



# Guide to Compliance with ATCP 78 for Residential Youth Activities

SUMMER 2025



Office of Youth Protection  
UNIVERSITY OF WISCONSIN-MADISON

## Overview

This guide is designed to assist residential youth activity staff with compliance with ATPC 78 Recreational and Educational Camps. All residential youth activities must comply with both UW-1045 Youth Protection and ATPC 78. Requirements for UW-1045 are highlighted in the Youth Protection Policy (UW-1045) Reference Guide (2025).

The complete text for ATPC 78 can be found online at [https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/78](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/78).

Key sections from the code that are particularly relevant to youth activity staff are included in blue boxes throughout this document. Madison-specific information is included in red boxes. Pages 4-27 also include a summary of key points and other information designed for youth activity staff. A summary of documents residential youth activities will need for inspections is included on page 3.

Please note that while these requirements impact all residential youth activities and third-party residential youth activities, some of the larger youth activities and residential third-party youth activities use different procedures to achieve compliance with state law. For example, third parties do not have access to CampHealth services, and Athletics provides their own health staff. This document does not address these alternative procedures. Focus is also on programs that take place on the main campus in Madison. Upham Woods Outdoor Learning Center, as an example, does not have access to some campus-based resources.

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**All youth activities must be prepared to show proof of the following to inspectors authorized by DATCP:**

General	Specialized Programs	Camp Health
<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of ATCP 78 license</li> <li><input type="checkbox"/> Staff Roster</li> <li><input type="checkbox"/> Participant Roster</li> <li><input type="checkbox"/> Dates of criminal background check completion</li> <li><input type="checkbox"/> Copy of Camper Sexual Abuse Prevention training curriculum, and documentation of training</li> <li><input type="checkbox"/> Emergency Response Plan including fire evacuation, inclement weather, lost youth participant, lost swimmer, power loss and facility outages, plans for security, active threat response, communicable disease and foodborne illness</li> <li><input type="checkbox"/> Material Safety Data Sheets (MSDS) if working with hazardous materials</li> </ul>	<div data-bbox="716 272 1383 727"> <p>When offering specialized program activities (i.e., aquatics, challenge courses, horseback riding, etc.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation of qualifications of the activity supervisor and the training provided to camp staff relevant to their assigned duties</li> </ul> <p>Note: Specialized activities must consult with OYP &amp; Risk Management before offering a new specialized youth activity.</p> </div> <div data-bbox="716 743 1383 1088"> <h3>Aquatics</h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> Credentials: Lifeguard, CPR, AED, First Aid, Bloodborne Pathogen Training and Boaters Safety (if born after 1/1/1989)</li> <li><input type="checkbox"/> Lifeguard Staffing Plan</li> <li><input type="checkbox"/> Waterfront Rules (must be posted)</li> </ul> </div> <div data-bbox="716 1104 1383 1339"> <h3>Rental Groups</h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> Space Use Contract with Third-Party</li> <li><input type="checkbox"/> Youth Protection Addendum to the contract</li> </ul> </div>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter contract with Camp Health</li> <li><input type="checkbox"/> Provide participant rosters to Camp Health to initiate CampDoc profile setup</li> <li><input type="checkbox"/> Communication with participants that check-in and check-out must occur with Camp Health</li> <li><input type="checkbox"/> Documentation of how staff are instructed to transport youth participants who need off-premises medical care</li> <li><input type="checkbox"/> First Aid kit(s) for staff labelled "For Staff Use"</li> <li><input type="checkbox"/> Written plan for isolation of sick or injured campers/staff</li> <li><input type="checkbox"/> Death, Illness and Injury Reports &amp; Reporting Template</li> </ul>

*This list is not exhaustive and is not a substitute for review of the UW-Madison Youth Protection Policy ([UW-1045](#)) and [ATCP 78](#).*

# ATCP 78.25 Adult Camp Staffing

During camp operation the adult camp staff to camper ratio shall be as required pursuant to s. ATCP Table 78.25. For the purposes of determining staff to camper ratio, personnel that do not have responsibility for providing training or direct supervision to campers, including kitchen staff, maintenance staff, housekeeping, or administrative office staff, are not included.

ATCP Table 78.25 Adult Staff to Camper Ratio		
Camper Age	Number of Adult Camp Staff	Campers
7–17	1 per	Every 10 or fraction thereof
6 and Under	1 per	Every 4 or fraction thereof
<b>History:</b> CR 21–109: cr. Register June 2023 No. 810, eff. 9–24–23; correction made under s. 35.17, Stats., Register June 2023 No. 810.		

## Variance for Camper Supervision Ratio (Expires 5/19/27)

The Division of Food and Recreational Safety of DATCP conditionally granted UW-Madison a variance to operate with one adult supervisor present with up to 18 children ages 10-17, with additional supervisor(s) [adults authorized to provide custodial care] readily available if needed. The conditions are as follows:

1. Whenever there is only one supervisor with the children, the other supervisor must be reachable via cell phone, and be able to respond in-person within 5 minutes.
2. Children ages 7-9 will be supervised at a ratio of 1:10.
3. Children ages 6 and under will be supervised at a ratio of 1:4.
4. No justified complaints are received regarding improper supervision of children in the camp program.

See table on right side of page for ratios with the variance.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

The supervision ratios are the same as in UW-1045 Youth Protection. If the residential youth activity abides by UW-Madison’s policy, it will also be in compliance with ATCP 78.

## RESPONSIBLE PARTIES

The residential youth activity is responsible for ensuring the number of screened and trained Staff Members meet the ratios below.

Age of Youth Participants	Supervision Ratio (Staff: Youth Participant)
In all situations <b>Ages 6 and under</b>	One (1) Staff Member to every Four (4) Youth Participants (or fraction thereof)
In all situations <b>Ages 7 through 9</b>	One (1) Staff Member to every 10 Youth Participants (or fraction thereof)
In a classroom setting and transitioning between buildings <b>Ages 10 and above</b>	One (1) Staff Member to every 18 Youth Participants (or fraction thereof)
In all situations outside of those listed directly above <b>Ages 10 and above</b>	One (1) Staff Member to every 10 Youth Participants (or fraction thereof)
<ul style="list-style-type: none"><li>• If a single supervising Staff Member is required during time in a classroom, another Staff Member must be reachable via cell phone and respond in-person within five minutes if assistance is needed.</li><li>• A minimum of two Staff Members are required to accompany Youth Participants on all field trips; ratios referenced above must also be maintained.</li></ul>	

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Remember to begin the staffing process early to ensure that there is enough time to complete criminal background checks and training prior to the start of the residential youth program. It is also helpful to have additional staff trained and vetted to meet supervision ratios in case illness or other life situations impact staffing numbers.

### (1) CAMP STAFF SCREENING.

- (a) *General requirements.* Camps shall take into account criminal background check information during the hiring of camp staff and any additional individuals 14 years or older residing on the camp's premises with access to campers.
  1. Written employment application forms shall require the applicant to provide all of the following:
    - a. Legal first and last name, date of birth, and address.
    - b. Disclosure of sexual criminal history.
    - c. Permission for a background check.
- (b) *Background check completed.*
  1. Prior to hiring any camp staff, the camp shall review the national sex offender public registry of the United States department of justice and other relevant available public record information.
  2. For international camp staff, review with the United States department of state sponsor to determine what criminal background check information will be provided by that country.
- (c) *Background check threshold.*
  1. Each camp shall set a policy that prevents employment or volunteer selection of any person who meets any of the following:
    - a. A record of a violent crime against a person or animal.
    - b. Crimes against nature where children were affected.
    - c. Any crime involving a child as the victim.
    - d. Possession or facilitation of child pornography.
  2. This policy shall be reviewed, signed and dated within the last 3 years.
- (d) *Background check frequency.* All existing camp staff prior to extending employment shall have a background check performed at least every 2 years. This requirement also applies to any additional individuals who reside on the camp's premises with access to campers.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Remember to have staff, including volunteers, background checked before beginning work with minors and every two years thereafter. Ensuring checks are done in a timely manner will keep the residential youth activity in compliance with ATCP 78 and UW-1045. UW-Madison's criminal background check process meets ATCP 78 standards, so HR does not have to do anything differently.

## RESPONSIBLE PARTIES

- Residential youth activities must clarify responsibilities for gathering information about employees and volunteers with their school, college, or division's Human Resources staff. Residential youth activities should also clarify whether HR will automatically run criminal background checks every two years or if they will need reminders from residential youth activity staff.
- Conference & Event Services must ensure that all of their staff living in residence halls with access to minors enrolled in residential youth activities meet background check requirements.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Work with your school, college, or division's Human Resources staff to ensure that these requirements are being met. (HR staff need to designate these staff members as serving in positions of trust with access of vulnerable populations, POTAVP). In addition to any tracking HR may do on criminal background check frequency, all residential youth activities are responsible for tracking dates of compliance for all staff and volunteers for their SSZ upload.

See the [ATCP 78 Resources](#) shared drive for information provided to HR regarding criminal background checks. REMINDER: All HR transactions will be halted for a period of time in June/July 2025. This includes hiring and criminal background check functions. Please plan accordingly. No staff can work in youth activities without appropriate screening and training.

## ATCP 78.26 Camper Supervision and Safety: Specialized Program Activities

### (3) SPECIALIZED PROGRAM ACTIVITIES.

#### (a) *General supervision.*

1. Except as specified pursuant to subd 6. and par. (c) 5., a trained adult shall directly supervise each specialized program activity.
2. The trained adult supervisor shall provide prior training and instruction to camp staff that assist with a specialized program activity.
3. The trained adult supervisor shall document camp staff training provided, relevant to their assigned duties.
4. Provision of firearms or archery equipment to campers shall be considered a specialized program activity at the camp and meet all of the following requirements:
  - a. When not being used shall be securely stored and locked.
  - b. Signage shall be posted that communicates clear safety signals and range commands to control activity at the firing line and during the retrieval of arrows or targets.
5. Other specialized program equipment shall be securely stored when not in use by utilizing fencing, barriers or other access prevention strategies.
6. A vendor provided specialized program activity is under the supervision of the third party provider.

### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Do not engage in any of the activities listed on bottom left on or off UW-Madison property without connecting with the Office of Youth Protection. OYP and the Office of Risk Management will work with you to meet requirements in the code (not all requirements are listed on the left) if the activity is appropriate for the program/location.

### RESPONSIBLE PARTIES

- Residential youth activities are responsible for contacting the Office of Youth Protection before finalizing plans to engage in any of these activities or other activities that involve a heightened risk of danger for youth participants or staff. Residential youth activity staff are also responsible for ensuring that all elements of the code governing residential programs are met.
- The Office of Youth Protection is responsible for providing the residential youth activity with advice on how to meet code requirements (and whether it is possible to meet them in a given situation). The Office of Risk Management will provide support when requested.

### Requirements in s. ATCP Table 78.27

Specialized program activities are defined by ATCP 78 to include:

- air pillows
- archery
- aquatics (e.g., swimming, water sports)
- challenge courses
- fire building for outdoor cooking kilns and campfires (when youth are engaged in building or maintaining the fire)
- foraging for edible plants
- horseback riding
- ice fishing
- model rocketry
- motorized vehicles (e.g., go karts)
- power tools
- pyrotechnics
- use of firearms
- zip lines

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Involve the Office of Youth Protection in discussions about these activities as early as possible. Include notes about these activities in your annual registration with OYP if known at the time of registration.

Consider whether these activities are a necessary part of your residential youth activity or whether an alternative activity can meet the program's needs.

## UW-6052 Lakeshore Nature Preserve Fire Circle Use and Dejope Fire Pits

Note: Specialized Program Activities referenced in ATCP 78.26 include activities that involve youth making and maintaining fires. The parameters outlined in ATCP 78.26 do not apply to fire pits that are maintained by youth activity staff.

When reserving a fire ring at the Lakeshore Nature Preserve, residential youth activities must comply with [UW-6052 Lakeshore Nature Preserve Fire Circle Use](#).

Before you reserve a fire circle, please review Visitor Etiquette below:

- Fires are only allowed in designated fire circles.
- Wood is provided for free at racks found between fire circles. Please be conservative with wood use.
- Do not bring wood into the Preserve; it may harbor destructive insects or diseases.
- Do not collect wood from the Preserve to burn; woody debris is essential for healthy woodlands.
- Each fire circle is equipped with a cooking grate.
- Charcoal and charcoal grills are not allowed.
- Catered events are not allowed.
- Vehicles may not be used to transport people or supplies to fire circles. The main Picnic Point path is wheelchair accessible.
- Fires must be extinguished by 10PM, when the Preserve closes. Please take the time to completely put out your campfire, it could prevent a wildfire.
- Fire circles are intended for University and personal use. Businesses or non-University of Wisconsin organizations wishing to hold a public event will require further authorization.

### Additional Safety Protocols for Fire Circle/Fire Pit Use

The following fire safety protocols must also be followed when using a fire ring at the Lakeshore Nature Preserve or the fire pit on the Dejope Lawn and Terrace:

- a. A staff member must always supervise open fires.
  - i. Youth participants cannot participate in fire building or fire maintenance.
- b. A fire extinguisher and/or water must always be within reach of the fire.
- c. A three-foot buffer must be maintained between a campfire and the area where youth participants will sit around the fire.
- d. Use of flammable fuel to start or maintain a campfire is prohibited.
- e. Cooking food that requires time/temperature control for safety is prohibited. Heating snacks such as s'mores is permitted.

v.3.7.25

### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Fire pits can be used under the safety protocols on the left, as long as youth participants do not start or tend the fire. Residential activities can make s'mores, however food that requires time/temperature control for safety (e.g., raw chicken, hamburgers, hotdogs) cannot be cooked at a fire pit. If youth are engaging in making or tending the fire, it becomes a Specialized Program Activity under ATCP 78.26.

### RESPONSIBLE PARTIES

Residential youth activities are responsible for ensuring that the activity meets safety standards.

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Questions about whether an activity is considered a Specialized Program Activity under ATCP 78.26 should be directed to the Office of Youth Protection.



**Fire circle #3**

Max. capacity 16.  
Adjacent to sand beach.



## ATCP 78.26 Camper Supervision and Safety: Plans for Camper Security and Dealing with Emergencies

### (5)(a) *General camp security.*

Camps shall have a written security plan for addressing all of the following:

1. Visitors, vendors, or contracted services that enter the camps premises.
2. Firearms and ammunition used by staff for non-program activities.
3. Active threats and possible intruders on camp premises.

### (5)(b) *Emergency response and recovery plans.*

1. A camp shall have a written plan for actions to be taken in response to all of the following:
  - a. Fire.
  - b. Severe weather and a power outage, including identifying a designated shelter.
  - c. Lost camper.
  - d. Lost swimmer.
  - e. Communicable disease and foodborne illness outbreak, including reporting and notification to the health department.
2. The camp's written plan shall include the frequency of training and rehearsal provided to camp staff.

**Note:** A list of reportable communicable diseases can be found in appendix A to ch. [DHS 145](#). For more information on diagnosis and symptoms of foodborne illness refer to ch. [ATCP 75 Appendix](#) s. 2-201.11 (A) (1) and (2).

## Carry of Concealed Weapons

The Wisconsin Administrative Code [UWS 18.10\(3\)](#) prohibits a person from carrying, possessing, or using any dangerous weapon on university lands or in university buildings or facilities, unless it is for law enforcement purposes or the person receives written approval of the chief administrative officer.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Update the residential youth activity's emergency response document to include all of the items in OYP's template geared toward residential programs.

## RESPONSIBLE PARTIES

Youth activity staff are responsible for ensuring that their program documentation covers this information, including the schedule for training on emergency response (e.g., fire drills). Training is also the responsibility of the residential youth activity.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Inspectors authorized by DATCP will ask to see your emergency response plans and check to ensure that each of the required items are addressed. They will also ask for your "training and rehearsal" schedule.

OYP's updated template is available in the [ATCP 78 Resources](#) shared drive. While residential youth activities are not required to use this template, they are required to ensure all of the elements in ATCP 78.26 are addressed.

ATCP 78 was written with traditional summer camps in mind. Restrictions regarding carrying firearms in those venues may be different than a university campus. Staff and youth participants are prohibited from carrying firearms and ammunition as per Wisconsin Administrative Code [UWS 18.10\(3\)](#).



### (5)(c) *Camper sexual abuse prevention training requirements.*

Camper sexual abuse prevention training shall be conducted annually and meet all of the following:

1. The camp shall maintain a copy of the curriculum.
2. Maintain the individual certificate or dated documentation, with each participant's name, for training that occurred.
3. Provide the curriculum to the department or agent upon request.
4. The training shall cover all of the following topic areas:
  - a. Understanding the dynamics of camper to camper sexual abuse and sexualized behaviors.
  - b. Recognizing inappropriate conduct in camp staff behavior with campers.
  - c. Managing camp staff-to-camper and camper-to-camper one-on-one interactions.
  - d. Defining inappropriate physical and verbal contact or interaction with campers.
  - e. Identification and reporting of low-level concerns.
  - f. Responding to disclosure or suspicion of abuse. A process for ensuring that known or suspected cases of child abuse, neglect or sexual misconduct are immediately reported to the proper authorities.
  - g. Communication strategies for staff, campers, parents and media.

### (5)(d) *Response to allegations of camper abuse.*

1. A camp shall immediately report an allegation of known or suspected camper abuse, neglect or sexual misconduct to the proper authorities.
2. The camp shall separate the alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

All residential youth activities are required to provide annual sexual abuse prevention training for staff (in addition to the training already required by the university). Use the PPT and notes provided by the Office of Youth Protection to meet this requirement. Most programs will incorporate this training into orientation.

Should an incident be reported, separate the alleged perpetrator from alleged victim(s) until the incident is resolved. Report incidents of sexual misconduct according to established UW-Madison procedures.

## RESPONSIBLE PARTIES

Youth activity staff are responsible for ensuring that “camp staff” be trained annually on sexual abuse prevention as outlined in ATCP 78.26(5). Camp staff must also report allegations of abuse according to UW-Madison established procedures.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Training required under UW-1045 Youth Protection for all adults authorized to work with minors does not fully cover all of the requirements in ATCP 78.26(5). The Office of Youth Protection in collaboration with the Office of Compliance developed training that will meet this requirement. The training is posted on the [ATCP 78 Resources](#) shared drive. The presentation, which includes notes, should be downloaded and presented prior to the start of the program to staff.

Based on clarification from DATCP, camp staff include all individuals counted in ratios. Guest Speakers and Authorized Adults do not need to be included in the training. To track completion, record who was in attendance at the training. Individuals who were not in attendance should be provided with a copy of the presentation with notes to review. Be sure to document when the review was completed (it must occur prior to the staff member being allowed to work with minors).

Detailed information on reporting incidents is included in training under UW-1045. The Reporting page on the Office of Youth Protection website also includes guidance on how to properly report incidents, <https://youthprotection.wisc.edu/reporting/>.

## ATCP 78.27 Camp Wellness and Health Staff: Camp Vehicle

### (1)(c) *Camp vehicle.*

A camp shall have a vehicle available at all times to transport a camper or staff member requiring urgent medical services to a hospital or clinic when the camp cannot provide the needed services or as approved by the department or its agent.

### UW-Madison Variance (Expires May 26, 2027)

This variance provides youth activities with the flexibility to utilize taxi services to transport a camper or staff member to a hospital or clinic for urgent medical situations. The procedures below must be followed:

- Camp staff will accompany any camper who requires medical treatment off campus during transportation.
- Use of ride share services, such as Lyft or Uber will not be permitted.



### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Include information (either camp vehicle or taxi services) on how to transport staff and youth participants to medical facilities in your emergency response plan or program handbook.

### RESPONSIBLE PARTIES

Youth activity staff are responsible for ensuring that information about transporting staff and youth participants to off campus medical services is included in the residential youth activity's emergency response plan or program handbook.

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Ensure that staff understand how to properly transport youth. In an emergency that does not require an ambulance, it is also possible that UWPD could transport someone to a hospital or urgent care if the camp vehicle is not available.

### (1)(d) *Camper health history.*

1. Each camper upon arrival at the camp, shall present to the health services staff or to the rental groups health services staff as required pursuant to s. ATCP 78.16, an up-to-date written health history. Health histories shall include all of the following:
  - a. Any physical condition or limitations.
  - b. Medications.
  - c. Allergies.
  - d. Immunization status or a signed document by the legal guardian presented to the camp objecting to the immunization requirements for a camper for reasons of health, religion or personal conviction that meets the requirements pursuant to s. 252.04 (3), Stats.
  - e. Any special health and behavioral considerations, including mental, emotional, social and developmental needs or restrictions of the camper.
  - f. Permission from the family that allows for a camper to self-carry and administer emergency medication, such as epinephrine, inhalers, or insulin, if applicable.
2. For a camper under 18 years of age, the written health history shall be prepared and signed by a parent or legal guardian.
3. Parent or legal guardian's written consent to treat camper in case of an emergency.
4. Signed permission by the parent or legal guardian for camp health services staff to provide routine healthcare treatment, identifying over-the-counter medications that can be administered.



## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Residential youth activities must comply with CampHealth's timeline for collecting youth participant rosters and help support their efforts to collect youth participant health information in a timely manner.

## RESPONSIBLE PARTIES

- CampHealth collects all youth participant health information through CampDocs.
- Residential youth activities must provide CampHealth with a list of youth participants at least 30 days prior to the start of the program (late enrollees can be added after this point). Staff must also provide CampHealth with contact information, including email addresses and phone numbers, for parents/guardians of the youth participants.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

- Provide CampHealth with the list of registrants and contact information for parents/guardians within a minimum of 30 days prior to the start of the residential youth activity. Include contact information (e.g., email and phone number).
- Support CampHealth efforts by communicating with parents/guardians that health information for each youth participant must be completed a minimum of two weeks prior to arrival at UW-Madison.
- Assist CampHealth with reaching out to parents/guardians of youth about completion when the information has not been submitted in a timely manner.
- Set the expectation that all youth participants will meet with CampHealth staff in-person before accessing their rooms to ensure that any questions are resolved before the program begins.
  - Inform CampHealth if there will be late arrivals. A staff member is required to bring all late arrivals to the CampHealth office prior to checking into their room.

## ATCP 78.27 Camp Wellness and Health Staff: Camp Staff Health History

### (1)(e) *Camp staff health history.*

1. Each camp staff member, upon arrival at the camp, shall present to the health services staff or to the rental groups health services staff, as required pursuant to s. [ATCP 78.16](#), an up-to-date written health history. Health histories shall include all of the following:
  - a. Any physical condition or limitations.
  - b. Medications.
  - c. Allergies.
  - d. Based on the staff member's job description, clarification of any camp activities from which the staff member should be exempted or limited for health reasons as indicated by qualified medical personnel.
  - e. A statement indicating if the staff member requires any medication that might impair their ability to perform the essential functions of their position.
  - f. Who to contact in case of emergency.
  - g. Immunization status as determined by the consulting physician and camp health supervisor.

### DATCP Interpretation Memo for this Requirement

An abbreviated camp staff health history is needed to ensure disclosure of only medical conditions or non-specific medications that could impair their ability to perform the essential functions of the position and may indicate the staff member is entitled to reasonable accommodation under the ADA.

To prevent violation of the ADA, camp staff of any age are exempt from making a record of their personal medications in the camp health medication administration records.

<https://datcp.wi.gov/Documents2/RecEdCampStaffMedicationsADA.pdf>

### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

EHS-Occupational Medicine will collect and review health histories for residential youth program staff who serve in roles where they are responsible for custodial care of minors. After completing the forms, staff will receive an email from EHS-Occupational Medicine on how to manage health concerns in a residential environment.

### RESPONSIBLE PARTIES

- EHS-Occupational Medicine will provide instructions to the Authorized Custodian for each residential youth activity about sharing the link to the health history questionnaire with all residential youth activity staff providing custodial care for minors. A clearance email will be sent to the Authorized Custodian following review of the provided information if there are no significant concerns.
- The Authorized Custodian will provide all staff in custodial care roles with information about completing the required health history questionnaire and track completion.

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

- All residential youth activity staff in custodial care roles must log into the MyUHS portal and complete the online health history questionnaire, consent to treat, and release of information forms. This process should take 10-15 minutes. Within 10 business days, staff will receive a secure message (in the MyUHS portal) which provides them guidance about how to manage certain health conditions while working in residential youth activities.
- Staff without a NetID can complete this information in an alternative manner.
- Staff with health statuses that may impact their ability to supervise minors (e.g., serious allergy, epilepsy) are responsible for communicating that status with the Authorized Custodian.

**Note:** This information must be collected after the hiring decision is made. It cannot be used to influence the hiring decision.



### (1)(f) *Health center.*

A camp shall have written procedures and space for the temporary isolation of sick or injured campers and staff members.

### (1)(g) *First-aid supplies.*

A camp shall have first-aid supplies as determined by the staff physician or consulting physician standing orders.



## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

The residential youth activity must have isolation rooms available (when single rooms are not provided to all staff and youth participants). Obtain a first aid kit marked “for staff use.”

## RESPONSIBLE PARTIES

- CampHealth establishes written procedures regarding temporary isolation of sick or injured youth participants and keeps first aid supplies to meet ATCP 78 requirements for youth participants.
- EHS-Occupational Medicine establishes written procedures regarding temporary isolation of sick or injured staff.
- Residential youth activities that do not provide single rooms for all participants must make arrangements to have “health and safety rooms” as outlined in the contract with Conference & Event Services.
- All residential youth activities must have a first aid kit that meets guidance provided by the Office of Youth Protection labelled “for staff use.”

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Ensure that the residential youth activity has “health and safety” rooms available (when single rooms are not provided for all staff and youth participants). According to contracts with Conference & Event Services, one (1) double room for every 50 participants in double/triple rooms must be reserved.

Obtain a first aid kit marked “for staff use.” Minimum standards for staff first aid kits are posted to the [ATCP 78 Resources](#) shared drive by April.

## ATCP 78.27 Camp Wellness and Health Staff: Health Service Staff Coverage for Off-Premises Trips and Primitive Camping

(2)(d) *Health services staff coverage for off-premises trips and primitive camping.*

1. If the local ambulance service provider or emergency medical services states in writing that there is a target response time of 30 minutes or less to the camp, the camp shall meet the requirements pursuant to s. ATCP Table 78.27, for all off-premises trips and primitive camping.
2. If the local ambulance service provider or emergency medical service response time is greater than 30 minutes, the camp shall meet the requirements pursuant to s. ATCP Table 78.27, for all off-premises trips and primitive camping.

Recreational and educational camp	Minimum number of health services staff available at all times during camp operations, for given EMS response time		Health services staff – minimum training requirements
	Ambulance service provider or EMS provides written documentation that response time is 30 minutes or less.	Ambulance service provider or EMS response time is greater than 30 minutes.	
Off-premises and primitive camping	1	2	Health services staff – Meet requirements pursuant to sub. (2) (b) 2. and 3. and if they are administering medication or epinephrine they shall also meet sub. (2) (b) 4. and 5.

### Interpretation of Requirements in s. ATCP Table 78.27

- Off-site locations with documented ambulance response time of 30 minutes or less requires one (1) staff member to possess each of the following:
  - Current certification from the American Red Cross or American Heart Association for basic CPR and AED, and a
  - Current certificate for the completion of the American Red Cross or American Heart Association first-aid course or equivalent.
- Off-site locations with documented ambulance response time of 30 minutes or more require two (2) staff members meeting the requirements above.
- If medication will be administered, those staff members also must annually take the Wisconsin DPI online course, Medication Administration Principles, and maintain documentation of a passing grade.
- When these staff members administer epinephrine, they must also meet training requirements in ATCP 78.27(2)(b)(5).

### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

If the residential youth activity takes a trip off-site, at least one staff member must be trained in basic CPR, AED, and first aid (see interpretation of requirements on page left). Remember to bring first aid kits. Contact the Office of Youth Protection if you are planning primitive camping trips.

### RESPONSIBLE PARTIES

The residential youth activity must ensure that staff is properly trained prior to engaging in off-premises trips or primitive camping.

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

- Plan for off-premises trips early and communicate plans for such outings with the Office of Youth Protection in a timely manner.
- Check to ensure that EMS response is within 30 minutes or less. Unless you are going to a remote location, it is unlikely that the response time will be more than 30 minutes.
  - The Wisconsin Office of Rural Health offers a resource to assist with this assessment; the "Drive Time to Emergency Care" map available at <https://worh.org/resources/data-maps/maps/>.
- Check out a first aid backpack for youth from CampHealth. Medications for youth participants must be securely stored in the backpack while off-premises. Also bring a first aid kit for staff in addition to the backpack.
- Training completion certificates for individuals meeting health services staff coverage requirements must be made available during inspections.

### (2) TRIP DOCUMENTATION AND EMERGENCY INFORMATION.

The trip leader shall be provided with all of the following health information and resources:

- (a) *Health histories.* A description of any individual camper specific health conditions.
- (b) *Medication and treatment record.* Any one of the following methods shall be used for the documentation of medical treatment and medication administration provided to campers while off premises of the licensed camp:
  1. Documentation pursuant to s. [ATCP 78.27](#) (b) and (c).
  2. Alternative documentation method:
    - a. Required information pursuant to s. [ATCP 78.27](#) (c).
    - b. Maintain documentation of medical treatment including medications administered to campers while away from camp and submitted to the camp health services supervisor by the trip leader upon return to camp.
    - c. Documentation from this record shall be transferred to the camps medication and treatment log and be made available for review by the department or its agent upon request.
    - d. The original primitive camping medication and treatment documentation shall be kept by the camp health services supervisor and be made available for review by the department or its agent upon request.

### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

If the residential youth activity travels off-premises, staff must keep records of all medications administered to youth participants and medical treatments provided to youth participants and staff during the trip. Connect with CampHealth to discuss how to document health information while off-premises. CampHealth will also provide descriptions of health issues (e.g., food allergies) that may impact youth participants on the trip.

### RESPONSIBLE PARTIES

- Residential youth activity staff are responsible for documenting all medication administered to youth participants and medical treatments for youth participants and staff during off-premises trips.
- When the records involve youth, CampHealth is responsible for entering them into CampDocs.
- When records involve staff, EHS-Occupational Medicine is responsible for entering them into the electronic record.

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

- Communicate with CampHealth to ensure that staff understand how to document health information when off-premises. Contact CampHealth at [camphealth@uhs.wisc.edu](mailto:camphealth@uhs.wisc.edu) with questions.
- Ensure that all records are distributed to the appropriate parties (either CampHealth or EHS-Occupational Medicine) upon return. EHS-Occupational Medicine can be reached at [occupationalmedicine@fpm.wisc.edu](mailto:occupationalmedicine@fpm.wisc.edu) with questions.
- Do not email medical records.

### (4)(a) *Prescription medication.*

1. Except as specified in subd. 2., all medications brought to camp by a camper or staff member shall be properly labeled with all of the following:
  - a. The name of the camper or staff member.
  - b. The name of the medication.
  - c. The dosage.
  - d. The frequency of administration.
  - e. The route of administration.
  - f. Name of the prescribing physician.
  - g. The prescription number.
  - h. The date prescribed.
2. A prepackaged pill pack provided by a pharmacy service accompanied by paperwork meeting the requirements as specified pursuant to subd. 1.

### (4)(b) *Additional information.*

Information regarding possible adverse reactions, the specific conditions when contact should be made with the physician and other special instructions shall be documented in the camper health history.

### (4)(c) *OTC medication.*

OTC medications including vitamins, supplements and natural remedies. All OTC medications brought to camp by a camper or staff member shall meet all of the following:

1. Clearly labeled with the name of the camper.
2. In a container labeled with the name of the medication and directions for use.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Medication must remain in original containers. CampHealth administers medication for youth participants. Staff members administer their own medication. Make sure staff medication is never left unattended.

## RESPONSIBLE PARTIES

- CampHealth is responsible for administering medications for youth participants. Staff are expected to be responsive when CampHealth notifies them about youth participants with missed meds.
- Residential youth programs are responsible for communicating requirements about medications to families.
- Staff are responsible for keeping their personal meds either on their person (e.g., backpack, purse) or in their locked rooms.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Residential youth activity staff should assist CampHealth by sending reminders to parents/guardians about bringing medications to camp before the start of the activity. It must be clearly communicated that medications and supplements, including vitamins, must be in their original containers. It is against state law for CampHealth to accept pills in baggies or personal pill boxes.



### (5)(b) *Medication and treatment log.*

When a medication is administered or treatment provided to a camper or staff member, health services staff shall, as soon as possible, make a record of the action using any one of the following:

1. In a bound book with preprinted page numbers.
2. By electronic entry into a software program that documents each change to the health record and that does not allow previous changes to the health record to be edited or deleted.
3. By making an electronic medication administration record, printed with the date and time stamp, from a health software program pursuant to subd. 2., to be used for manual recording with a signature on the form of the individual making entries.



## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Residential youth activity staff must inform CampHealth staff anytime medical treatment is needed for youth participants even if CampHealth is not involved in making that decision (e.g., youth is injured across campus and ambulance is called). EHS-Occupational Medicine must be informed when staff need emergency medical care.

## RESPONSIBLE PARTIES

- CampHealth is responsible for maintaining the medication and treatment log for youth participants.
- EHS-Occupational Medicine keeps records on accidents and serious illnesses involving staff (e.g., staff members experiencing severe food poisoning, staff ER visits). A medication log is not maintained for staff.
- Residential youth activity staff must ensure that CampHealth is aware of all incidents that are reported through the Non-Employee Incident Report Form and the ATCP 78 Recreational and Educational Camp Death, Injury, & Illness Report involving youth participants.
- EHS-Occupational Medicine must be made aware of incidents resulting in completion of a Worker's Compensation form or an ATCP 78 Recreational and Educational Camp Death, Injury, & Illness Report involving staff.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

CampHealth can be reached at [camphealth@uhs.wisc.edu](mailto:camphealth@uhs.wisc.edu).

EHS-Occupational Medicine can be reached at [occupationalmedicine@fpm.wisc.edu](mailto:occupationalmedicine@fpm.wisc.edu).

**Note:** Residential youth activity staff must bring any youth participants requiring off-site care back to a CampHealth office to check-in prior to rejoining the program. It is important that they are made aware of any care expectations as soon as possible upon return.

- (1) REQUIREMENTS.
- A camp shall maintain a written or electronic camp register with all of the following information for each camper and staff member:
- (a) Legal name.
  - (b) Home address.
  - (c) Phone number.
  - (d) Email address.
  - (e) The name, phone number and email of persons to notify in case of an emergency.

Records Retention Schedule for UW-Madison

Youth activity records must be maintained according to the UW System Youth Records Schedules and any other relevant retention schedules.

All records retention schedules for UW-Madison can be found at: <https://www.library.wisc.edu/archives/records-management/uw-madison-records-retention-schedules-and-disposition/>.

In addition to the schedules in the table on this page, youth activities may be responsible for adhering to other relevant schedules.

Record Type	Retention
Youth Activity Participant Records: Enrolled and Attended	Date Activity Ends +7 Years
Youth Activity Participant Records: Did Not Attend	Date Application Denied or Date of Activity +1 Year

**Note:** UW-Madison requires records be retained for a longer period of time than ATCP 78. Residential youth programs are required to default to the longer period required by the Universities of Wisconsin System Administration.

BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Ensure that you collect all of the information required for ATCP 78 and UW-1045. The only additional item required by UW-1045 is contact information for parent(s)/guardian(s).

RESPONSIBLE PARTIES

Residential youth activities are responsible for collecting registration information for the youth participants they serve.

INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Be prepared to show your registration lists, including the details on the right, to ATCP 78 inspectors authorized by DATCP. Inspectors will likely refer to this as the “camp register.”

## ATCP 78.29 Death, Injury or Illness Reports

The camp shall report incidents resulting in serious injury, illness or death where an emergency medical service response is required, by the end of the next working day following the incident by phone or email to the department or its agent.

### Additional Reporting Information

The camp shall report incidents resulting in serious injury, illness, or death, where an emergency medical service response is required, by the end of the next working day following the incident by completing the Recreational and Educational Camp Death, Injury, & Illness Report. All information must be printed or typed.

Failure to report incidents is subject to compliance action under Wis. Stat. ch. 97 and Wis. Admin. Code ch. ATCP 78. Personally identifiable information provided may be used for purposes other than that for which it was collected, Wis. Stat. § 15.04 (1)(m).

Email a copy of the report to [eoh@fpm.wisc.edu](mailto:eoh@fpm.wisc.edu) and [youthprotection@wisc.edu](mailto:youthprotection@wisc.edu).

Reminder: Report only those injuries or illnesses that require assistance from emergency medical service response.

### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

If something really bad happens, it will need to be reported. If you have questions about what needs to be reported and how, contact the Office of Youth Protection or check the Reporting page on the OYP site.

### RESPONSIBLE PARTIES

CampHealth should be contacted by the residential youth activity in any situation that results in serious injury, illness, or death and should take the lead on the report in most cases.

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

If a serious situation occurs (e.g., death, injury or illness requiring emergency response) with a youth participant where CampHealth is not involved in the response, residential youth activity staff must inform them of the situation as soon as possible. It will need to be documented in their records, as well as in the Recreational and Educational Camp Death, Injury, & Illness Report. These reports are required to be submitted by the next work day.

If a similar situation occurs with staff, contact Occupational Medicine at [occupationalmedicine@fpm.wisc.edu](mailto:occupationalmedicine@fpm.wisc.edu) about completion of appropriate reports. Remember, reports must be submitted by the end of the next working day.

Contact the Office of Youth Protection if you have questions about whether and how an incident should be reported.

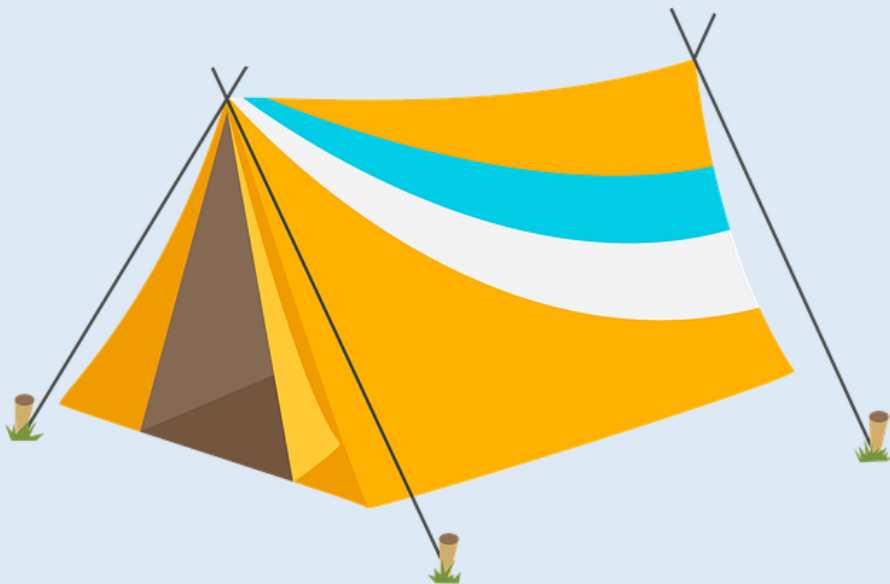
# ATCP 78.32 Primitive Camping Trips

**(1) GENERAL.** The operator of a camp shall maintain each primitive camp area in a safe and clean manner conducive to public health.

**Note:** An itinerary shall be filed or arrangement shall be made with the national forest service office if such land is used by the primitive camping trip. The camp director should familiarize the staff and campers with rules governing such property.

## Additional ATCP 78.32 Requirements

Additional requirements detailed in ATCP 78.32 involve trip documentation and emergency information, trip staffing, water supply, off-site written food safety plans, and toilets.



## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Residential youth activities outside of Upham Woods and Wisconsin 4-H should not be planning primitive camping trips without connecting with the Office of Youth Protection. Primitive camping trips must abide by all relevant requirements in ATCP 78.

## RESPONSIBLE PARTIES

Residential youth activity staff must meet all relevant requirements.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Carefully read through ATCP 78.32 and contact the Office of Youth Protection with questions.



**(1) STANDARDS.**

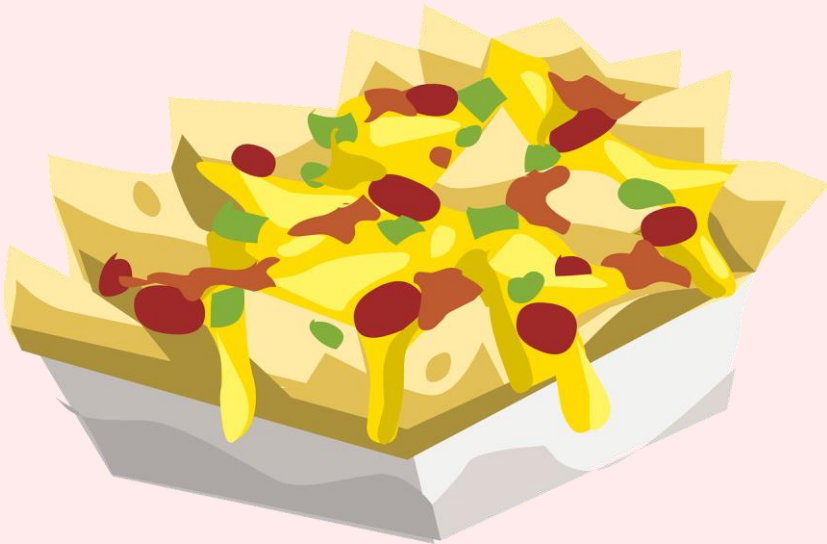
The preparation and service of food and the equipment used for that purpose at camp dining halls, commissary operations, concession stands and outdoor food service operations shall comply with ch. [ATCP 75 Appendix](#).

**(2) KNOWLEDGE OF FOOD PROTECTION PRACTICES.**

The operator or at least one manager of the food service facility at each camp shall have a certified food protection manager in compliance with the requirements of chapter 12 of the ch. [ATCP 75 Appendix](#).

### Guidance on Food Not Prepared Under ATCP 78.23 Standards

While food prepared in dining halls and other facilities run by UW-Madison comply with ATCP 75, snacks prepared in residence halls do not fall under that code. To help prevent foodborne illness, food safety guidance was prepared by the Office of Youth Protection; Environment, Health & Safety; and the Office of Risk Management.



### BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Prevent foodborne illness by following food safety practices in residence hall kitchens, during cooking demonstrations, and all other times when food is prepared by residential youth program staff or youth participants.

### RESPONSIBLE PARTIES

Residential youth activities are responsible for setting expectations with youth participants and staff about preparing food themselves, as well as sharing food with others.

### INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Review information on food safety in residence halls and instructions for offering cooking demonstrations/classes posted to the [ATCP 78 Resources](#) shared drive. Available documents include information about meals served in dining venues on the main campus and guidance about personal snacks. The document titled “Dining at UW-Madison: Overview for Residential Youth Activities” can be shared with families.

### (5) CONTAINERS FOR TRANSPORTING DRINKABLE WATER.

- (a) *Labeling and construction.* Containers shall meet all of the following requirements for transporting water for human consumption and be:
1. Labeled and easily distinguishable from other containers .
  2. Constructed of a food grade material that does not allow the migration of deleterious substances to the water or impart colors, odors or tastes.
  3. Easily cleanable.
- (b) *Containers cleaned and sanitized.* Water containers shall be cleaned and sanitized between uses.

### (6) DRINKING FACILITIES.

- (a) *General.* Water shall be provided to campers using any of the following methods:
1. An approved drinking fountain as required pursuant to s. SPS 362.2902.
  2. Individual disposable drinking cups.
  3. Personal water containers.



## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Ensure youth participants and staff have access to water. If you are providing water in large coolers outdoors, make sure they are labeled “drinking water.”

## RESPONSIBLE PARTIES

UW-Madison facilities are designed to meet code for providing access to water. Residential youth activity staff are responsible for determining if they are ever in a situation where it is necessary for the program to provide drinking water.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Encourage youth participants to bring a reusable water bottle to the residential youth activity. When participating in outdoor activities that involve an extended period outdoors (e.g., soccer practice), ensure that youth participants and staff have access to drinking water. When providing drinking water in coolers, remember to bring cups in case individuals forget to bring their own containers.

- (1) CONTAINERS.
  - (a) *Container design.* Garbage and refuse shall be kept in durable, easily cleanable, pest resistant, leak-proof and nonabsorbent containers. Plastic bags may be used to line these containers.
  - (b) *Covered and emptied.*
    - 1. Containers used in food preparation and utensil washing areas for holding garbage and refuse shall be kept covered or closed when not in use.
    - 2. Containers for holding garbage and refuse shall be emptied at a frequency that minimizes the development of objectionable odors and other conditions that attract or harbor pests.

\* \* \* \* \*

- (2) STORAGE.
  - (d) *Recyclable and returnable items.* Shall be stored in a clean and sanitary manner to prevent pest attraction.

\* \* \* \* \*

- (3) DISPOSAL.
  - (a) *Frequency.* Garbage and refuse shall be disposed of often enough to prevent odor and attracting pests.
  - (b) *Wisconsin department of natural resources compliance.* Solid waste disposal, including composting, on the premises shall comply with chs. NR 500 to 538, as enforced by the Wisconsin department of natural resources.



BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Keep the areas that you are using free of trash lying around.

RESPONSIBLE PARTIES

Custodial Services is responsible for cleaning more than 10,000,000 square feet in 148 buildings on campus daily. Custodians work on all three shifts, but the overwhelming majority operates on second shift (5:00pm-1:30am) and third shift (10:30pm-7:00am). The day shift is usually limited to policing spills, stocking restrooms, and responding to emergency situations campus wide.

Residential youth activities are responsible for ensuring that staff and youth participants utilize trash and recycling containers to properly discard refuse. Staff also need to inform Custodial Services or other appropriate entities if there are concerns about trash (e.g., overflowing trash, trash causing odors).

INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Set expectations with staff and youth participants to use trash and recycling containers to properly discard refuse both inside and outside of the residence halls. The residential youth activity should not leave refuse laying around for others to clean up. Report concerns about waste disposal to your facility contact.

### (7) HAZARDOUS SUBSTANCES.

(a) *Use*. Chemicals, flammable materials and other hazardous substances shall be used for their intended purpose and according to the manufacturer's directions stated on the container label.

(b) *Storage*.

1. Chemicals and other hazardous substances shall meet all of the following:
  - a. Stored in their original, covered and labeled containers.
  - b. Stored in a separate, secure area accessible only to staff.
2. Hazardous substances shall be stored in easily identifiable or labeled containers when removed from the storage area for use.
3. Flammable materials shall be stored:
  - a. Following safety data sheet storage instructions.
  - b. Separately from areas occupied by campers and staff.

(c) *Disposal*. Hazardous substances shall be disposed of in a manner and location as directed on the manufacturer's label or the safety data sheet by the local agency having jurisdiction over handling hazardous substances and the applicable sections of chs. [NR 660](#) to [670](#), as enforced by the Wisconsin department of natural resources.

## Definition of Hazardous Substance from s. 289.01 (11)

ATCP 78 references the definition of a “hazardous substance” in s. 289.01(11).

**“Hazardous substance”** means any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers or explosives as determined by the department.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

All substances that are known hazards to human health must be used and stored according to manufacturer's directions. Safety first!  
Be prepared to provide Material Safety Data Sheets to inspectors.

## RESPONSIBLE PARTIES

Youth activity staff are responsible for identifying any substance used during the residential youth activity by staff or youth participants that falls under the definition of a hazardous substance in s. 289.01(11).

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

In most programs, there should be no reason to use substances that fall under the definition in s. 289.01 (11). Examples of activities that might use hazardous chemicals would be research in labs. When youth participants are working in labs, staff must also abide by restrictions in [UW-6106 Minors in Research Laboratories](#) and all other university policy relevant to handling chemicals.

Inspectors authorized by DATCP may inquire about whether hazardous substances are used during your residential youth activity. Questions to determine whether they are stored, handled, and used correctly may include: What chemicals do you use in this activity? Where are they stored? Who handles them? What training do students have on the safe use of XYZ?”

Example of a  
hazardous  
substance



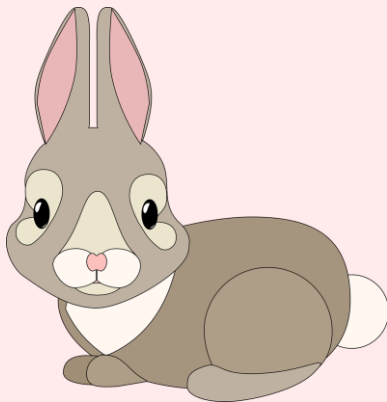


- (1) HAND HYGIENE. The camp operator shall provide any of the following:
  - (a) *Hand washing station.* If the camp includes a petting zoo or other animal interaction for campers, the operator shall provide a hand washing station with running water, soap, and single-use toweling in close proximity to encourage hand washing after handling animals.
  - (b) *Hand sanitizing station.* If soap and water are not available, a hand sanitizing station using an alcohol based sanitizer containing at least 60 percent ethanol shall be provided.
- (2) SUPERVISION.  
Camp staff shall ensure that campers are washing their hands or using hand sanitizer after handling animals or being in their environment.

Rules Regarding Animals also Relevant to UW-Madison

Many UW-Madison policies address animals in laboratory settings. Please check UW-Madison’s policy library if you plan to use live animals in any setting.

State law (UWS 18.08) prohibits presence of dogs, cats, and other pets in all university buildings and in arboretums at all times except as authorized by the chief administrative officer. The chief administrative officer may also prohibit the presence of dogs, cats, and other pets on other designated university lands. Exceptions are made for service animals and animals used in law enforcement while they are working. Exceptions may also be made for emotional support animals under UW-148.



BOTTOM LINE (READ THIS IF NOTHING ELSE!)

If you have plans to do anything with live animals, ensure that you have authorization from the university and a way to wash/sanitize the hands of anyone touching the animals.

RESPONSIBLE PARTIES

Residential youth activities must ensure that all rules are followed when animals are involved in their programs.

INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Connect with the offices of Risk Management and Youth Protection, along with authorities in your school, college, or division if you have plans to work with animals in a program licensed under ATCP 78 prior to finalizing plans.

### (7) LICENSE POSTING.

A current license from the department or its agent shall be posted on the premises in a place visible to the public. A license may not be altered or defaced.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

Residential youth activity directors must keep a copy of the license in their program binder.

## RESPONSIBLE PARTIES

- Conference and Event Services will post a copy of the license in all residence halls.
- Residential youth activity directors or other staff responsible for running the program should keep a copy of the license in their program binder.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

Print a copy of the ATCP 78 license when emailed by the Office of Youth Protection. The current license is typically available in early May. The copy should be made available to parents/guardians or others to view upon request.

### (1) WRITTEN AGREEMENT.

(a) *Signed.* A written use agreement shall be signed by both authorized representatives of the camp and the rental group.

(b) *Designated responsibilities.* The written use agreement shall clearly identify the responsibilities of the camp and the rental group.

(c) *Agreement contents.* When the rental group provides specific services, the written use agreement shall indicate how the rental group will meet the minimum requirements pursuant to this chapter including the following:

1. Food service requirements pursuant to s. [ATCP 78.23](#).
2. Health services staff requirements pursuant to s. [ATCP 78.27](#).
3. Health services staff required certifications pursuant to s. [ATCP 78.27 \(2\)](#).
4. Responsibility for collecting a camper and camp staff health history as required pursuant to s. [ATCP 78.27 \(1\) \(d\)](#) and [\(e\)](#).
5. Documentation of medication and treatment for campers and staff as required pursuant to s. [ATCP 78.27 \(5\) \(b\)](#).
6. Camp vehicle requirements pursuant to s. [ATCP 78.27 \(1\) \(c\)](#).
7. Specialized program activities and required certifications pursuant to s. [ATCP 78.26 \(3\)](#).
8. Adult staff to camper ratio requirements pursuant to s. [ATCP 78.25](#).
9. Confirmation that background checks have been done on all staff as required pursuant to s. [ATCP 78.26 \(1\)](#).
10. Camper sexual abuse prevention training has been provided as required pursuant to s. [ATCP 78.26 \(5\) \(c\)](#).
11. Primitive camping requirements for water and waste are provided as required pursuant to s. [ATCP 78.32](#).
12. The rental group has been informed of the reporting requirements for death, injury or illness to the department or its agent as required pursuant to s. [ATCP 78.29](#).

(d) *Validation of written use agreement requirements.* The camp operator shall retain copies of form templates and certifications for validating par. [\(c\)](#), in the written agreement or provide a written statement with the reviewer's name or initials that provisions pursuant to par. [\(c\)](#), have been reviewed and validated.

## BOTTOM LINE (READ THIS IF NOTHING ELSE!)

All third-parties must have contracts with youth protection addendums meeting requirements in ATCP 78 and UW-1045.

## RESPONSIBLE PARTIES

- Conference & Event Services or Upham Woods (as relevant to the event) must ensure that the youth protection addendum is included in contracts for third-party residential youth activities that fall under ATCP 78.
- The Office of Youth Protection will assist in determining whether a proposed residential third-party youth activity falls under ATCP 78.
- The authorizing unit's dean/director or their youth protection designee is responsible for approving the residential third-party youth activity.

## INSTRUCTIONS FOR YOUTH ACTIVITY STAFF

None – residential youth activity staff for UW-Madison programs are not involved in third-party youth activities.