

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
1	Operating without a valid license.	25 TAC §265.23(a)	" A person shall possess a valid youth camp license prior to operating a youth camp."	<ul style="list-style-type: none"> · Is the operation a youth camp by definition and general characteristics? · Does the youth camp have a current license? 	· Statement that at the time of the inspection, COMPANYNAME was operating without a valid youth camp license.
2	Qualified on-site adult director.	25 TAC §265.12(a)	"On-site director required. Each youth camp shall be under the on-site direction of a qualified adult with at least two years of experience working with children. The director shall be knowledgeable in camp administrative practices and shall have at least one year of leadership experience with an organized youth camp, school or other youth-serving organization, such as the Boy Scouts of America or Young Men's Christian Association (YMCA)."	<ul style="list-style-type: none"> · Adult director? · Director on-site? · Director has 2 years experience working with children? · Director has 1 year leadership experience with a youth-serving organization? 	· Statement that the director is not an adult, on-site, does not have 2 years experience working with children, and/or does not have 1 year leadership experience with a youth-serving organization?
3	Appropriate ratio of adult supervisors	25 TAC §265.12(b)	"Adult supervisors. Each youth camp shall have at least one adult supervisor who is responsible for the supervision of no more than ten children in the camp. For any hazardous activity the supervisor(s) shall be in the immediate vicinity (within sight and/or hearing) of the campers. An "all camp" sedentary activity, not requiring physical activity must have at least one adult supervisor to every 25 campers. The camp director shall not be included in the supervisor to camper ratio in camps serving over 50 campers at one time."	<ul style="list-style-type: none"> · Adult supervisor responsible for no more than 10 campers? · Hazardous activity supervisor(s) in the immediate vicinity? · Sedentary activity ratio not less than one adult supervisor to every 25 campers? · Director included in the ratio for camps serving over 50 campers? 	Statement that adult supervisor(s) responsible for more than 10 campers, hazardous activity supervisor(s) are not in the immediate vicinity of the campers, sedentary activity ratio greater than one adult supervisor to every 25 campers, and/or the director was included in the ratio for camps serving over 50 campers.
4	Qualified person supervising hazardous activity.	25 TAC §265.12(c)	"Supervision of youth camp specialized activity. Youth camp specialized activities shall be conducted by and under the direct supervision of a qualified adult capable of implementing safety standards established by the department or the camp who shall have either documented training or at least two years documented experience in conducting the activity."	<ul style="list-style-type: none"> · Hazardous camp activities conducted by and under the direct supervision of a qualified adult? · Specialist has documented training or at least 2 years documented experience in conducting the activity? 	Statement that a hazardous camp activity was not conducted by a qualified adult, a hazardous camp activity was not under the direct supervision of a qualified adult, and/or the specialist did not have documented training or at least 2 years documented experience in conducting the activity? NOTE: Be specific on qualification, training and/or experience.
5	Written personnel policies & practices maintained.	25 TAC §265.12(d)	"Written personnel policies and practices. A camp shall have written personnel policies and practices for both campers and staff. Supervisors shall be informed of these policies and practices prior to assuming responsibility for campers."	<ul style="list-style-type: none"> · Camp has written personnel policies and practices for staff? · Camp has written personnel policies and practices for campers? · Supervisors informed of these policies and practices prior to assuming responsibility for campers? 	Statement that the camp does not have written personnel policies and practices for staff or for campers (or both), and/or the supervisors were not informed of these policies and practices prior to assuming responsibility for campers. NOTE: Be specific on which documentation was not provided.
6	Staff member character & integrity records.	25 TAC §265.12(e)	"Staff member character and integrity records. The camp management shall ascertain and have on record information, such as a letter of reference, attesting to the character and integrity of each staff member, and information, such as training certificates, attesting to the ability of each staff member to perform the tasks required in his or her position."	<ul style="list-style-type: none"> · Camp management did ascertain and have on record information attesting to the character and integrity of each staff member? · Camp management did have on record training certificates, attesting to the ability of each staff member to perform the tasks required in his or her position? 	Statement that the camp did not ascertain and have on record information attesting to the character and integrity of each staff member and/or did not have training certificates. NOTE: Be specific on which documentation was not provided and provide specific names.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
7	Annual criminal background check (all adult staff and all adult volunteers).	25 TAC §265.12(f)	"Criminal conviction and sex offender background check requirements. The camp management shall have on file a record of any criminal conviction and a sex offender registration check for all adult staff members and all adult volunteers working at the camp before the staff member or volunteer has unsupervised contact with children at the camp. A criminal background check and sex offender registration check must be on file for any other adult that will have unsupervised contact with campers, other than their own children. If the records are located off-site, a letter from the national or regional headquarters of the camp organization stating the names of individuals at the camp site for whom background checks have been conducted, shall be available at the camp site."	<ul style="list-style-type: none"> · Documentation of the annual criminal background check for all adult staff and all adult volunteers working at the camp consists of performing a criminal background check. · If documentation of the annual criminal background checks are kept off-site, a letter from the national or regional headquarters of the camp organization available at the camp site. 	<ul style="list-style-type: none"> · Statement that the camp did not have documentation of the annual criminal background check for all adult staff and all adult volunteers working at the camp or did not have a letter from the national or regional headquarters available at the camp site.. <List specific names not having the documentation> NOTE: Documentation may be located off site. If true, then include a statement that documentation is located at <give exact address>, but do not site as a deficiency.
8	Preclusion of persons with certain criminal convictions	25 TAC §265.12(g)	"Persons whose presence at a youth camp shall be precluded. Youth camps shall not employ paid or unpaid staff members or volunteers at a youth camp, or permit any person to have unsupervised contact with campers other than their own children if the person has the following types of criminal convictions or deferred adjudications: a misdemeanor or felony under Texas Penal Code, Title 5 (Offenses Against the Person), excluding a Class C misdemeanor under Chapter 22 (Assaultive Offenses), Title 6 (Offenses Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9, §15.031 (Criminal Solicitation of a Minor) of Title 4, §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or any like offense under the law of another state or under	<ul style="list-style-type: none"> · Any staff or volunteers with criminal convictions or deferred adjudications listed in the regulation? 	Statement that the camp had present a staff member or volunteer <give specific name(s)> at the camp that had been convicted or had a deferred adjudication for <be specific of the conviction or deferred adjudication>.
9	Written evaluation for persons with a criminal conviction.	25 TAC §265.12(h)(2)	"Camp management shall have on file a written evaluation for any staff member or volunteer with a criminal conviction or deferred adjudication included in paragraph (1) of this subsection, showing that management has determined the person is suitable for a position at the youth camp despite a criminal conviction or deferred adjudication."	<ul style="list-style-type: none"> · Any staff or volunteers with criminal convictions or deferred adjudications listed in the regulation? If yes, is there a written evaluation for that person? 	Statement that the camp had present a staff or volunteer <give specific name(s)> at the camp that had been convicted or had a deferred adjudication for <be specific of the conviction or deferred adjudication>, but that the camp did not have a written evaluation for that person.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
10	Sexual abuse and child molestation approved training and examination program documentation.	25 TAC §265.12(i)	"Sexual abuse and child molestation training and examination program. (1) A youth camp licensee may not employ or accept the volunteer service of an individual for a position involving contact with campers at a youth camp, or permit any person to have unsupervised contact with campers, unless: (A) the individual submits to the licensee or the youth camp has on file documentation that verifies the individual within the preceding two years has successfully completed the training and examination program required by this subsection; or (B) the individual successfully completes the youth camp's training and examination program approved by the department during the individual's first workweek, and prior to any contact with campers unless supervised during the first workweek by an adult who has successfully completed the program. The youth camp must have documentation on file and available for inspection within two business days of request by the department verifying that the individual successfully completed the youth camp's training and examination program."	<ul style="list-style-type: none"> - Youth camp employs or accepts the volunteer service of an individual for a position involving contact with campers without documentation of successfully completing the training and examination program? - The training and examination program on sexual abuse and child molestation was not approved by the department? 	Statement that the camp did not have documentation of successfully completing the training and examination program for all individuals in a position involving contact with campers and/or the training and examination program was not approved by the department. NOTE: Be specific of which staff or volunteer did not have training.
11	Appropriate supervised contact with campers	25 TAC §265.12(j)	"Supervised contact with campers. (1) A person supervising another person who is prohibited from having unsupervised contact with campers: (A) may include one or more paid or unpaid members of camp staff or nagement; law enforcement officers; security personnel; lifeguards or other responsible staff at any off-site facility; or parents or other adults; (B) must be charged with responsibility to monitor, oversee, or supervise the person on behalf of the licensee or camp management; and (C) must have the ability and means to summon competent assistance at all times while remaining within sight and hearing distance of the supervised person. (2) A person who is prohibited from having unsupervised contact with campers must be supervised at all times during which that person has or might have any contact with one or more campers, whether intentional or unintentional, and whether part of scheduled camp activities or not. The potential for contact with campers by a person is presumed at all times during which one or more campers are present at the facility at which the person is present unless there is an impassable barrier between them."	<ul style="list-style-type: none"> - A person who is prohibited from having unsupervised contact with campers not supervised at all times during which that person has or might have any contact with one or more campers, whether intentional or unintentional, and whether part of scheduled camp activities or not.? 	Statement that the camp did not have appropriate supervision of a person who is prohibited from having unsupervised contact with campers. NOTE: Be specific of which person(s) were not being appropriately supervised.
12	Appropriate records retention	25 TAC §265.12(k)	"Records retention. All applications, background check reports, training documentation, and other required personnel documentation required by these rules shall be maintained in hard copy or electronic format for a minimum of two years following a person's last day of service. If the youth camp is notified of an investigation or conviction of a camp staff member for an act of sexual abuse, as defined by §21.02 of the Texas Penal Code, which occurred at the camp, the camp shall retain all records related to the investigation or conviction until the department notifies the camp that the record retention is no longer required. "	<ul style="list-style-type: none"> - Camp retains all applications, background check reports, training, and other required personnel documentation for a minimum of two years following a person's last day of service? 	Statement that the camp did not retain required documentation for a minimum of two years. NOTE: Be specific of which staff or volunteer the camp did not have required documentation for, and which documentation was not retained.

Youth Camp Matrix

Department of State Health Services
1100 West 49th Street
Austin, Texas 78756-3199
(512) 834-6788; Fax (512) 834-6707

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
13	Facility not a fire, health, or safety hazard	25 TAC §265.13(a)	"Safety of camp facility. The buildings, structures, and grounds shall not present a fire, health, or safety hazard"	· Do any of the buildings, structures or grounds present a fire, health, or safety hazard?	Explanation and photographs (if possible) of why any building, structure or grounds of a camp present a fire, health, or safety hazard. NOTE: Be specific as to which item of a camp presents a hazard and why.
14	Premises free of accumulations of refuse and debris.	25 TAC §265.13(b)	"Accumulation of refuse and debris. The premises of each camp shall be kept free of accumulations of refuse and debris."	· The premises has an accumulation of refuse and/or debris?	Description of the refuse/debris. Photographs.
15	Buildings comply with applicable codes.	25 TAC §265.13(c)	"Compliance with building, plumbing, electrical and life safety codes. All camp buildings shall comply with applicable building, plumbing, electrical, life safety, and similar codes."	· Camp building(s) comply with applicable building, plumbing, electrical, life safety, and/or similar codes?	Description of which building does not apply with a particular code and why. NOTE: Be specific as to which building (name or number) and which code is being violated. Photographs.
16	Permanent structures clean and in good repair	25 TAC §265.13(d)	"Permanent living or sleeping structures. All permanent structures used for living or sleeping purposes in the camp shall be provided with walls, floors, and ceilings that shall be kept clean and in good repair."	· Permanent structure used for living or sleeping purposes provided with walls, floors, and ceilings? · Permanent structure kept clean? · Permanent structure in good repair?	Name and description of building that does not have walls, floors, or ceilings; that is not clean; and/or is not in good repair. NOTE: Be specific as to which building and which aspect is in violation. Photographs.
17	Separate beds, bunks or cots	25 TAC §265.13(e)	"Separate beds, bunks or cots. A separate bed, bunk, or cot shall be required for each person. Beds shall be spaced in a manner that is free of obstruction for entering and exiting."	· A separate bed, bunk, or cot available for each person? · Beds spaced in a manner that is free of obstruction?	Statement that a separate bed, bunk, or cot is not available for each person (include number of campers and number of beds). Statement that beds were not spaced in a manner that is free of obstruction (include description and photographs).
18	Bunk bed guardrails	25 TAC §265.13(f)	"Bunk bed guardrails. In all rooms housing campers, all bunk beds shall have at least two guardrails, one on each side of the bed for each bed having the underside of its foundation more than 30 inches from the floor in accordance with the Code of Federal Regulations (CFR), 16 CFR, Part 1513.3." Bunk beds securely attached to a wall may utilize the wall as one guardrail.	· Bunk beds have at least two guardrails, one on each side of the bed for each bed having the underside of its foundation more than 30 inches from the floor? · Guardrails in accordance with 16 CFR, Part 1513.3?	Statement and photographs of bunk beds without at least two guardrails.
19	Location of sleeping quarters	25 TAC §265.13(g)	"Location of sleeping quarters. Sleeping shall not be permitted in kitchens or in rooms used for food preparation, storage, or service."	· Sleeping permitted in kitchens or in rooms used for food preparation, storage, or service?	Statement and photographs of sleeping in kitchens or in rooms used for food preparation, storage, or service.
20	Bedding provided by the camp	25 TAC §265.13(h)	"Bedding provided by the camp. All articles of bedding provided by the camp, including mattresses and mattress covers, shall be kept clean and in good repair. Any bedroll provided by the camp and used by campers must be properly cleaned between use by different individuals."	· Articles of bedding kept clean and in good repair? · Bedrolls properly cleaned between use by different individuals?	Statement and photographs of bedding not clean and/or not in good repair. Statement that bedrolls properly cleaned between use by different individuals (include description of cleaning, if any, and photographs if possible).

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
21	Adequate number of toilets and urinals	25 TAC §265.13(i)	"Toilets and urinals. The camp shall provide at least one toilet for every 15 females and one toilet for every 15 males. In each male toilet facility, up to 70% of the toilets required may be urinals. In facilities with more than one toilet, some means of privacy must be provided for each toilet."	<ul style="list-style-type: none"> 1 toilet for every 15 females and 1 toilet for every 15 males? Some means of privacy provided for each toilet.? 	Statement that there is not at least 1 toilet for every 15 females and 1 toilet for every 15 males (include number of campers of each sex and number of toilets). Statement and photographs of multiple toilets without means of privacy provided for each toilet. NOTE: Single toilet facilities may be used for either sex.
22	Adequate number of lavatories	25 TAC §265.13(j)	"Lavatories. The camp shall provide at least one lavatory adjacent to toilet facilities. In facilities with more than five toilets or urinals in a room, there must be a minimum of two lavatories."	<ul style="list-style-type: none"> At least one lavatory adjacent to toilet facility? Facilities with more than five toilets or urinals in a room, have at least two lavatories? 	Statement and photograph that there is no lavatory adjacent to toilet facility. Statement and photograph that there is not at least 2 lavatories in facilities with more than five toilets or urinals in a room. NOTE: Portable toilet facilities do not need a lavatory!
23	Adequate hand cleanser available	25 TAC §265.13(k)	"Hand cleanser required. Each lavatory must be equipped with one of the following methods to sanitize hands: (1) lavatories with hot and cold running water must have soap or hand cleanser available at all times; (2) lavatories with only cold running water must have hand sanitizer or anti-bacterial soap available at all times; or (3) portable toilet facilities not equipped with lavatories providing water must have waterless hand sanitizer available at all times."	<ul style="list-style-type: none"> Lavatories with hot and cold running water has soap or hand cleanser? Lavatories with only cold running water has hand sanitizer or anti-bacterial soap? Portable toilet facilities not equipped with lavatories have waterless hand sanitizer? 	Statement and photograph of missing hand cleanser.
24	Adequate shower facilities (1:15)	25 TAC §265.13(l)	"Shower facilities. Resident youth camps must provide at least one shower for every 15 females and one shower for every 15 males. Each shower shall be equipped with water to meet the needs of the campers. There shall be soap or body cleanser available at all times."	<ul style="list-style-type: none"> Resident youth camps provide at least 1 shower for every 15 females and 1 shower for every 15 males? Each shower equipped with water to meet the needs of the campers? Soap or body cleanser available at all times? 	Statement that there is not at least 1 shower for every 15 females and 1 shower for every 15 males (include number of campers of each sex and number of toilets). Explain how the shower does not provide adequate water. Explain there is no soap or body cleanser available.
25	Cleanliness and sanitation of toilets, lavatories and bathing facilities	25 TAC §265.13(m)	"Cleanliness and sanitation of toilets, lavatories and bathing facilities. All toilets, lavatories, and bathing facilities shall be maintained in good repair and kept clean at all times. Every shower room floor shall be washed daily with a suitable detergent or sanitizing agent.."	<ul style="list-style-type: none"> Toilet, lavatory, and/or bathing facility maintained in good repair? Facility kept clean at all times? Shower room floor washed daily with a suitable detergent or sanitizing agent? 	Statement and photograph of poor repair and/or non-clean conditions. Statement shower room floor not washed daily with a suitable detergent or sanitizing agent (photographs if possible).
26	Toilet tissue available	25 TAC §265.13(n)	"Availability of toilet tissue. Toilet tissue shall be available at all times for each toilet."	<ul style="list-style-type: none"> Toilet tissue available for each toilet? 	Statement that toilet tissue was not available for each toilet. NOTE: Include exact location.
27	Toilets and bathing facilities adequately ventilated and lighted	25 TAC §265.13(o)	"Lighting and ventilation in toilet and bathing facilities. All permanent toilets and bathing structures shall be adequately ventilated and properly lighted."	<ul style="list-style-type: none"> Toilets or bathing structure adequately ventilated? Toilets or bathing structure properly lighted? 	Statement that toilet or bathing structure was not adequately ventilated and/or properly lighted. NOTE: Include exact location and photograph (for inadequate lighting) if possible.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
28	Public water supply	25 TAC §265.13(p)	"If a youth camp water supply meets the definition of a public water system, then all water" ... "shall come from a Texas Commission on Environmental Quality (TCEQ) approved drinking water source"	<ul style="list-style-type: none"> Is the youth camp water source a municipal water supply? If the youth camp water source is not a municipal water supply, does the youth camp water supply meet the definition of a public water supply (see definitions)? If the youth camp water supply meets the definition of a public water supply, is it licensed by TCEQ? 	Statement that the youth camp does not get its water from a municipal water supply or the water source meets the definition of a public water source and is not licensed by TCEQ.
29	Private water supply	25 TAC §265.13(q)	"Private water supply. Youth camps having water supplies that do not meet the definition of a public water system or that are not regulated by the TCEQ shall comply with the following requirements when the camp is open or operational unless otherwise indicated."	<ul style="list-style-type: none"> Camps utilizing a water supply that does not meet the definition of a public water supply in compliance with the rules? See Youth Camp Private Water Supply Inspection Matrix. 	Attach completed Youth Camp Private Water Supply Inspection form.
30	Disposal of wastewater	25 TAC §265.13(r)	"Disposal of youth camp wastewater. All camp wastewater shall be disposed of into a community sanitary sewage system or an approved On-site Sewage Facility in accordance with 30 TAC Chapter 285 (relating to On-Site Sewage Facilities). In remote areas, the use of chemical toilets is allowed, if the facilities are built and maintained in accordance with manufacturer designs."	<ul style="list-style-type: none"> All wastewater disposed of into a community sanitary sewage system, an approved On-site Sewage Facility, or chemical toilet? 	Statement that wastewater was not disposed of into a community sanitary sewage system, an approved On-site Sewage Facility, or chemical toilet. Photographs of surfacing effluent if possible.
31	Disposal of solid waste	25 TAC §265.13(s)	"Disposal of solid waste. Solid wastes shall be disposed of at a TCEQ approved sanitary landfill or other disposal facility approved by TCEQ under 30 TAC, Chapter 330, Municipal Solid Waste."	<ul style="list-style-type: none"> Solid wastes disposed of at a TCEQ approved sanitary landfill or other disposal facility? 	Statement that solid waste was not disposed of at a TCEQ approved sanitary landfill or other disposal facility. Photographs of illegal dump sites or other disposal areas.
32	Permanent Food Service Facilities	25 TAC §265.13(t)	"Permanent food preparation, storage and service areas. Permanent food preparation, storage and service areas must be maintained in compliance with 25 TAC, Chapter 229, Subchapter K, §229.161 et seq., Texas Food Establishments, as amended."	<ul style="list-style-type: none"> Permanent food preparation, storage and service areas maintained in compliance with Texas Food Establishments Rules? 	Attach completed Retail Food Establishment Inspection Report (Form E-3 and E-14).
33	Playgrounds and equipment	25 TAC §265.13(u)	"Playgrounds and equipment. Playgrounds and playground equipment shall meet the standards set forth in the U.S. Consumer Product Safety Commission Publication Number 325, "Handbook for Public Playground Safety", April 2008 as amended. Equipment that does not meet these standards may not be used by campers."	<ul style="list-style-type: none"> Playgrounds and equipment used by campers is in compliance with CPSC guidelines? 	Attach completed Playground Inspection Form.
34	Maintenance and operation of campsites	25 TAC §265.14(a)	"Maintenance and operation of primitive campsites. Primitive campsites shall be maintained and operated in a safe and healthful manner."	<ul style="list-style-type: none"> Primitive campsites maintained and operated in a safe and healthful manner? 	Description of unsafe and/or unhealthy conditions at the primitive campsite. Photographs if possible.
35	Drinking water at primitive camp, on hikes, or on trips away	25 TAC §265.14(b)	"Drinking water at primitive camp, on hikes, or on trips away. Drinking water used at primitive camps and on hikes and trips away from permanent campsites shall be from a source known to be safe or shall be rendered safe."	<ul style="list-style-type: none"> Drinking water used at primitive camps safe (approved source or rendered safe)? Drinking water used on hikes and trips away from campsites safe (approved source or rendered safe)? 	Describe why water used is unsafe. NOTE: Include statement of where water did come from.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
36	Toilet facilities at primitive campsites	25 TAC §265.14(c)	"Toilet facilities at primitive campsites. Primitive campsites that are not provided with approved toilet facilities shall have a separate toilet area designated for each sex. Slit trenches or cat holes with a readily available supply of clean earth backfill or other disposal methods approved by the department's Policy, Standards, and Quality Assurance Unit, shall be utilized for the disposal of human excreta in these areas. Approval must be received in writing prior to implementation. Toilet areas shall be located at least 150 feet from a stream, lake, or well, and at least 75 feet from a campsite, tent, or other sleeping or housing facility."	<ul style="list-style-type: none"> Primitive campsites without approved toilet facilities have separate toilet areas? Slit trenches or cat holes approved? Toilet areas located at least 150 feet from a stream, lake, or well? Toilet areas located at least 75 feet from a campsite, tent, or other sleeping or housing facility? 	Description and photographs of toilet areas. NOTE: If within the minimum distances described, include the stream, lake, well, campsite, tent, or other sleeping or housing facility in the photograph if possible. Statement that the slit trenches or cat holes are not approved.
37	Disposal of solid wastes at primitive campsites	25 TAC §265.14(d)	"Disposal of solid wastes at primitive campsites. Solid wastes that are generated in primitive camps shall be disposed of at a TCEQ approved sanitary landfill or other disposal facility approved by TCEQ under 30 TAC, Chapter 330, Municipal Solid Waste."	<ul style="list-style-type: none"> Solid wastes generated in primitive camps disposed of at an approved facility? 	Statement that solid waste was not disposed of at a TCEQ approved sanitary landfill or other disposal facility. Photographs of illegal dump sites or other disposal areas.
38	Food service at primitive campsites	25 TAC §265.14(e)	"Food service at primitive campsites. Only foods that can be maintained in a wholesome condition with the equipment available shall be used at primitive camps."	<ul style="list-style-type: none"> Only foods that can be maintained in a wholesome condition with the equipment available used at the primitive camp? 	Statement of why foods could not be maintained in a wholesome condition with the equipment available. Photographs if possible.
39	Hot water and detergent to wash food utensils	25 TAC §265.14(f)	"Use of hot water and detergent to wash food utensils. Hot water and detergent shall be used to wash all food utensils after each meal at primitive campsites."	<ul style="list-style-type: none"> Hot water and detergent to wash all food utensils after each meal at primitive campsites? 	Description of method (if any) used to wash all food utensils at primitive campsite. Photographs if possible.
40	Supervision of campers at primitive camps	25 TAC §265.14(g)	"Supervision of campers at primitive camps. Campers utilizing primitive camps shall be adequately supervised at all times by a responsible adult who is knowledgeable concerning proper wilderness camping techniques. A minimum of one such supervising adult for each ten campers shall be maintained in the immediate vicinity (within sight and/or hearing) of the campers."	<ul style="list-style-type: none"> Campers adequately supervised at all times by a responsible adult? Responsible adult is knowledgeable concerning proper wilderness camping techniques? One supervising adult for each 10 campers? Supervising adult in the immediate vicinity (within sight and/or hearing) of the campers? 	Statement that campers were not adequately supervised at all times by a responsible adult, the responsible adult was not knowledgeable concerning proper wilderness camping techniques, ratio greater than 1 adult supervisor to every 10 campers (include number of supervisors and number of campers), and/or supervising adult was not in the immediate vicinity (within sight and/or hearing) of the campers.
41	Record of an on-call physician	25 TAC §265.15(a)	"Record of an on-call physician required. Documentation shall be kept on file of a physician licensed to practice in Texas who is available to be on call at all times to advise health service personnel on all first aid and nursing services provided by the camp."	<ul style="list-style-type: none"> Physician licensed to practice in Texas on call at all times to advise health service personnel? 	Statement that physician licensed to practice in Texas is not on call at all times to advise health service personnel. NOTE: This does not need to be redone each year.
42	Emergency transportation available	25 TAC §265.15(b)	"Emergency transportation. Transportation must be available at all times to transport any sick or injured camper in an emergency."	<ul style="list-style-type: none"> Transportation available at all times to transport any sick or injured camper in an emergency? 	Statement that transportation is not available at all times to transport any sick or injured camper in an emergency.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
43	Medical staffing appropriate	25 TAC §265.15(c)	"Medical staffing requirements. A physician, registered nurse, licensed vocational nurse, or a person with an American Red Cross Emergency Response certificate, or its equivalent, shall be in the camp and on call at all times, and will be considered the Camp Health Officer. For camps having documented evidence, such as a letter from the local emergency medical services (EMS), that the camp is located within a 20 minute community EMS response time, a person certified in American Red Cross Community First Aid and Safety, or its equivalent, shall be in the camp and on call at all times, and will be considered the Camp Health Officer."	<ul style="list-style-type: none"> · A physician, registered nurse, licensed vocational nurse, or a person with an American Red Cross Emergency Response certificate, or its equivalent, in the camp and on call at all times? · Camp within 20 minute EMS response time has documented evidence? · Camp within 20 minute EMS response time has a person certified in American Red Cross Community First Aid and Safety, or its equivalent, in the camp and on call at all times? 	Statement that a physician, registered nurse, licensed vocational nurse, or a person with an American Red Cross Emergency Response certificate, or its equivalent, was not in the camp and/or was not on call at all times. Statement that a camp within 20 minute EMS response time did not have a person certified in American Red Cross Community First Aid and Safety, or its equivalent, in the camp and/or on call at all times? Statement that a camp within 20 minute EMS response time did not have documented evidence? NOTE: If the camp is within city limits (or close), documented evidence is not needed.
44	Incidents of abuse or neglect of a minor reported appropriately	25 TAC §265.15(d)	<p>"(A) If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected as those terms are defined in the Texas Family Code, Chapter 261, and the abuse or neglect occurred at the youth camp, then that person shall immediately make a report, in accordance with Texas Family Code, §261.101(a) to one of the appropriate agencies designated by Texas Family Code, §261.103. Accordingly, a report shall be made to:</p> <ul style="list-style-type: none"> (i) any local or state law enforcement agency; (ii) the Department of Family and Protective Services Abuse Hotline, which may be contacted at (800) 252-5400 or through the secure web site http://www.txabusehotline.org/; or (iii) the Department of State Health Services. <p>(B) If a person making a report in accordance with subparagraph (A) of this paragraph has not already notified the Department of State Health Services as part of such a report, the person shall also immediately notify the Department of State Health Services' Policy, Standards, and Quality Assurance Unit by phone at (512) 834-6788, by fax at (512) 834-6707, or by email at PHSCPS@dshs.texas.gov that a minor has been or may have been abused or neglected at a youth camp.</p>	<ul style="list-style-type: none"> · Did a person immediately (within 24 hours) make an appropriate report that a minor had been or may have been abused or neglected. 	Immediately contact the department's Policy, Standards and Quality Assurance Unit for further guidance.
45	Camper death or communicable diseases reported	25 TAC §265.15(e)	"Requirement to report camper death or communicable diseases. Camper death or confirmed cases of waterborne or foodborne diseases, such as cholera, dysentery, typhoid, salmonellosis, shigellosis, or infectious hepatitis, shall be reported to the Department of State Health Services' Policy, Standards, and Quality Assurance Unit, within 24 hours of occurrence (or confirmation in the case of disease) by fax at (512) 834-6707, or by email at PHSCPS@dshs.texas.gov. "	<ul style="list-style-type: none"> · Camper death or confirmed cases of waterborne or foodborne diseases reported within 24 hours of occurrence (or confirmation in the case of disease)? 	Immediately contact the department's Policy, Standards and Quality Assurance Unit for further guidance.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
46	Designation of a first aid area	25 TAC §265.15(f)	"Designation of a first aid area. A first aid area, used exclusively to handle health and emergency cases, shall be designated and suitably equipped. A first aid kit containing the items listed in Figure 265.15(f) shall be available in the first aid area."	<ul style="list-style-type: none"> First aid area designated and suitably equipped? First aid kit contains all required items? 	Statement that the first aid area was not designated and/or suitably equipped. Statement that the first aid kit did not contain all required items. NOTE: Be specific as to which items were missing from the kit.
47	Isolation of a child with a communicable disease	25 TAC §265.15(g)	"Isolation of a child with a communicable disease. A child ill with a confirmed or suspected case of a communicable disease shall be isolated to provide safety to other children and quiet to the patient. Any child that is isolated shall be supervised as determined by the Camp Health Officer. A child with a staphylococcal skin infection is not required to be isolated, if the infection is kept completely covered by a bandage."	<ul style="list-style-type: none"> A child ill with a confirmed or suspected case of a communicable disease isolated? Is any child that is isolated appropriately supervised? 	Statement that an child ill with a confirmed or suspected case of a communicable disease was not isolated and/or appropriately supervised.
48	Bound medical log or other unalterable record keeping system	25 TAC §265.15(h)	"Medical log required. A bound medical log, or other unalterable record keeping system, listing date, name of the patient, ailment, name of the Camp Health Officer, and the treatment prescribed shall be kept in the first aid area for the duration of the camp year for which the license is issued."	<ul style="list-style-type: none"> Bound medical log, or other unalterable record keeping system kept in the first aid area? Medical log listed date, name of the patient, ailment, name of the Camp Health Officer, and the treatment prescribed? 	Statement that a bound medical log, or other unalterable record keeping system was not kept in the first aid area and/or the log did not list date, name of the patient, ailment, name of the Camp Health Officer, and/or the treatment prescribed?
49	Camper health records kept on file	25 TAC §265.15(i)	"Camper health records shall be kept on file. The first aid area shall keep a health record on each child with the child's name, allergies, immunizations, parent's name, address, and telephone number, and parent or guardian authorization for emergency medical care."	<ul style="list-style-type: none"> First aid area keeps a health record on each child? Health Record contains the child's name, allergies, immunizations, parent's name, address, and telephone number, and parent or guardian authorization for emergency medical care? 	Statement that the first aid area did not keep a health record on each child and/or that the Health Record contains the child's name, allergies, immunizations, parent's name, address, and telephone number, and parent or guardian authorization for emergency medical care. NOTE: Specify what information missing from Health Record.
50	Emergency telephone available	25 TAC §265.15(j)	"Availability of an emergency telephone. The camp shall have a telephone readily available, preferably in the first aid area, for emergency use."	<ul style="list-style-type: none"> Camp has a telephone readily available for emergency use? 	Statement that the camp does not have a telephone readily available for emergency use. NOTE: Cellular telephone are acceptable.
51	Required emergency plans	25 TAC §265.15(k)	"Emergency plans required. A written plan of procedures to be implemented in case of a disaster, serious accident, epidemic, or fatality shall be formulated and posted in the camp's administrative on-site office or location and in each permanent and semi-permanent occupied building. The plan shall include procedures for emergency shelter and for evacuation of each occupied building and the facility. Campers shall be instructed as to their actions in the event of fire, disaster, or the need to evacuate. These procedures shall be reviewed by the staff with specific assignments made to each staff member and counselor. All camp staff and volunteers shall be made aware of this plan during the staff-training program or volunteer briefing. Documentation of this training shall be kept at the camp's administrative on-site office or location."	<ul style="list-style-type: none"> Written plan of procedures to be implemented in case of a disaster, serious accident, epidemic, or fatality formulated and posted in the camp's administrative on-site office or location? All camp staff and volunteers aware of this plan during the staff-training program or volunteer briefing? Documentation of this training kept at the camp's administrative on-site office or location? 	Statement that there was no written plan of procedures was formulated and/or posted in the camp's administrative on-site office or location; and/or camp staff or volunteers were not made aware of this plan. Note: Statement that documentation was not provided during the inspection is acceptable.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
52	Storing and dispensing of prescription medication	25 TAC §265.15(l)	"Storing and dispensing prescription medication to campers. If a child is taking a prescription medication when he or she reports to camp, the medication shall be in the original container with the prescription label, and the medical staff shall place that medication, sharps, and related paraphernalia or devices in a lockable cabinet or other secure location that is not accessible to campers. The medication shall be administered by the Camp Health Officer or camp counselor, if authorized in writing by the Camp Health Officer. At no time shall the child be allowed to self-administer the medication without adult supervision. Medications needed for immediate use for life-threatening conditions (e.g., bee-sting medication, inhaler) and limited medications approved for use in first-aid kits may be carried by a camper or staff person. The camp shall have on file a written statement of medical necessity from the prescribing doctor or the written approval of the Camp Health Officer for any camper to carry medication and related paraphernalia or devices."	<ul style="list-style-type: none"> · Prescription medication in the original container with the prescription label? · Prescription medication, sharps and related paraphernalia in a lockable cabinet or other secure location not accessible to campers? · Medication administered by the Camp Health Officer or camp counselor? · Child allowed to self-administer medication without adult supervision? 	Statement and photographs of prescription medication not in the original container with the prescription label; and/or not in a lockable cabinet or other secure location. Statement that medication was not administered by the Camp Health Officer or camp counselor; and/or was self-administer without adult supervision. NOTE: Include why child was allowed to self-administer medication (if known).
53	Camp trip first aid kits	25 TAC §265.15(m)	"Camp trip first aid kits. First aid kits containing the items listed in Figure 265.15(f) shall be taken on all out-of-camp trips."	<ul style="list-style-type: none"> · First aid kits taken on all out-of-camp trips? · First aid kits contain all required items? 	Statement that first aid kits were not taken on all out-of-camp trips. Statement that the first aid kit did not contain all required items. NOTE: Be specific as to which items were missing from the kit.
54	Adult waterfront director	25 TAC §265.16(a)	"Adult waterfront director required at youth camps. An adult waterfront director, who holds a current lifeguard certificate or its equivalent, shall be in charge of all waterfront activities. While waterfront activities are in progress, the waterfront director or an adult certified lifeguard assistant shall be in the immediate vicinity (within sight and/or hearing) of the campers, supervising the program."	<ul style="list-style-type: none"> · Adult waterfront director in charge of all waterfront activities? · Waterfront director or an adult certified lifeguard assistant in the immediate vicinity of the campers, supervising the program? 	Statement that there was no adult waterfront director in charge of all waterfront activities and/or the waterfront director or an adult certified lifeguard assistant was not in the immediate vicinity of the campers, supervising the program.
55	Responsibilities of the waterfront director	25 TAC §265.16(b)	"Responsibilities of the waterfront director. The waterfront director is to be responsible for all waterfront supervision procedures and is responsible for ensuring that the waterfront procedures are strictly enforced. The waterfront staff shall not engage in personal recreational swimming, boating or any other waterfront activity while on waterfront duty."	<ul style="list-style-type: none"> · Waterfront director responsible for all waterfront supervision procedures? · Waterfront director responsible for ensuring that the waterfront procedures are strictly enforced? · Waterfront staff engaged in personal recreational swimming, boating or any other waterfront activity while on waterfront duty? 	Statement that the waterfront director was not being responsible for all waterfront supervision procedures, and/or was not being responsible for ensuring that the waterfront procedures were strictly enforced. NOTE: Be specific as to how the director was not being responsible. Statement that the waterfront staff were engaged in personal recreational swimming, boating or any other waterfront activity while on waterfront duty. NOTE: Include statement about what they were doing while on duty.
56	Appropriate lifeguards and additional personnel	25 TAC §265.16(b)	"For every 35 campers, or fraction thereof, engaged in waterfront activities, there shall be one certified lifeguard and one additional person (either a certified lifeguard or trained adult lookout) on duty. Camps utilizing natural bodies of water such as rivers, lakes, or creeks may need to increase this ratio."	<ul style="list-style-type: none"> · One certified lifeguard and one additional person on duty for every 35 campers, or fraction thereof, engaged in waterfront activities? 	Statement that there was not at least one certified lifeguard and one additional person on duty for every 35 campers, or fraction thereof, engaged in waterfront activities. NOTE: State number of lifeguards, number of additional persons, and number of campers.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
57	Swimming pools	25 TAC §265.16(c)(1)	"Swimming areas shall be maintained and operated in a safe and clean condition. Youth camp swimming pools are class C pools, and shall be built, operated, and maintained in accordance with 25 Texas Administrative Code (TAC), Chapter 265, General Sanitation, Subchapter L, Standards for Public Pools and Spas."	<ul style="list-style-type: none"> Swimming areas maintained and operated in a safe and clean condition? Youth camp swimming pools built, operated, and maintained in accordance with Standards for Public Pools and Spas? 	Description and photographs of how swimming area is not being maintained and/or operated in a safe and/or clean condition. Attach completed Commercial Swimming Pool/Spa Inspection Report.
58	Interactive water features and fountains	25 TAC §265.16(c)(2)	"Interactive water features and fountains at youth camps shall be maintained and operated in a safe and clean condition. Interactive water features and fountains at youth camps shall be built, operated, and maintained in accordance with 25 TAC, Chapter 265, General Sanitation, Subchapter M, Interactive Water Features and Fountains."	<ul style="list-style-type: none"> Youth camp interactive water features and fountains built, operated, and maintained in accordance with 25 TAC, Chapter 265, General Sanitation, Subchapter M, Interactive Water Features and Fountains.? 	Attach completed Interactive Water Features Inspection Report.
59	Camper's swimming ability determined	25 TAC §265.16(d)	"Camps shall test to determine each child's swimming ability. Children shall then be confined to the limits of swimming skills for which they have been classified. Also, the swimming area shall have areas for non-swimmers, intermediate swimmers, and swimmers clearly marked."	<ul style="list-style-type: none"> Camp determines each child's swimming ability? Children confined to the limits of swimming skills for which they have been classified? Swimming area has areas for non-swimmers, intermediates, and swimmers clearly marked? 	Statement that camp does not test to determine each child's swimming ability. Statement and photographs that children are not confined to the limits of their swimming skills and/or that the swimming area does not have areas for non-swimmers, intermediates, and swimmers clearly marked.
60	Written swimming test policy	25 TAC §265.16(d)	"Camper's swimming ability shall be determined by the camp's written swimming test policy."	<ul style="list-style-type: none"> Does the youth camp have a written swim test policy? 	Statement that camp does not have a written swim test policy.
61	Campers checked in and out of the water	25 TAC §265.16(e)	"Checking campers in and out of the water. A method of checking campers in and out of the water shall be established and enforced."	<ul style="list-style-type: none"> A method of checking campers in and out of the water is established and enforced? 	Statement that camp does not have method of checking campers in and out of the water, or that the method is not enforced.
62	Waterfront lifesaving equipment provided and appropriate	25 TAC §265.16(f)	"Waterfront lifesaving equipment shall be provided. Lifesaving equipment suitable for the waterfront activity shall be provided at the waterfront activity area and placed so the equipment is immediately available in case of an emergency. All lifesaving equipment shall be kept in good repair and ready condition. At a minimum, this equipment shall include the following. (1) A rescue tube or rescue buoy with strap, or a ring buoy that is approved by the United States Coast Guard that has an outside diameter of 15 to 24 inches attached to a throwing rope that is at least two-thirds the maximum width of the pool with a diameter of 1/4-inch to 3/8-inch. (2) One or more backboards with a minimum of 3 tie down straps and head immobilizer for back and neck injuries. (3) A first aid kit that includes the items listed in Figure 25 TAC §265.15(f)."	<ul style="list-style-type: none"> Lifesaving equipment suitable for the waterfront activity provided at the waterfront activity area and placed so the equipment is immediately available in case of an emergency? Lifesaving equipment kept in good repair and ready condition? Lifesaving equipment includes (1) a rescue tube or rescue buoy with strap, or a ring buoy that is approved by the United States Coast Guard that has an outside diameter of 15 to 24 inches attached to a throwing rope that is 20 feet or greater with a diameter of 1/4-inch to 3/8-inch; (2) one or more backboards with a minimum of 3 tie down straps and head immobilizer for back and neck injuries; and (3) first aid kits shall include the items in Figure: 25 TAC §265.16(f)(1). 	Statement that lifesaving equipment was not provided at the waterfront activity area and/or was not placed so the equipment is immediately available in case of an emergency. Photographs of waterfront activity area. Statement that lifesaving equipment was not in good repair or ready condition. Photographs of equipment. Statement the the lifesaving equipment was missing essential item(s). Be specific as to which items were not available.

Youth Camp Matrix

Department of State Health Services
1100 West 49th Street
Austin, Texas 78756-3199
(512) 834-6788; Fax (512) 834-6707

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
63	Personal flotation device provided	25 TAC §265.16(g)	"Providing a personal flotation device. A Coast Guard approved Personal Flotation Device (PFD) shall be readily available for each occupant of a watercraft. Each occupant of a watercraft 12 years of age and under shall wear a United States Coast Guard (USCG) approved inherently buoyant Type II PFD, or Near-Shore Buoyancy Vest at all times while in the watercraft. A non-swimmer shall wear a USCG approved inherently buoyant Type II PFD, or Near-Shore Buoyancy Vest and not be permitted in a watercraft unless accompanied by a counselor. A camper shall wear a vest type USCG approved preserver before entering and while in white water or before entering and while on a lake when the water is rough or while waterskiing."	<ul style="list-style-type: none"> · Personal Flotation Device readily available for each occupant of a watercraft? · Each occupant of a watercraft 12 years of age and under wearing an approved PFD at all times while in the watercraft? · Non-swimmer wearing a an approved PFD and not permitted in a watercraft unless accompanied by a counselor? · Camper wearing a vest type preserver before entering and while in white water or before entering and while on a lake when the water is rough or while waterskiing? 	Statement that a Personal Flotation Device was not readily available for each occupant of a watercraft. NOTE: State number of occupants and number of PFD's available. Statement and photograph (if possible) of an occupant of a watercraft 12 years of age or under not wearing an approved PFD while in the watercraft, a non-swimmer not wearing a an approved PFD and/or being permitted in a watercraft without a counselor, and/or a camper not wearing a vest type preserver before entering and/or while in white water or before entering and/or while on a lake when the water is rough or while waterskiing.
64	Location of swimming areas	25 TAC §265.16(h)	"Location of swimming areas. Swimming areas shall be used exclusively for swimming while swimming is occurring. A watercraft docking area shall not be allowed in the swimming area and waterskiers shall not launch, cross, or stop in the swimming area while swimming is occurring."	<ul style="list-style-type: none"> · Swimming areas not used exclusively for swimming while swimming is occurring? · Watercraft docking area allowed in the swimming area? · Waterskiers launching, crossing, or stopping in the swimming area while swimming is occurring? 	Statement that the swimming areas was not used exclusively for swimming while swimming was occurring. NOTE: Specify what other activity was occurring. Statement and photographs that a watercraft docking area was allowed in the swimming area. Statement and photographs (if possible) that waterskiers were launching, crossing, or stopping in the swimming area while swimming was occurring.
65	Firearm or pellet gun program	25 TAC §265.17(a)	"Firearm or pellet gun programs at youth camps. A firearm or pellet gun program shall be conducted on a range that meets or exceeds the specifications outlined by the National Rifle Association or its equivalent. Safety procedures shall be enforced whenever the range is in use. The range shall be conspicuously marked and configured to prevent entry of campers onto the range while it is in use."	<ul style="list-style-type: none"> · Firearm or pellet gun program conducted on a range that meets or exceeds the specifications? · Safety procedures enforced when the range was in use? · Range conspicuously marked and/or configured to prevent entry of campers onto the range while it is in use? 	Statement and photographs that a firearm or pellet gun program was conducted on a range that did not meet the specifications, safety procedures were not enforced when the range was in use (be specific), and/or the range was not conspicuously marked and/or configured to prevent entry of campers onto the range while it was in use.
66	Archery program	25 TAC §265.17(b)	"Archery program at youth camps. An archery program shall be conducted on a range that meets or exceeds the specifications outlined by the National Field Archery Association or its equivalent. The archery range shall be conspicuously marked and configured to prevent entry of campers onto the range while it is in use."	<ul style="list-style-type: none"> · Archery program conducted on a range that meets or exceeds the specifications? · Archery range conspicuously marked and/or configured to prevent entry of campers onto the range while it was in use? 	Statement and photographs that an archery program was conducted on a range that did not meet the specifications, and/or the range was not conspicuously marked and/or configured to prevent entry of campers onto the range while it was in use.
67	Program equipment condition and use	25 TAC §265.17(c)	"Program equipment condition and use. Equipment used in all programs shall be kept in good condition and present no hazard as a result of poor condition to the user at any time."	<ul style="list-style-type: none"> · Equipment used in all programs kept in good condition and presents no hazard as a result of poor condition to the user at any time? 	Statement and photographs that the equipment used in a program was not kept in good condition and/or presented a hazard as a result of poor condition.
68	Storage of firearms, pellet guns, and archery equipment when not in use	25 TAC §265.17(d)	"Storage of firearms, pellet guns, and archery equipment when not in use. Firearms, pellet guns, ammunition, and archery equipment shall be kept in a secured area when not in use."	<ul style="list-style-type: none"> · Firearms, pellet guns, ammunition, and/or archery equipment kept in a secured area when not in use? 	Statement and photographs that firearms, pellet guns, ammunition, and/or archery equipment was not kept in a secured area when not in use.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
69	Safety and maintenance of tools used by campers	25 TAC §265.17(e)	"Safety and maintenance of tools used by campers. All tools, including power tools, used by campers shall be maintained in good repair, shall have the necessary safety guard attached, and shall be used only under supervision."	<ul style="list-style-type: none"> - All tools, including power tools, used by campers maintained in good repair? - All tools have the necessary safety guard attached? - All tools used only under supervision? 	Statement and photographs that tools used by campers were not maintained in good repair, did not have the necessary safety guard attached, and/or were not used only under supervision?
70	Horseback riding program	25 TAC §265.17(f)	"Horseback riding programs. (1) Camps providing horseback riding programs shall require the head instructor or director of the program to follow the camp's riding program and safety procedures outlined in a written document. This document shall include the following: (A) procedures to be followed in the event of an accident; (B) procedures to determine each horse's suitability for safe use; (C) proper care of tack and equipment; (D) proper procedure for mounting; (E) the number of riders per supervisor, and (F) any other information that is specific to the camp's equestrian program or is helpful to the horseback riding director. (2) Camps providing horseback riding programs shall: (A) ensure that horses that are in use are sound and in good physical condition; (B) ensure that the stable area is kept clean and free of all hazards; and (C) require all riders (campers and instructional staff) to wear appropriate protective helmets]."	<ul style="list-style-type: none"> - Camp has written riding program and safety procedures? - Head instructor or director of the program follows the procedures? - Procedures include the following: (1) procedures to be followed in the event of an accident; (2) procedures to determine each horse's suitability for safe use; (3) proper care of tack and equipment; (4) proper procedure for mounting; (5) the number of riders per supervisor, and (6) any other information specific to the camp's equestrian program? - Horses that are in use are sound and in good physical condition? - The stable area is kept clean and free of all hazards? - All riders (campers and instructional staff) are wearing appropriate protective helmets? 	Statement that the camp does not have a written riding program and safety procedures. Statement that the head instructor or director of the program did not follow the procedures. NOTE: Be specific. Statement that the procedures include all of the required components. NOTE: Be specific to what was missing. Statement and photographs that horses that are in use are not in sound and/or are not in good physical condition, the stable area was not kept clean and/or free of all hazards (be specific), and/or that riders were not wearing appropriate protective helmets.
71	Adventure/challenge course	25 TAC §265.17(g)	"Adventure/challenge courses. Camps providing an adventure/challenge program utilizing belaying, spotting, or non-spotting elements must: (1) designate a certified adventure/challenge program manager, who shall be in attendance whenever the adventure/challenge program is operating; (2) ensure that the adventure/challenge program is operated and maintained in a safe manner; (3) develop a set of site-specific policies and procedures, which establish criteria for all adventure/challenge operations, including equipment used and safety precautions; (4) ensure that spotters and belayers are instructed in the proper procedures prior to assuming their duties, and that they are directly supervised until competency is demonstrated; (5) establish a method to control access to the equipment and the activity area in order to prevent use by unauthorized or unsupervised campers; (6) perform safety checks of all equipment and ropes prior to each use and maintain a record of all inspections and maintenance; (7) provide a safety orientation for each camper prior to allowing the camper to engage in adventure/challenge activities; (8) ensure that all campers engaged in adventure/challenge activities are wearing appropriate personal protective equipment; and (9) provide documentation of an annual physical inspection of the adventure/challenge course and equipment by an insured third party inspector."	<ul style="list-style-type: none"> - Designated certified adventure/challenge program manager, who is in attendance whenever the adventure/challenge program is operating? - Program is operated and maintained in a safe manner? - Set of site-specific policies and procedures, which establish criteria for all adventure/challenge operations, including equipment used and safety precautions? - Spotters and belayers instructed in the proper procedures prior to assuming their duties? - Spotters and belayers directly supervised until competency is demonstrated? - Method used to control access to the equipment and the activity area in order to prevent use by unauthorized or unsupervised campers? - Safety checks of all equipment and ropes performed prior to each use? - Record of all inspections and maintenance maintained? - Safety orientation for each camper performed prior to allowing the camper to engage in adventure/challenge activities? - All campers engaged in adventure/challenge activities wearing appropriate personal protective equipment? - Documentation of an annual physical inspection of the adventure/challenge course and equipment by an insured third party inspector provided? 	Statement that there was no designated certified adventure/challenge program manager; the manager was not in attendance when the program was operating; there was no site-specific policies and procedures; spotters or belayers were not instructed in the proper procedures prior to assuming their duties; the spotters or belayers were not directly supervised until competency was demonstrated; there were no safety checks of equipment and/or ropes performed prior to each use; no record of inspections and/or maintenance maintained; safety orientation was not performed for each camper prior to engaging in activities; and/or there was no documentation of an annual physical inspection by an insured third party inspector. Description of how the program was operated and/or maintained in an unsafe manner. Photographs if possible. Statement and photographs that there was no method used to control access to the equipment and the activity area; and/or campers were engaged in activities while not wearing appropriate personal protective equipment.

Youth Camp Matrix

Department of State Health Services
1100 West 49th Street
Austin, Texas 78756-3199
(512) 834-6788; Fax (512) 834-6707

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
72	Fire and safety codes	25 TAC §265.18(a)	"Fire and safety codes. Facilities at all youth camps shall meet local fire and safety codes."	<ul style="list-style-type: none"> Facilities at all youth camps meet local fire and safety codes? 	Statement and photographs (if possible) of how the facility or building did not meet local fire and safety codes. NOTE: Be specific as to which building (name or number) and which code was being violated.
73	Fire exits in buildings	25 TAC §265.18(b)	"Fire exits in buildings. All buildings in which groups of people live, eat, sleep, or assemble shall be provided with ready exits for use in case of fire and these exits shall be conspicuously marked."	<ul style="list-style-type: none"> Buildings provided with ready exits for use in case of fire? Exits conspicuously marked? 	Statement and photographs of buildings were not provided with ready exits for use in case of fire and/or exits were not conspicuously marked.
74	Storage of flammable or explosive materials	25 TAC §265.18(c)	"Storage of flammable or explosive materials. Containers of gasoline, flammables, or explosives shall be plainly marked and stored in a locked area separate and apart from any and all permanent and semi-permanent structures used by campers. The presence of such materials shall be kept to a minimum."	<ul style="list-style-type: none"> Containers of gasoline, flammables, or explosives plainly marked and stored in a locked area separate and apart from any and all permanent and semi-permanent structures used by campers? Presence of such materials kept to a minimum? 	Statement and photographs that containers of gasoline, flammables, or explosives were not plainly marked and/or were not stored in a locked area separate and apart from any and all permanent and semi-permanent structures used by campers. Statement that the presence of such materials was not kept to a minimum. NOTE: Be specific as to how this was not kept to a minimum.
75	Inspection of vehicles used for transportation of campers	25 TAC §265.19(a)	"Inspection of vehicles used for transportation of campers. Any vehicle used for transporting children on public roadways must have all current and applicable Department of Public Safety vehicle inspections."	<ul style="list-style-type: none"> Vehicle used for transporting children on public roadways has all current and applicable Department of Public Safety vehicle inspections? 	Statement and photographs (if possible) of the vehicle without current and applicable vehicle inspections.
76	First aid kits in vehicles transporting campers or staff	25 TAC §265.19(b)	"First aid kits in vehicles transporting campers or staff. Every vehicle used for transporting staff or campers off site shall be equipped with a first aid kit containing the items listed in Figure 265.15(f) and emergency equipment such as fire extinguishers, tools, and flares."	<ul style="list-style-type: none"> Vehicle used for transporting staff or campers off site equipped with a first aid kit and emergency equipment? First aid kit contains all required items? 	Statement that the vehicle used for transporting staff or campers off site was not equipped with a first aid kit and/or emergency equipment. Photographs (if possible). Statement that the first aid kit did not contain all specific items. Be specific on which items were missing. NOTE: The first aid kit may be kept elsewhere when vehicle is not in use.
77	Drivers have a valid driver's license	25 TAC §265.19(c)	"Drivers shall have a valid driver's license. All drivers must be adults and hold a valid driver's license appropriate for the type of vehicle being driven."	<ul style="list-style-type: none"> Driver an adult, holding a valid driver's license appropriate for the type of vehicle being driven? 	Statement that the driver is not an adult, and/or does not hold a valid driver's license appropriate for the type of vehicle being driven.
78	Safety belts	25 TAC §265.19(d)	"Safety belts. In any vehicle used for transportation of campers that is equipped with safety belts or that is required by any law to be equipped with safety belts: (1) the safety belts shall be in good working condition; and (2) all campers shall wear the safety belts provided when the vehicle is in motion."	<ul style="list-style-type: none"> Vehicle has safety belts in good repair? All campers wearing safety belts when vehicle is in motion? 	Statement that the vehicle safety belts were not in good repair. Statement that not all campers were wearing safety belts when the vehicle was in motion.
79	Location of animals	25 TAC §265.20(a)	"Location of animals. Horses and other animals maintained at any camp shall be quartered at a reasonable distance from any sleeping, living, eating, or food preparation area."	<ul style="list-style-type: none"> Horses or other animals quartered at a reasonable distance from any sleeping, living, eating, or food preparation area? 	Statement and photographs of horses or other animals not being quartered at a reasonable distance from any sleeping, living, eating, or food preparation area. NOTE: If possible, include buildings in photograph of the animal quarters.

Youth Camp Matrix

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
80	Location of stables or corrals	25 TAC §265.20(b)	"Location of stables or corrals. Stables and corrals shall be located so as to prevent contamination of any water supply. Manure shall be removed from stalls and corrals as often as necessary to prevent a fly problem."	<ul style="list-style-type: none"> Stables or corrals located so as to prevent contamination of any water supply? Manure removed from stalls and corrals as often as necessary to prevent a fly problem? 	Statement that a stable or corral was located so as to possibly contaminate a water supply. NOTE: Be specific as to how water contamination was possible. Include photographs if possible. Statement and photographs of a fly problem caused by manure in stalls or corrals.
81	Animals in waterfront areas	25 TAC §265.20(c)	"Animals in waterfront areas prohibited. Horses, dogs, or other domestic animals or pets shall not be permitted on a beach or in the water near the beach when in use for waterfront activities."	<ul style="list-style-type: none"> Horses, dogs, or other domestic animals or pets permitted on a beach and/or in the water near the beach when in use for waterfront activities? 	Statement and photographs of a horse, dog, or other domestic animal or pet on a beach and/or in the water near the beach when in use for waterfront activities.
82	Rabies vaccinations of animals	25 TAC §265.20(d)	"Rabies vaccinations of animals. All dogs and cats owned or under the supervision of anyone on the camp premises shall be currently vaccinated against rabies in compliance with Health and Safety Code, §826.021. Evidence of vaccination must be provided to a department representative upon request."	<ul style="list-style-type: none"> Dogs or cat owned or under the supervision of anyone on the camp premises currently vaccinated against rabies? 	Statement that a dogs or cat owned or under the supervision of anyone on the camp premises was not currently vaccinated against rabies.
83	Insect, rodent or other pest infestation prevention	25 TAC §265.21(a)	"Prevention of insect, rodent or other pest infestations. The camp management shall maintain every building used or intended for human habitation in a manner to keep it free from insects, rodents, and other pests."	<ul style="list-style-type: none"> Any building used or intended for human habitation infested with insects, rodents, or other pests? 	Statement and photographs of any building used or intended for human habitation infested with insects, rodents, or other pests. NOTE: Be specific about the type of infestation. Take samples of insects for identification!
84	Storage of chemical control agents	25 TAC §265.21(b)	"Storage of chemical control agents. Chemical control agents, insecticides, rodenticides, and other hazardous chemicals shall have the containers plainly marked and be stored in a locked area not accessible to campers. The presence of such chemicals shall be kept to a minimum."	<ul style="list-style-type: none"> Chemical control agents, insecticides, rodenticides, or other hazardous chemicals have the containers plainly marked? Chemical control agents, insecticides, rodenticides, or other hazardous chemicals stored in a locked area not accessible to campers? The presence of such chemicals kept to a minimum? 	Statement and photographs of chemical control agents, insecticides, rodenticides, or other hazardous chemicals in containers not plainly marked, and/or not stored in a locked area not accessible to campers. Statement that the presence of such chemicals was not kept to a minimum. NOTE: Be specific as to why the amount was not the minimum.
85	Nudity Prohibited	25 TAC §265.22	"A youth camp may not allow campers or staff to be nude except when bathing, showering, changing clothing, or receiving medical care."	<ul style="list-style-type: none"> Campers or staff allowed to be nude (except when bathing, showering, changing clothing, or receiving medical care)? 	Statement that campers or staff were nude (except when bathing, showering, changing clothing, or receiving medical care). NOTE: NO PHOTOGRAPHS!!
86	Interference with an inspection	25 TAC §265.25(c)	"Interference with an inspection. A department representative in pursuance of his/her official duties is not required to seek permission to conduct inspections or investigations. It is a violation of the Act for a person to interfere with, deny, or delay an inspection or investigation conducted by a department representative."	<ul style="list-style-type: none"> Department representative in pursuance of his/her official duties was required to seek permission to conduct inspections or investigations? A person interfered with, denied, or delayed an inspection or investigation conducted by a department representative? 	Statement that a department representative in pursuance of his/her official duties was required to seek permission to conduct inspections or investigations and/or that a person interfered with, denied, or delayed an inspection or investigation conducted by a department representative. NOTE: Be specific as to what happened and who interfered with the inspection.

Youth Camp Matrix

Department of State Health Services
1100 West 49th Street
Austin, Texas 78756-3199
(512) 834-6788; Fax (512) 834-6707

Number	Violation	TAC § Number	Regulation	Criteria	Documentation
--------	-----------	-----------------	------------	----------	---------------