own sleeping bag;

D. Provide only clean and sanitary bedding to an individual, when bedding is provided;

E. Ensure that a clean, disinfected, vermin-free, hole-free mattress, completely covered with a clean sheet or a plastic mattress cover is provided for each individual;

F. Ensure that a mattress is disinfected annually;

G. Ensure that where double-deck bunk beds are used the:

(1) Clear space above the top of the lower bedding and below the bottom of the upper bunk is a minimum of 27 inches; and

(2) Distance from the top of the upper mattress to the ceiling is a minimum of 36 inches; and

H. Except at a primitive camp, provide at least 30 square feet of floor space per occupant in sleeping areas, including space for aisles between beds.

10.16.06.41

.41 Tents or Fabric Shelters.

When a tent or fabric shelter is used, an operator shall ensure that:

A. The occupancy of the tent or fabric shelter does not exceed the manufacturer's recommended capacity; and

B. The tent or fabric shelter:

(1) Is made of fire retardant material;

(2) Bears a permanent label which states conspicuously, "WARNING: NO OPEN FLAMES IN OR NEAR THIS TENT OR FABRIC SHELTER"; and

(3) Is located at least 10 feet away from a campfire or open flame.

10.16.06.42

.42 Food Service.

A. An operator shall ensure that:

(1) Except as provided in §B of this regulation, a camp complies with all applicable food service statutes and regulations as set forth in Health-General Article, Title 21, Annotated Code of Maryland, and COMAR 10.15.03;

(2) A parent or guardian is notified in writing of the camp's policy on storage of a lunch brought from home; and

(3) If a camp permits potentially hazardous food, as defined in COMAR 10.15.03, in a lunch brought from home, the lunch is kept refrigerated at a temperature of 41°F or below.

B. Primitive Camp. An operator of a primitive camp shall ensure that:

(1) Food served is:

(a) Wholesome and safe for human consumption;

(b) Free from spoilage, filth, or other contamination; and

(c) Obtained from sources that comply with all laws relating to food and food labeling;

(2) Transportation, storage, preparation, cooking, and service procedures are implemented to:

(a) Protect food and equipment from contamination; and

(b) Maintain safe temperatures, as defined in COMAR 10.15.03;

(3) Equipment is provided to transport, store, prepare, cook, and serve food safely;

(4) A food-contact surface of equipment used to prepare, store, or serve a potentially hazardous food is cleaned and sanitized:

(a) After each use; and

(b) If the surface is contaminated;

(5) Hand washing materials are provided;

(6) A food handler maintains personal cleanliness during work, including:

(a) Washing the food handler's hands:

(i) Before starting work;

(ii) After using toilet facilities;

(iii) Before touching foods; and

(iv) As often as required to remove soil and contamination;

(b) Keeping fingernails clean and neatly trimmed; and

(c) Keeping outer garments clean; and

(7) A food handler uses safe food handling practices during work, including:

(a) Keeping the food handler's hands clean when handling food and food-contact surfaces;

(b) Wearing a hair net, cap, or other effective hair restraint;

(c) Not smoking or using tobacco in any form; and

(d) Not working when infected with a disease that is communicable by way of food;

(8) Food storage is provided that:

(a) Has effective insulation;

(b) Maintains food at safe temperatures during storage, preparation, and transportation;

(c) Has a thermometer graduated at 2°F intervals;

(d) Maintains cold foods at or below 41°F;

(e) Maintains hot foods at or above 135°F; and

(f) Maintains frozen foods at or below 0°F;

(9) If cold food exceeds 50°F before serving, the food is discarded as garbage; and

(10) Hot food is:

(a) Thoroughly cooked to achieve a safe internal temperature as determined by the use of a metal stem thermometer;

(b) Consumed immediately after preparation; and

(c) Discarded as garbage if not consumed immediately after preparation.

10.16.06.43

.43 Garbage and Other Refuse.

An operator shall ensure that:

A. Durable containers in good condition are provided for the storage of garbage and other refuse;

B. Garbage and trash are:

- (1) Collected as often as necessary to prevent the containers from overflowing; and
- (2) Disposed of by a system in accordance with State and local laws, regulations, and ordinances; and

C. Containers used outside:

- (1) Have tight-fitting lids; and
- (2) Are leak-proof, fly-proof, and rodent-proof.

10.16.06.44

.44 Insect, Rodent, and Vermin Control.

An operator shall ensure that a facility at the camp is maintained to:

- A. Minimize the entry of insects, rodents, and other vermin into the structures or campsite; and
- B. Eliminate the harborage of insects, rodents, and other vermin.

10.16.06.45

.45 Rabies Controls.

An operator shall comply with animal vaccination requirements, as set forth in:

- A. Health-General Article, §18-318, Annotated Code of Maryland; and
- B. COMAR 10.06.02.

10.16.06.46

.46 Fire and Other Hazards.

A. Except for the operator of a primitive camp and as provided in §B of this regulation, an operator shall ensure that:

- (1) A camp is:
 - (a) In compliance with all fire and safety code requirements; and
 - (b) Approved by the State or county fire authority;
- (2) Buildings within the camp are constructed and maintained in accordance with State and local fire and safety codes; and

(3) An electrical system at a camp is:

(a) Installed and maintained in compliance with local electrical codes; or

(b) In the absence of a local electrical code, safe and inspected for safety by a master electrician licensed by the State, as evidenced by written documentation from the inspecting electrician.

B. An operator may provide written documentation from the building owner that there are no outstanding electrical and fire safety code violations for a building used or to be used as a youth camp facility that is:

(1) Owned by the State or a local government and used by the public for more than 170 calendar days per year; or

(2) Owned and operated as a nonpublic school and used as a school for more than 170 calendar days per year.

C. An operator shall ensure that a:

(1) Pesticide, toxic chemical, or hazardous material is:

(a) Properly labeled;

(b) Stored in a safe manner;

(c) Not accessible to a camper; and

(d) Used only by a camp staff member;

(2) Camp staff member is trained to use a hazardous material safely before the staff member handles a hazardous material at the camp;

(3) Material safety data sheet for a potentially hazardous chemical is available to the camp staff members; and

(4) Chemical is handled, used, stored, and disposed of according to the material safety data sheet and all applicable federal, State, and local codes.

D. An operator shall:

(1) Ensure that a camp is maintained to eliminate or minimize a safety hazard such as:

(a) Entrapment;

(b) Entanglement;

- (c) Impact with moving equipment or a moving vehicle;
 - (d) Impact from equipment tipover or failure;
 - (e) Contact with hazards such as protrusions, pinch points, sharp edges, or hot surfaces;
 - (f) A water fall;
 - (g) Poisonous snakes, insects, or plants;
 - (h) A natural or man-made hazard specific to the site; or
 - (i) Any other condition or situation that poses a risk of injury to a camper or staff member; and
- (2) Provide warning signs or a barrier around a hazard that cannot be eliminated due to a natural condition at the camp.

10.16.06.47

.47 Specialized Activities: Aquatic Programs.

A. For a camp that offers an aquatic program, an operator shall ensure that:

- (1) During the aquatic activity, a director is present at the camp or, when the activity occurs off the camp premises, at the activity site;
- (2) A safety plan is developed and implemented:
 - (a) According to Regulation 52 of this chapter; and
 - (b) That includes procedures for:
 - (i) Evaluating and classifying a camper's swimming ability and other appropriate aquatic skills before a camper participates in water activities;
 - (ii) Assigning a camper to areas, equipment, facilities, and activities appropriate for the camper's abilities;
 - (iii) Maintaining water activity equipment and facilities in good working condition;
 - (iv) A safety system to account quickly for all campers during the water activity;
 - (v) Supervision ratios in §C of this regulation;
 - (vi) When natural swimming areas are used, meeting the requirements in §E(2) of this regulation; and

(vii) When watercraft activities occur, meeting the requirements of §F of this regulation.

B. Emergency and First Aid Information and Equipment. At the site of the aquatic program, an operator shall:

(1) Post in a conspicuous place, or for a primitive camp have available, a list of emergency procedures and, if a phone is provided, a list of emergency telephone numbers; and

(2) Provide first aid and rescue equipment.

C. Swimming. An operator shall ensure that:

(1) When swimming instruction is given, an instructor is present and supervising the activity;

(2) One lifeguard, with lifeguard certification appropriate for the swimming site, is on duty for each group of 50 campers or fraction of 50 campers in the water;

(3) A watcher, who is a staff member or volunteer who is 16 years old or older and is not the individual required in §C(1) or (2) of this regulation, is on duty at pool side observing the campers for each group of 25 campers or a fraction of 25 campers in the water;

(4) Two individuals certified in first aid and CPR are on duty at the activity;

(5) An additional instructor, lifeguard, counselor, or assistant counselor is on duty if any condition exists that compromises the ability of the staff member to perform the staff member's job duty; and

(6) One adult staff member, adult volunteer, counselor, or assistant counselor is on duty and supervising the campers for each group of ten campers or fraction of ten campers participating in the swimming activity;

D. Pool and Equipment. An operator shall ensure that a swimming pool facility and equipment:

(1) Complies with the requirements of COMAR 10.17.01; and

(2) Are maintained in good condition.

E. Natural Diving and Swimming Areas. For a youth camp that uses a natural diving or swimming area, an operator shall:

(1) Comply with the requirements of COMAR 26.08.09; and

(2) Ensure that:

(a) A hazard is assessed and eliminated or clearly marked before a camper swims, dives, or bathes at a natural diving or swimming area;

(b) A swimmer is not subjected to a dangerous condition such as a strong current, a sharp drop-off, a quicksand bottom, or rough surf;

(c) Water is free from dangerous aquatic life;

(d) The bottom is free from hazardous debris, sharp stones, and sharp shells;

(e) Swimming, diving, and boating areas are clearly marked or roped off; and

(f) Diving and swimming programs are conducted at separate times or in separate areas from boating programs.

F. Activities Involving the Use of Watercraft. An operator shall ensure that:

(1) A watercraft is equipped with U.S. Coast Guard approved personal flotation devices of Types I, II, or III, as prescribed for the specific type of craft and number and age of occupants;

(2) A water skier wears a personal flotation device approved by the U.S. Coast Guard for that particular activity;

(3) A watercraft towing a water skier has an observer on board in addition to the driver;

(4) An occupant of a watercraft wears a U.S. Coast Guard approved personal flotation device;

(5) An individual using a watercraft has been given training in boarding, debarking, and safety procedures for the craft;

(6) Except on a river trip when the instructor's supervision is described in a written safety plan, an instructor is within sight and hearing of the watercraft activity;

(7) An individual holding certification in first aid and CPR is present at each watercraft activity;

(8) One lifeguard or water safety rescuer who has lifeguard or rescuer certification appropriate for the watercraft site and activity is present at each watercraft activity; and

(9) One adult staff member, adult volunteer, counselor, or assistant counselor is on duty and supervising the campers for each group of ten campers or fraction of ten campers participating in the watercraft activity.

10.16.06.48

.48 Specialized Activities: Marksmanship Using Rifles and Air Guns.

A. Rifle Range. For a camp that offers riflery activities, an operator shall ensure that:

- (1) The rifle range is located where a camper will not wander into the field of fire while engaged in other camp activities;
- (2) If possible, the direction of fire is to the north to minimize a shooter being blinded by the sun;
- (3) A blind approach to the field of fire is fenced, with warning signs posted;
- (4) The firing line is level from one flank to the other with a minimum of 5 feet between firing points;
- (5) A ready line is established 10 feet to the rear of the firing points;
- (6) The rifle range is free of an object that might cause a bounce back or a ricochet; and
- (7) Except when visibility extends downrange for at least 3,000 feet beyond the targets, a backstop is present that is:
 - (a) A hill that:
 - (i) Has a crest of not less than 30 feet above the level of the firing point;
 - (ii) Is clear of brush for an area at least 100 yards up the slope from the targets or to the crest of the hill;
 - (iii) Has a cut taken out of the face of the hillside immediately behind the targets to provide a perpendicular face to catch the bullets and prevent ricochet;
 - (iv) Has all rocks, glass, and metal removed from the perpendicular cut immediately behind the targets; and
 - (v) Has a nonremovable obstacle covered with at least 6 inches of soil and sodded or seeded to prevent a ricochet; or
 - (b) A wood crib that is:
 - (i) Filled with dry earth or sand; and
 - (ii) At least 10 feet high, 30 inches thick, and 6 feet beyond the end of the targets.

B. Air Gun Range. An operator shall ensure that an air gun range:

- (1) Complies with all requirements of §A(1)—(6) of this regulation; and
- (2) Except when the entire safety fan area of the air gun range is unoccupied, has a backstop that meets all requirements of §A(7) of this regulation or has a backstop that:

(a) Is covered with soft material to prevent a ricochet, a bounce back, or a shot from leaving the range area;

(b) Has walls or side berms that are covered with soft materials to prevent a ricochet, a bounce back, or a shot from leaving the range area; and

(c) Is sufficient to stop or contain the pellets.

C. For a camp that offers a riflery or an air gun activity, or both, an operator shall ensure that:

(1) A camper is instructed in safe firing range procedures before the camper participates in the activity;

(2) Red firing flags are conspicuously displayed when the range is in use;

(3) Only an individual ready to fire is on the firing line and anyone waiting to fire remains behind the ready line;

(4) An individual stays behind the firing line at all times, except when ordered by the instructor to retrieve targets; and

(5) Guns and ammunition are stored separately in a locked storage area.

D. Riflery and Air Gun Activity Staff Members:

(1) An operator shall ensure that:

(a) During the riflery or air gun activity, a director is present at the camp or, when the activity occurs off the camp premises, the activity site;

(b) An instructor and at least one counselor or assistant counselor to assist are on the range at all times during a firing session; and

(c) One adult staff member, adult volunteer, counselor, or assistant counselor is on duty and supervising the campers for each group of ten campers or fraction of ten campers on the firing line.

(2) An instructor shall ensure that:

(a) The equipment is clean and in good repair;

(b) The equipment is stored safely and secured;

(c) The equipment use is controlled by means of a checkout system;

(d) Safety glasses are provided for and worn by each shooter and staff member on the firing line; and

(e) Except at an air gun activity, ear protection is provided for and worn by each shooter and staff member on the firing line.

E. Procedures. An operator shall ensure that a safety plan is developed and implemented:

(1) According to Regulation .52 of this chapter; and

(2) That includes procedures for meeting the requirements of §§A—D of this regulation.

10.16.06.49

.49 Specialized Activities: Archery.

A. Archery Range. For a camp that offers archery activities, an operator shall ensure that:

(1) An archery range is located where a camper will not wander into the danger area while engaged in other camp activities;

(2) An archery range is clearly marked to warn individuals away from the danger area;

(3) When possible, the shooting direction is to the north to minimize an archer being blinded by the sun;

(4) The shooting area has at least 50 yards of clearance or an archery net behind each target; and

(5) When different archer-to-target distances are required for a group that is shooting at the same time on the same field:

(a) One common shooting line is used; and

(b) The targets are set at a distance from the shooting line that is appropriate with the skill level of the camper.

B. An operator shall ensure that:

(1) Archers fire from a common firing line with a ready line marked behind it;

(2) Only an archer ready to shoot is on the firing line and anyone waiting to shoot remains behind the ready line;

(3) An individual stays behind the firing line at all times except when ordered by the instructor to retrieve a target or an arrow; and

(4) Bows and arrows are stored in a locked enclosure.

C. Staff Members. For a camp that offers archery activities, an operator shall ensure that:

(1) During the archery activity, a director is present at the camp or, when the activity occurs off the camp premises, the activity site;

(2) An instructor and at least one counselor or assistant counselor to assist are on the range at all times during a firing session; and

(3) One adult staff member, adult volunteer, counselor, or assistant counselor is on duty and supervising the campers for each group of ten campers or fraction of ten campers on the firing line.

D. Procedures. An operator shall ensure that a safety plan is developed and implemented:

(1) According to Regulation .52 of this chapter; and

(2) That includes procedures for meeting the requirements of §§A—C of this regulation.

10.16.06.50

.50 Specialized Activities: Horseback Riding.

A. For a camp that offers horseback riding, an operator shall ensure that:

(1) A riding instructor determines a camper's riding experience and level of skill before assigning a horse and deciding whether the camper rides in a ring or on a trail;

(2) A rider wears:

(a) Protective headgear at all times that bears the label of the American Society for Testing and Materials (ASTM) F1163; and

(b) Shoes with heels or uses closed stirrups;

(3) All horses are healthy and well cared for; and

(4) A horse riding stable meets the requirements of COMAR 15.16.01 and is maintained in good condition.

B. Staff Members. For a camp that offers horseback riding, an operator shall ensure that:

(1) During the horseback riding activity, a director is present at the camp or, when the activity occurs off the camp premises, at the activity site;

(2) An instructor is present at each:

(a) Horseback riding activity; and

(b) Trail excursion; and

(3) One adult staff member, adult volunteer, counselor, or assistant counselor is on duty and supervising the campers for each group of ten riders or a fraction of ten riders at each:

(a) Horseback riding activity; and

(b) Trail excursion.

C. Procedures. An operator shall ensure that a safety plan is developed and implemented:

(1) According to Regulation .52 of this chapter; and

(2) That includes procedures for meeting the requirements of §§A and B of this regulation.

10.16.06.51

.51 Other Specialized Activities.

A. An operator shall ensure that a specialized activity safety plan is developed and implemented according to §C of this regulation for a camp that offers a specialized activity or program of:

(1) Firearms control;

(2) Adventure camping;

(3) Artistic gymnastics;

(4) Hang gliding;

(5) Road cycling;

(6) Skiing;

(7) Rock climbing;

(8) Spelunking;

(9) Motorized vehicle activities;

(10) Rappelling; or

(11) High ropes.

B. Staff Members. For a camp that offers a specialized activity set forth in §A of this regulation, an operator shall ensure that during the specialized activity:

(1) A director is present at the camp or, when the activity occurs off the camp premises, the activity site;

(2) An instructor is present at the specialized activity; and

(3) One adult staff member, adult volunteer, counselor, or assistant counselor is on duty and supervising the campers for each group of ten campers or fraction of ten campers.

C. Procedures. An operator shall ensure that a safety plan is developed and implemented:

(1) According to Regulation .52 of this chapter; and

(2) That includes procedures for meeting the requirements of §B of this regulation.

D. Except when an auto-belay system is utilized, an individual participating in rock climbing or high ropes activities, regardless of whether the activity occurs on manufactured equipment or natural formations, shall wear a helmet.

10.16.06.52

.52 Specialized Activity and Camp Trip Safety.

A. Safety Plan. An operator shall ensure that a written safety plan:

(1) Is prepared for each specialized activity, specialized activity location, and trip before a camper participates in a specialized activity or embarks on a trip;

(2) Defines and addresses the potential health and safety risks for each specialized activity and trip;

(3) Identifies camp staff members' qualifications and responsibilities for each specialized activity and trip;

(4) Includes operating procedures for:

(a) Informing a parent or guardian, camper, staff member, and volunteer of the activity before a camper participates in an activity or embarks on a trip;

(b) Obtaining written authorization from a child's parent or guardian before the child participates in an activity or embarks on a trip;

- (c) Participation eligibility requirements;
- (d) Supervision requirements including camper to staff member ratios;
- (e) Safety rules, standards, and practices; and
- (f) Equipment use, maintenance, and storage; and
- (5) When an activity occurs off the camp premises, includes procedures for:

- (a) Maintaining campers, staff members, and volunteers' health and emergency information including when and where the information is maintained;
- (b) Emergency communication;
- (c) Designating a contact person; and
- (d) Attendance.

B. Camp Trip.

- (1) Staff Members. An operator shall ensure that on a camp trip:
 - (a) A director is present;
 - (b) One adult staff member, adult volunteer, counselor, or assistant counselor is on duty and supervising the campers for each group of ten campers or a fraction of ten campers;
 - (c) An adult with cardiopulmonary resuscitation certification from a national organization is on duty; and
 - (d) An adult with first aid certification from a national organization is on duty.
- (2) An operator shall ensure that the camp's contact person maintains trip information including:
 - (a) A roster of participants;
 - (b) Departure and return times;
 - (c) Attendance during the:
 - (i) Departure;
 - (ii) Activity; and
 - (iii) Return;

- (d) An itinerary;
- (e) The route taken; and
- (f) Inclement weather plans;

C. Specialized Activity and Camp Trip Safety Training. An operator shall ensure that:

- (1) Not more than 30 calendar days before working at the camp's specialized activity or participating in a trip, each staff member or volunteer:
 - (a) Is trained in the camp's safety plan;
 - (b) Demonstrates knowledge of the camp's safety plan; and
 - (c) Is provided with the opportunity to discuss the procedures and have any questions answered by a supervisor; and
- (2) Documentation is kept on file that each staff member or volunteer received the training required in §C(1) of this regulation.

D. Specialized Activity and Camp Trip Safety Procedures. An operator shall ensure that:

- (1) A camper is instructed in safety procedures and the use of protective equipment;
- (2) A camper, staff member, or volunteer is provided with and uses safety equipment suitable to the specialized activity or camp trip; and
- (3) The specialized activity or trip is conducted according to the safety plan.

10.16.06.53

.53 Transportation.

A. When a camper, staff member, or volunteer is transported, an operator shall ensure that:

- (1) Transportation is provided according to applicable State law;
- (2) A transportation safety plan is developed and implemented that includes:
 - (a) Transportation safety rules, standards, and practices;
 - (b) Supervision requirements including camper to staff ratios;
 - (c) Emergency transportation services; and

(d) Severe weather procedures;

(3) Not more than 30 calendar days before the camp uses transportation, each staff member or volunteer involved in the transportation and each transportation service provider or driver:

(a) Is trained in the camp's transportation safety plan;

(b) Demonstrates knowledge of the camp's transportation safety plan; and

(c) Is provided with the opportunity to discuss the procedures and have questions answered by a supervisor;

(4) Documentation is kept on file that each staff member or volunteer received the training required in §A(3) of this regulation;

(5) A camper, staff member, or volunteer is provided with and uses transportation safety equipment;

(6) The driver of a vehicle is:

(a) An adult; and

(b) Licensed according to applicable State law;

(7) The number of occupants in a vehicle does not exceed the vehicle manufacturer's seating capacity;

(8) Before a camper is transported, written authorization from a camper's parent or guardian is obtained; and

(9) Vehicular traffic is controlled on the campsite.

B. When the camp operator provides or arranges camper transportation to camp, from camp, or to and from camp, the operator shall:

(1) Ensure that a director is available for consultation;

(2) Provide written information to the camper's parent or guardian that includes the:

(a) Camper's pick-up time and designated pick-up location;

(b) Camper's drop-off time and designated drop-off location;

(c) Camp's pick-up and drop-off safety procedures;

(d) Camp's policy concerning the camp's responsibility for supervising a camper when the camper is picked up, dropped off, and transported;

(3) Obtain a written agreement from the camper's parent or guardian concerning the parent's or guardian's responsibility for supervising a camper before the camper is picked up and after the camper is dropped off; and

(4) In addition to the driver, ensure that one assistant counselor or adult is on duty and supervising the campers when there are ten or more campers in a vehicle.

C. An operator may not transport a camper in a:

(1) Non-passenger vehicle; or

(2) An individual's car without obtaining written authorization from the:

(a) Camper's parent or guardian; and

(b) Owner of the vehicle.

10.16.06.54

.54 Supervision of Campers During Routine Activities.

During a routine activity, an operator shall ensure that:

A. A camp director is available for consultation at all times when campers are present at a camp;

B. For campers who are 3-1/2 to 5 years old:

(1) When there are one to eight campers, one adult is on duty and supervising the camper or campers;

(2) When there are nine to 16 campers, on duty and supervising the campers are:

(a) One adult; and

(b) A second staff member who is an assistant counselor or adult;

(3) When there are 17 to 24 campers, on duty and supervising the campers are:

(a) One adult; and

(b) Two additional staff members who are assistant counselors or adults; and

(4) A group does not exceed 24 campers;

C. For campers who are 6 to 10 years old:

- (1) When there are one to 15 campers, one adult is on duty and supervising the campers;
- (2) When there are 16 to 30 campers, on duty and supervising the campers are:
 - (a) One adult and two assistant counselors; or
 - (b) Two adults; and
- (3) A group does not exceed 30 campers;

D. For campers who are 11 years old or older:

- (1) When there are one to 15 campers, one adult is on duty and supervising the campers;
- (2) When there are 16 to 30 campers, on duty and supervising the campers are:
 - (a) One adult and two assistant counselors; or
 - (b) Two adults;
- (3) When there are 31 to 40 campers, on duty and supervising the campers are:
 - (a) Two adults and two assistant counselors; or
 - (b) Three adults; and
- (4) A group does not exceed 40 campers;

E. When a camper who is 3 1/2 to 5 years old is grouped together with older campers, supervision is provided as required in §B of this regulation;

F. When a camper who is 6 to 10 years old is grouped together with older campers, supervision is provided as required in §C of this regulation; and

G. An assistant counselor under the direction of an adult may supervise, for up to 30 minutes, no more than five campers without an adult supervisor present.

10.16.06.55

.55 Implementation of This Chapter.

Implementation of this chapter is contingent on the availability of funds.

10.16.06.9999

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COMAR 10.16.07,

HEALTH AND

MEDICATION

REQUIREMENTS FOR

YOUTH CAMPS

10.16.07.00

Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Subtitle 16 HOUSING

Chapter 07 Health and Medication Requirements for Youth Camps

Authority: Family Law Article, §§5-560—5-568, 5-704, and 5-705; Health-General Article, §§2-104, 13-701—13-708, 14-402(d), 14-403, 18-318, and 18-403; Health Occupations Article, §§8-6A-01—8-6A-16 and 14-306; Annotated Code of Maryland

10.16.07.01

.01 Scope.

This chapter applies to programs or activities that meet the definition of youth camp as defined in COMAR 10.16.06.02.

10.16.07.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Acute illness" means an abnormal condition of the body with rapid onset associated with recognizable symptoms and signs, such as chicken pox, gastroenteritis, influenza, or streptococcal sore throat, which has a short course of duration, as opposed to a chronic illness of long duration lasting 30 calendar days or more.

(2) Administer Medication

(a) "Administer medication" means the act of providing, preparing, or applying a medication.

(b) "Administer medication" does not include:

(i) Reminding a camper to take a medication; or

(ii) Providing physical assistance with opening and removing a medication from the container or locked storage.

(3) "Adult" has the meaning stated in COMAR 10.16.06.02.

(4) "Agent" means an individual who:

- (a) Is at least 18 years old;
- (b) Has successfully completed, at the expense of an applicant, an emergency epinephrine educational training program approved by the Department; and
- (c) Is appointed by a certificate for emergency epinephrine holder to administer auto-injectable epinephrine in an emergency situation.
- (5) "Anaphylaxis" means a sudden, severe, and potentially life-threatening allergic reaction that occurs when an individual is exposed to an allergen.
- (6) "Applicant" means an individual applying for a Certificate for Emergency Epinephrine.
- (7) "Auto-injectable epinephrine" means a portable, disposable drug delivery device that contains a premeasured single dose of epinephrine that is used to treat anaphylaxis in an emergency situation.
- (8) "Camp" means a youth camp as defined in COMAR 10.16.06.02.
- (9) "Camper" has the meaning stated in COMAR 10.16.06.02.
- (10) "Certificate" means a document showing the authority to operate a youth camp, issued by the Department of Health and Mental Hygiene pursuant to COMAR 10.16.06 and Health-General Article, §14-403, Annotated Code of Maryland, which displays the name of the person granted the authority.
- (11) "Certificate for emergency epinephrine" means a certificate or an endorsement on the operating certificate of a youth camp issued by the Department of Health and Mental Hygiene to an individual who operates a youth camp under COMAR 10.16.06 to obtain, store, and administer auto-injectable epinephrine.
- (12) "Certificate for emergency epinephrine holder" means an individual who is authorized by the Department of Health and Mental Hygiene to obtain, store, and administer auto-injectable epinephrine to be used in an emergency situation.
- (13) "Day" has the meaning stated in COMAR 10.16.06.02.
- (14) "Department" has the meaning stated in COMAR 10.16.06.02.
- (15) "Director" has the meaning stated in COMAR 10.16.06.02.
- (16) "Emergency medication" means a medication, identified by a camper's plan of action for use in case of a medical emergency, for a camper with an identified medical problem.
- (17) "Health supervisor" means an individual who:

(a) Provides health services for a camp; and

(b) Is licensed by the State as a:

(i) Physician;

(ii) Certified nurse practitioner; or

(iii) Registered nurse.

(18) Identified Medical Problem.

(a) "Identified medical problem" means a chronic physical condition diagnosed by a licensed health care professional that:

(i) Requires specific medical treatment and supervision; and

(ii) If untreated, can adversely affect the general health of the camper.

(b) "Identified medical problem" includes, but is not limited to:

(i) Asthma;

(ii) Cancer;

(iii) Diabetes; and

(iv) Epilepsy.

(c) "Identified medical problem" does not include a chronic physical condition, which does not typically cause other medical problems or have an adverse effect on the general health of the camper, such as:

(i) Blindness;

(ii) Deafness; or

(iii) A developmental disability.

(19) "Medication" means any nonprescription or prescription medication present at camp.

(20) "Operate" means to supervise, control, conduct, or manage a youth camp as:

(a) An owner;

(b) An agent of the owner;

(c) A lessee of the owner;

(d) A director; or

(e) An independent contractor.

(21) "Operator" has the meaning stated in COMAR 10.16.06.02.

(22) "Person" has the meaning stated in COMAR 10.16.06.02.

(23) "Secretary" has the meaning stated in COMAR 10.16.06.02.

(24) "Self-administer medication" means the act of an individual's ingesting, injecting, or applying the individual's own medication when the individual:

(a) Identifies the individual's own medication; and

(b) Follows the directions for use, including the correct route, dose, and frequency.

(25) "Successfully completed" means to pass a written examination with a grade of 75 percent or higher.

10.16.07.03

.03 Health Program.

A. An operator shall prepare and implement a written health program that:

(1) Is approved annually, in writing, by a physician, certified nurse practitioner, or registered nurse licensed to practice in the State;

(2) Is on file in the headquarters or office of the camp and is available to the camp staff members;

(3) Includes the name, title, and license number of the health supervisor;

(4) Includes procedures for the camp staff members to:

(a) Obtain camper, staff, and volunteer health information;

(b) Notify the camp health supervisor when a camper has an identified medical problem to ensure that there is a plan of action at the camp in case of a medical emergency;

(c) Disseminate information to staff members that work with a camper having a health problem;

(d) Care for a camper with an identified medical problem;

- (e) Maintain confidentiality regarding all health information on campers and staff members;
- (f) Observe campers each day for easily discernible signs of injury or illness;
- (g) Handle health emergencies and accidents;
- (h) Use emergency ambulance services and 911 services;
- (i) Care for and supervise an injured or ill camper until the camper is returned to the parent, guardian, or the parent's or guardian's designee;
- (j) Notify a parent, guardian, or the parent's or guardian's designee when a camper is observed to be injured or ill;
- (k) Report health situations in accordance with Regulations .06 and .07 of this chapter; and
- (l) Prevent the spread of an infectious disease using:
 - (i) Hand washing procedures;
 - (ii) Personal protective equipment;
 - (iii) Personal hygiene; and
 - (iv) An exposure control plan;
- (5) Includes procedures for handling medication at camp in accordance with Regulation .14 of this chapter; and
- (6) If using electronic records, includes procedures for, in the event that a power or server outage prevents access to the electronic record:
 - (a) Accessing camper, staff, and volunteer health information;
 - (b) Documenting injuries, illnesses, and other reportable diseases and conditions in a paper health log; and
 - (c) Documenting medication administration on a paper form.

B. An operator shall ensure and document that, not more than 30 calendar days before working at the camp, each staff member or volunteer:

- (1) Is trained in the health program;
- (2) Demonstrates knowledge of the health program procedures; and

(3) Is provided with the opportunity to discuss the procedures and have any questions answered by a supervisor.

C. A staff member or volunteer shall conduct health procedures according to the health program.

10.16.07.04

.04 Health Personnel.

An operator shall ensure that:

A. A camp health supervisor is:

- (1) Available for consultation at all times when campers are present at a camp; and
- (2) On site at all times when campers are present in a camp where 50 percent or more of the campers have identified medical problems;

B. Two adults with cardiopulmonary resuscitation certification by a national organization with a training program in cardiopulmonary resuscitation are on duty at all times;

C. If a camp has campers participating in a trip and campers remaining at camp, an adult with cardiopulmonary resuscitation certification by a national organization with a training program in cardiopulmonary resuscitation is on duty:

- (1) With the trip; and
- (2) At the camp;

D. The cardiopulmonary resuscitation certification by the national organization is appropriate to the age of campers and staff members;

E. Two adults with first aid certification by a national organization with a training program in first aid are on duty at all times; and

F. If a camp has campers participating in a trip and campers remaining at camp, an adult with first aid certification by a national organization with a training program in first aid is on duty:

- (1) With the trip; and
- (2) At the camp.

10.16.07.05

.05 Health Log.

An operator shall ensure that:

A. A camp staff member records in the camp health log, for all injuries, illnesses, medication errors, and reportable diseases and conditions as delineated in COMAR 10.06.01, the:

- (1) Date;
- (2) Name of individual;
- (3) Ailment;
- (4) Treatment prescribed; and
- (5) Name of the individual administering care or initials of the individual administering care if a list of names and initials is provided at the front of the health log;

B. The camp health log is:

- (1) Written on lined paper;
- (2) Maintained in a confidential manner;
- (3) Stored in a locked compartment;
- (4) Available at all times for review by the Department; and
- (5) Retained for a period of 3 years;

C. Each entry in the camp health log is:

- (1) Recorded in ink and no lines are skipped, providing a permanent record that is not easily modified; and
- (2) Legibly signed by the individual administering care at the camp; and

D. The camp health log is a:

- (1) Bound volume, such as a composition notebook;
- (2) Spiral book with sequentially numbered pages; or
- (3) Dedicated paper record per individual.

10.16.07.06

.06 Required Health Reports.

For all campers, staff members, and volunteers, an operator shall ensure that:

A. An injury or illness that results in death or that requires resuscitation or admission to a hospital is reported:

- (1) Immediately to the health supervisor and, in the case of a minor, to the minor's parent or guardian;
- (2) Verbally to the Department within 24 hours; and
- (3) To the Department within 1 week of the incident, on a form that meets the requirements of Regulation .07 of this chapter;

B. An injury that is treated at an off-site medical facility and that results in a positive diagnosis through clinical examination, laboratory test, or X-ray is reported:

- (1) Immediately to the health supervisor and, in the case of a minor, to the minor's parent or guardian; and
- (2) To the Department within 4 weeks of the end of camp, on a form that meets the requirements of Regulation .07 of this chapter;

C. When a camp health supervisor is on duty at the camp, an accident with no apparent injury, such as a fall from a horse, a fall from equipment, or impact from sports equipment, is reported immediately to the health supervisor;

D. When a camp health supervisor is only available for consultation and not on duty at the camp, the minor's parent or guardian is notified as soon as possible and before the end of the camp day, verbally or in writing, of:

- (1) An illness or injury that is not included in §A or B of this regulation; or
- (2) An accident with no apparent injury, such as:
 - (a) A fall from a horse;
 - (b) A fall from equipment; or
 - (c) Impact from sports equipment;

E. An outbreak of a disease or a condition that is required to be reported pursuant to COMAR 10.06.01 is reported:

- (1) Immediately to the health supervisor and in the case of a minor, to the minor's parent or guardian;

(2) Verbally to the Department within 24 hours; and

(3) To the Department within 1 week of the incident on a form that meets the requirements of Regulation .07 of this chapter;

F. A medication error or incident that required the administration of auto-injectable epinephrine is reported:

(1) Immediately to the health supervisor and, in the case of a minor, to the minor's parent or guardian; and

(2) To the Department within 4 weeks of the end of camp on a form that meets the requirements of Regulation .07 of this chapter; and

G. A camp health supervisor and camp director shall:

(1) Annually review all health log records and identify opportunities to reduce incidents, accidents, injuries, and medication errors; and

(2) Make available to the Department for review written documentation of the findings of the review of health log records.

10.16.07.07

.07 Reportable Condition Report Form.

An operator shall ensure that:

A. Any reportable condition described in Regulation .06 of this chapter is reported to the Department on a form prescribed by the Department;

B. Each report form is:

(1) Completed in duplicate; and

(2) Signed and dated by the person completing the form;

C. The original report form is maintained for at least 3 years; and

D. A copy of the report is forwarded to the Department with personal identifiers removed to maintain confidentiality.

10.16.07.08

.08 Camper's Health Record.

An operator shall ensure that each camper has on file at the time of admission to a youth camp a written personal health record that includes:

- A. The name of the camper's primary care physician or other provider of medical care;
- B. Pertinent information on any health problem including a physical, psychiatric, or behavioral problem;
- C. The name and phone number of a parent or legal guardian and at least one additional person to contact in an emergency situation; and
- D. For a camper who currently resides:
 - (1) Within the United States, a United States territory, or the District of Columbia, documentation of:
 - (a) The camper's residence; and
 - (b) Immunization exemptions because of a parental or guardian objection or medical contraindication; or
 - (2) Outside the United States, a United States territory, or the District of Columbia, documentation of:
 - (a) The camper's residence; and
 - (b) Record of vaccination or immunity on a form prescribed by the Department.

10.16.07.09

.09 Staff Member's or Volunteer's Health Record.

An operator shall ensure that each staff member or volunteer has on file at the time of employment or volunteering at a youth camp a written personal health record that includes:

- A. The name of the staff member's primary care physician or other provider of medical care;
- B. Pertinent information on any health problem including a physical, psychiatric, or behavioral problem;
- C. The name and phone number of a person to contact in an emergency; and
- D. For a staff member or volunteer who currently resides:
 - (1) Within the United States, a United States territory, or the District of Columbia, documentation of:

- (a) The staff member's or volunteer's residence; and
 - (b) Immunization exemptions because of a parental or guardian objection or medical contraindication; or
- (2) Outside the United States, a United States territory, or the District of Columbia, documentation of:

- (a) The staff member's or volunteer's residence; and
- (b) Record of vaccination or immunity on a form prescribed by the Department

10.16.07.10

.10 Electronic Records.

A. All of the following records may be kept electronically:

- (1) A health log;
- (2) A camper health record;
- (3) A staff or volunteer health record;
- (4) A Medication Administration Authorization Form;
- (5) A Medication Administration Form;
- (6) A Medication Final Disposition Form; or
- (7) When an operator uses standing orders for medication administration, a parent or guardian consent form.

B. The camp operator shall ensure that an electronic record under §A of this regulation is:

- (1) Capturing the same required information as the paper record being replaced;
- (2) Password protected;
- (3) Accessed only by authorized staff members;
- (4) Permanent and will not be deleted;
- (5) Capable of tracking staff member use of the system and producing an auditable record;
- (6) Maintained in a confidential manner;

(7) Available at all times for review by the Department upon request; and

(8) Retained for a period of 3 years.

C. If the electronic record under §A of this regulation is unavailable for any reason, the camp operator shall:

- (1) Provide a paper health log that meets the requirements of Regulation .05 of this chapter;
- (2) Record all injuries, illnesses, medication errors, and reportable diseases and conditions as defined in COMAR 10.06.01 in the paper health log until access to the electronic record is restored;
- (3) Transcribe all information recorded in the paper health log into the electronic record once access to the electronic record is restored;
- (4) Annotate the paper health log to indicate that transcription has occurred;
- (5) Retain the paper health log according to the time frame specified in Regulation .05 of this chapter; and
- (6) Provide an alternative means to access the electronic record.

10.16.07.11

.11 Exclusion During Vaccine-Preventable Disease Outbreaks.

During an outbreak of a vaccine-preventable disease at a camp, the camp operator shall exclude:

- A. A camper who does not have documented vaccination or immunity to the relevant vaccine-preventable disease from attending the camp; and
- B. An individual who does not have documented vaccination or immunity to the relevant vaccine-preventable disease from working or volunteering at the camp.

10.16.07.12

.12 Exclusion for Acute Illness and Communicable Disease.

A. An operator shall ensure that camp staff members:

- (1) Monitor a camper for signs and symptoms of acute illness such as vomiting, diarrhea, or a fever;
- (2) Arrange for first aid or medical treatment upon observing a sign or symptom of acute illness;

(3) Restrict an affected camper from participating in camp activities so that the camper's illness is not communicated to another individual;

(4) Provide supervision for an affected camper so that the camper is within sight and hearing of the supervising staff member; and

(5) Upon observing a sign or symptom of acute illness:

(a) Report an illness in accordance with Regulation .06E of this chapter; and

(b) Except for a residential camp as defined in COMAR 10.16.06.02, notify the camper's parent, guardian, or other designated person that the camper may not remain at camp.

B. When an acute illness is reported to the health supervisor, the health supervisor shall:

(1) Provide medical consultation or treatment; and

(2) Report the situation to the local health department in accordance with COMAR 10.06.01.

C. If a camper is exhibiting a symptom of acute illness, an operator may not:

(1) Admit an individual to a camp; or

(2) Except for a residential camp as defined in COMAR 10.16.06.02, allow a camper to remain in a camp.

D. An operator may not knowingly allow an individual to participate, work, or volunteer at camp during the period of communicability of a disease or condition listed in COMAR 10.06.01, unless:

(1) The individual is under the care of a licensed health care practitioner; and

(2) A licensed health care practitioner or local health officer as applicable approves, in writing, the individual's attendance.

10.16.07.13

.13 Health Treatment.

An operator shall ensure that:

A. A health treatment area:

(1) Is maintained within the camp for the temporary isolation and treatment of sick or injured campers;

- (2) Affords privacy, quiet, continual supervision, and protection from the elements;
- (3) Is equipped with:
 - (a) First aid supplies specified by the health supervisor; and
 - (b) Provisions for sanitary hand washing; and
- (4) In the case of a residential camp as defined in COMAR 10.16.06.02, except for a primitive camp as defined in COMAR 10.16.06.02, provides:
 - (a) Hot and cold running water;
 - (b) A bathroom with a flush toilet;
 - (c) A hand sink;
 - (d) A shower;
 - (e) An isolation and convalescent area; and
 - (f) Exterior lighting; and

B. Staff members or volunteers wash their hands before and after treatment.

10.16.07.14 EFFECTIVE 2017

.14 Medications.

A. An operator shall ensure that:

- (1) Except for medication covered by standing orders as described in §I of this regulation, before administration of a medication, written authorization is provided on a Medication Administration Authorization Form meeting the requirements of §F of this regulation;
- (2) Except for a primitive camp as defined in COMAR 10.16.06.02, emergency medication, or while a medication is being administered, medication is kept in a locked storage compartment;
- (3) A prescription medication is kept in the original container bearing a pharmacy label that includes the:

- (a) Prescription number;
- (b) Date filled;
- (c) Authorized prescriber's name;

- (d) Patient's name;
 - (e) Name of the medication;
 - (f) Dose of the medication;
 - (g) Route of administration for the medication;
 - (h) Time or frequency of administration for the medication; and
 - (i) Expiration date;
- (4) A nonprescription medication is kept in the original container that includes the directions for use;
- (5) Medication is given to the camper from the original container;
- (6) The directions provided in the prescriptive order for the medication found on the Medication Administration Authorization Form or the standing order are followed;
- (7) The staff member or designated volunteer administering the medication or supervising a camper who is self-administering medication knows the side effects and toxic effects of the medication;
- (8) Medication is kept in a secure manner;
- (9) Emergency medications are handled according to §D of this regulation;
- (10) Medication is stored according to the manufacturer's directions;
- (11) A staff member or designated volunteer documents medication administration on a Medication Administration Form meeting the requirements of §G of this regulation;
- (12) A staff member or designated volunteer documents the final disposition of the medication on a Medication Final Disposition Form meeting the requirements of §H of this regulation;
- (13) Except as allowed in §A(14) of this regulation, within 2 weeks after the end of the camping session or when the medication is discontinued, medication is:
- (a) Returned to:
 - (i) The parent;
 - (ii) The guardian; or

(iii) An individual designated by the parent or guardian who has authorization to pick-up the camper and the medication; or

(b) Destroyed; and

(14) If authorized by the parent or guardian, a camper may take their medication with them at the end of the camping session.

B. Staff Administration — Routine Medication. Except as allowed in §E of this regulation, an operator shall ensure that a routine medication, other than insulin, is administered by:

(1) A licensed or certified professional:

(a) Who is authorized to practice in Maryland; and

(b) Whose scope of practice includes medication administration; or

(2) An adult staff member or a volunteer who:

(a) Is designated by the operator; and

(b) On an annual basis successfully completes a training course approved annually by the Department.

C. Staff Administration — Insulin. Except as allowed in §E of this regulation, an operator shall ensure that insulin is administered by a licensed or certified professional:

(1) Who is authorized to practice in Maryland; and

(2) Whose scope of practice includes medication administration.

D. Staff Administration — Emergency Medication.

(1) Except as allowed in Regulation .15 of this chapter, an operator shall ensure that:

(a) Emergency medication is:

(i) Carried by the camper needing the medication if authorized according to §E(2) of this regulation;

(ii) Carried by an adult staff member or volunteer directly supervising the camper; or

(iii) Stored at a designated easily accessible location; and

(b) Emergency medication is administered by:

(i) The camper so long as the camper is capable and authorized to self-administer according to §E of this regulation;

(ii) An adult staff member or volunteer meeting the requirements of §B of this regulation; or

(iii) An adult staff member or volunteer trained by a health supervisor.

(2) An operator may allow a camper to self-carry an emergency medication if both the parent or guardian and a licensed or authorized prescriber have provided written consent for the camper to self-carry the emergency medication.

E. Self-Administration. An operator may allow a camper to self-administer medication, including insulin, if:

(1) Both the parent or guardian and a licensed or authorized prescriber have provided written consent for the camper to self-administer the medication;

(2) The health supervisor has designated an adult staff member or volunteer to supervise the camper while the camper is self-administering medication; and

(3) The designated adult staff member or volunteer supervises the camper while the camper is self-administering medication.

F. Medication Administration Authorization Form. A Medication Administration Authorization Form shall include:

(1) The written prescriptive order for the medication that includes:

(a) The child's name;

(b) The child's date of birth;

(c) The condition for which the medication is being administered;

(d) Whether or not the medication is an emergency medication;

(e) The name of the medication;

(f) The dose of the medication;

(g) The route of administration for the medication;

(h) The time or frequency of administration for the medication;

(i) If PRN, the frequency and for what symptoms the medication should be administered;

- (j) The known side effects of the medication specific to the camper;
- (k) The date medication administration shall begin;
- (l) The date medication administration shall end, not to exceed 1 year from the beginning date;
- (m) The authorized prescriber's name;
- (n) The authorized prescriber's title;
- (o) The authorized prescriber's telephone number;
- (p) The authorized prescriber's fax number;
- (q) The authorized prescriber's address;
- (r) The authorized prescriber's signature; and
- (s) The date the form is signed by the authorized prescriber;

(2) The following statement: "I request the authorized youth camp operator, staff member or volunteer to administer the medication or to supervise the camper in self-administration as prescribed by the above authorized prescriber. I certify that I have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I understand that at the end of the authorized period an authorized individual must pick up the medication; otherwise, it will be discarded. I authorize camp personnel and the authorized prescriber indicated on this form to communicate in compliance with HIPAA";

- (3) The parent's or guardian's signature;
- (4) The date the parent or guardian signed the form;
- (5) The parent's or guardian's primary phone number;
- (6) The parent's or guardian's alternative phone number;
- (7) If a camp allows a camper to self-administer medication, authorization to self-administer medication that includes:

(a) The following statement: "I authorize self-administration of the above listed medication for the child named above under the supervision of the youth camp operator, a designated staff member or volunteer";

(b) The signature of the authorized prescriber and the date the form is signed under the statement in §F(7)(a) of this regulation; and

(c) The signature of the parent or guardian and the date the form is signed under the statement in §F(7)(a) of this regulation; and

(8) If a camp allows a camper to self-carry emergency medication, authorization to self-carry emergency medication that includes whether the:

(a) Authorized prescriber gives permission for the child to self-carry emergency medication; and

(b) Parent or guardian gives permission for the child to self-carry emergency medication.

G. Medication Administration Form. A Medication Administration Form shall include the:

- (1) Child's name;
- (2) Child's date of birth;
- (3) Name of the medication;
- (4) Dose of the medication;
- (5) Route of administration for the medication;
- (6) Time or frequency of administration for the medication;
- (7) Amount of medication administered;
- (8) Date and time of administration; and
- (9) Name of the individual who:
 - (a) Administered the medication to the child; or
 - (b) Supervised self-administration if the child self-administered the medication.

H. Medication Final Disposition Form. A Medication Final Disposition Form shall include:

- (1) The child's name;
- (2) The child's date of birth;
- (3) The name of the medication;
- (4) The final disposition of the medication;

(5) Documentation that the medication is returned to the parent or guardian, or authorized individual, including the:

- (a) Name of the individual to whom the medication was returned; and
- (b) Signature of the staff member or volunteer who returned the medication; and
- (6) A section for documenting that the medication was destroyed that includes the:
 - (a) Signature of the individual responsible for destroying the medication;
 - (b) Signature of the individual witnessing the destruction of the medication; and
 - (c) Dates each individual signed the form.

I. Standing Orders. When standing orders from a licensed or certified professional authorized to prescribe medication are used in place of the Medication Administration Authorization Form required in §A(1) of this regulation, an operator shall ensure that:

- (1) Written permission is obtained from the child's parent or guardian to administer the medication; and
- (2) The medication is administered by a staff member or volunteer who meets the requirements in §B of this regulation.

J. Medications at Primitive Camps. Except for emergency medication that the camper is authorized to self-carry according to §E(2) of this regulation, in a primitive camp as defined in COMAR 10.16.06.02, medication is kept inaccessible to the camper.

K. Staff Member or Volunteer Medication.

- (1) An operator shall:
 - (a) Provide a means to secure medication for a staff member or volunteer when a medication is brought to camp; and
 - (b) Ensure that all staff member or volunteer medications are maintained in a secure manner at all times.

(2) Except when a staff member or volunteer is self-administering a medication, an operator shall:

- (a) Ensure that a staff member or volunteer:
 - (i) Provides written authorization on a Medication Administration Authorization Form meeting the requirements of §F of this regulation for each medication brought to camp; and

(ii) Who is an adult, signs the Medication Administration Authorization Form in lieu of a parent or guardian; and

(b) For a staff member or volunteer taking medication, have on file for each medication:

(i) A Medication Administration Authorization Form;

(ii) A Medication Administration Form; and

(iii) A Medication Final Disposition Form.

L. Form Retention. An operator shall retain for 3 years and make available to the Department the completed:

(1) Medication Administration Authorization Form;

(2) Medication Administration Form;

(3) Medication Final Disposition Form; and

(4) Record of successful training for each staff member or volunteer who is trained to administer medication under §B(2) of this regulation.

.15 Emergency Epinephrine.

A. An individual may apply, on a form prescribed by the Department, for a certificate for emergency epinephrine, which shall be valid for up to 1 year if the applicant:

(1) Is an operator of a youth camp;

(2) Is at least 18 years old; and

(3) Has successfully completed, at the applicant's expense, an emergency epinephrine educational training program approved by the Department.

B. The applicant shall submit to the Department with the form required in §A of this regulation a written policy that includes:

(1) Designation of agents;

(2) The name of the approved emergency epinephrine educational training program; and

(3) Procedures to:

(a) Store emergency auto-injectable epinephrine;

- (b) Notify a parent or guardian that emergency auto-injectable epinephrine is available at camp;
- (c) Maintain the emergency auto-injectable epinephrine in a secure manner;
- (d) Report use of emergency auto-injectable epinephrine according to Regulation .06 of this chapter;
- (e) Train an emergency epinephrine certificate holder and agent annually; and
- (f) Maintain documentation of an emergency epinephrine certificate holder and agent training for 3 years.

C. A provider of an emergency epinephrine educational training program may apply to the Department to have the training program recognized as approved for 5 years by submitting:

- (1) An application form prescribed by the Department;
- (2) A copy of all training program materials, including but not limited to handouts, presentations, and exams; and
- (3) The following credentials of the instructor:
 - (a) Name;
 - (b) License type as required in §E of this regulation; and
 - (c) License number.

D. An emergency epinephrine educational training program shall include:

- (1) The signs and symptoms of anaphylaxis;
- (2) Use of an emergency auto-injectable epinephrine pen;
- (3) Follow-up procedures with a parent or guardian after an emergency auto-injectable epinephrine is administered;
- (4) A skills demonstration; and
- (5) A written examination.

E. An individual teaching an emergency epinephrine educational training program shall be licensed as a physician, a registered nurse, or a certified nurse practitioner.

F. The Department shall:

- (1) Issue a certificate for emergency epinephrine to an applicant who meets the requirements in §§A and B of this regulation;
- (2) Deny, revoke or suspend a certificate for emergency epinephrine from an applicant who does not meet the requirements in §§A and B of this regulation;
- (3) Approve an emergency epinephrine educational training program if the training program meets the requirements of §C of this regulation;
- (4) Disapprove an emergency epinephrine educational training program if the training program does not meet the requirement of §C of this regulation; and
- (5) On or before January 31 of each year, publish a report summarizing the information obtained from the Reportable Incident Report Forms submitted to the Department related to the use of auto-injectable epinephrine at youth camps.

G. A physician licensed to practice medicine in the State may prescribe auto-injectable epinephrine in the name of a certificate for emergency epinephrine holder.

H. A pharmacist licensed to practice pharmacy in the State or a physician may dispense auto-injectable epinephrine under a prescription issued to a certificate for emergency epinephrine holder.

I. A certificate for emergency epinephrine holder may:

- (1) On presentment of a certificate for emergency epinephrine, receive from any physician licensed to practice medicine in the State a prescription for auto-injectable epinephrine; and
- (2) Possess and store prescribed auto-injectable epinephrine.

J. In an emergency situation when physician or emergency medical services are not immediately available, a certificate for emergency epinephrine holder or agent may administer auto-injectable epinephrine to an individual who is experiencing or believed in good faith by the certificate for emergency epinephrine holder or agent to be experiencing anaphylaxis.

10.16.07.16

.16 Appeal Rights.

A. Except as otherwise provided in the Administrative Procedure Act, State Government Article, Title 10, Subtitle 2, Annotated Code of Maryland, or in this regulation, before the Department takes any final action to deny, suspend, or revoke a certificate for emergency epinephrine the Department shall give the person against whom the action is contemplated an opportunity for a hearing.

B. The Department shall give the applicant for a certificate for emergency epinephrine:

(1) Written notice of the denial, suspension, or revocation of the certificate for emergency epinephrine;

(2) The reasons for the denial, suspension, or revocation; and

(3) In accordance with §A of this regulation, an opportunity for a hearing.

C. A person shall request a hearing, if a hearing is desired, by submitting to the Department a written request for a hearing.

D. To preserve the right to a hearing, a person shall submit the written request within 10 calendar days of the receipt of the denial, suspension, or revocation notice.

10.16.07.9999

Administrative History

Effective date: March 28, 2016 (43:6 Md. R. 408)

NOTICE TO THE PUBLIC

NON-DISCRIMINATION STATEMENT AND ACCESSIBILITY REQUIREMENTS

The Department of Health and Mental Hygiene (the Department) complies with applicable Federal civil rights laws and does not discriminate, exclude people, or treat them differently on the basis of race, color, national origin, age, disability, or sex.

The Department, upon request:

- Provides free aids and services to people with disabilities to communicate effectively with Department staff, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, please contact Environmental Health Bureau directly.

If you believe that the Department has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Delinda Johnson, Equal Access Compliance Unit, Office of Equal Opportunity Programs, Maryland Department of Health and Mental Hygiene, 201 West Preston Street, Room 514, Baltimore, Maryland 21201, 410-767-6600 (voice), 1-800-735-2258 (TTY), (410) 333-5337 (Fax), delinda.johnson@maryland.gov (email).

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Delinda Johnson is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, 1-800-868-1019, 800-537-7697 (TDD).

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Help is available in your language: 410-767-8400 (TTY: 1-800-735-2258).

These services are available for free.

Español/Spanish

Hay ayuda disponible en su idioma: 410-767-8400 (TTY: 1-800-735-2258)). Estos servicios están disponibles gratis.

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እገዛ በ ቋንቋዎ ማግኘት ይቻላል:-: 410-767-8400 (TTY: 1-800-735-2258) ::

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العربية /Arabic

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 410-767-8400 (رقم هاتف

الصم والبكم: (1-800-735-2258)

中文/Chinese

用您的语言为您提供帮助：410-767-8400 (TTY: 1-800-735-2258)。这些服务都是免费的

فارسی /Farsi

خط تلفن کمک به زبانی که شما صحبت می کنید : 1-800-735-2258 (خط تماس افراد ناشنوا 1-800-000-0000)

این خدمات به صورت رایگان در دسترس هستند

Français/French

Vous pouvez disposer d'une assistance dans votre langue : 410-767-8400 (TTY: 1-800-735-2258). Ces services sont disponibles pour gratuitement.

ગુજરાતી/Gujarati

તમારી ભાષામાં મદદ ઉપલબ્ધ છે: 410-767-8400 (ટીટીવાય: (TTY: 1-800-735-2258). સેવાઓ મફત ઉપલબ્ધ છે

kreyòl ayisyen/Haitian Creole

Gen èd ki disponib nan lang ou: 410-767-8400 (TTY: 1-800-735-2258). Sèvis sa yo disponib gratis.

Igbo

Enyemaka di na asusu gi: 410-767-8400 (TTY: 1-800-735-2258). Oryụ ndị a dị na enweghi ugwo i ga akwu maka ya.

한국어/Korean

사용하시는 언어로 지원해드립니다: 410-767-8400 (TTY: 1-800-735-2258). 무료로 제공 됩니다

Português/Portuguese

A ajuda está disponível em seu idioma: 410-767-8400 (TTY: 1-800-735-2258). Estes serviços são oferecidos de graça.

Русский/Russian

Помощь доступна на вашем языке: 410-767-8400 (TTY: 1-800-735-2258). Эти услуги предоставляются бесплатно.

Tagalog

Makakakuha kayo ng tulong sa iyong wika: 410-767-8400 (TTY: 1-800-735-2258). Ang mga serbisyong ito ay libre.

اردو/Urdu).

خبردار: اگر آپ اردو بولتے ہیں، تو آپ کو زبان کی مدد کی خدمات مفت میں دستیاب ہیں۔ کال 410-767-8400 (TTY: 1-800-735-2258) کر

Tiếng Việt/Vietnamese

Hỗ trợ là có sẵn trong ngôn ngữ của quý vị 410-767-8400 (TTY: 1-800-735-2258). Những dịch vụ này có sẵn miễn phí.

Yorùbá/Yoruba

Ìrànṣẹ́ wà ní àrọ̀wọ̀tó ní èdè rẹ: 410-767-8400 (TTY: 1-800-735-2258). Awon ise yi wa fun o free.

DEPARTMENTAL INFORMATION

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

PREVENTION AND HEALTH PROMOTION ADMINISTRATION

ENVIRONMENTAL HEALTH BUREAU

OFFICE OF HEALTHY HOMES AND COMMUNITIES

CENTER FOR HEALTHY HOMES AND COMMUNITY SERVICES

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