

## PRE-LICENSURE INSPECTION TIPS

In order to license your camp in a timely manner, please note the following:

1. Each camp operator should request the pre-licensure inspection at least 30 days before planned occupancy date [Ohio Administrative Code 3701-33-021]. Following this requirement will enable us to schedule your inspection in a timely manner. The Ohio Department of Health has 10 business days to respond to your request. All inspection requests should be made by calling:

614-644-7455  
Ohio Department of Health  
Bureau of Environmental Health  
246 North High Street  
Columbus, OH 43215

### **\*\*REMEMBER\*\***

**IT IS YOUR RESPONSIBILITY TO MAKE THE CALL TO REQUEST AN INSPECTION  
BEFORE THE CAMP IS OCCUPIED.**

2. Please have your well water tested prior to our inspection. If you have the water sample processed at least 30 days prior to our inspection, this would allow time to have any problems resolved before the pre-license inspection. Remember, having a copy of the safe water lab report for the sanitarian will speed up your license approval process.
3. EACH HOUSING UNIT SHOULD BE MOVE-IN READY WHEN OUR INSPECTION IS CONDUCTED. The inspection process is NOT intended to provide you with a checklist of items that need attention. We cannot promise a quick reinspection and the camp is NOT to be occupied until it has been approved. Any item cited and carried over from the last year's final report should be corrected prior to the pre-licensing inspection. Your camp must comply with all the rules provisions in Chapter 3701-33 before a license will be issued.
4. Please have these frequently cited camp details ready for the pre-licensing inspection:
  - o All units should be thoroughly cleaned and re-painted as needed [3701-33-07].
  - o All clothes rods and storage shelf areas should be provided according to the occupancy allowed in each unit [3 feet per person] and should be in good repair [3701-33-07].
  - o All exterior and interior wall surfaces should be in good repair, weather resistant, free of gross cracks and imperfections and [3701-33-07].
  - o All roofs, floorings and foundations should be in good repair [3701-33-07].
  - o All necessary repairs to screens, doors and windows should be completed. All window frames and door frames should be tight fitting and functional [3701-33-07 & 33-08].
  - o If the camp will be occupied before June 1 or after August 31, you must demonstrate that the room heating equipment has capacity sufficient to maintain a temperature of 68 degrees F, or higher [3701-33-09].
  - o All electrical outlets and wiring should be in good repair [3701-33-10].
  - o All service buildings, toilet and laundry areas should be in a clean, sanitary condition and in good repair.
  - o The operator shall provide copies of contracts specifying: 1] privies shall be cleaned as often as necessary and the vault contents disposed per OEPA; or 2] each chemical portable toilet holding tank will be pumped

and cleaned at least once a week or more often as necessary [3701-33-06 & 33-11].

- All interior furnishings such as tables, chairs, bed frames and clean mattresses should be provided and in good repair. All light fixtures should have working bulbs [3701-33-11].
- All stoves and refrigerators should be clean and in good working order. Have the stoves on so the gas burners and lines can be checked. Make sure the refrigerators are operating and place a glass of water in each one overnight so that the interior temperatures can be measured. Each refrigerator should maintain an interior temperature of 45 degrees F or lower [3701-33-13].
- Because the gas is turned on for the kitchen stoves, it should also be available for the water heaters, to allow confirmation of the hot water supply to the sinks and showers [3701-33-12].
- All camp units must have adequate facilities provided for clothes drying [3701-33-12].
- Have enough refuse bin capacity to meet the camp's solid waste disposal capacity needs. Provide a copy of the refuse collection contract.
- A copy of the waste hauler contract should be available so weekly collection times can be verified [3701-33-14].
- Have your first aid kits entirely restocked and available. Have the fire extinguishers serviced annually per the State Fire Marshall's recommendations [3701-33-17].
- If you have any questions regarding any rules or the licensing process, please contact this office.

## **OTHER AGRICULTURAL LABOR CAMP NEWS – THE RULES ARE BEING UPDATED**

Under the authority set forth in Section 3733.41 – 3733.49 of the Ohio Revised Code, the Ohio Department of Health (ODH) administers the agricultural labor camp program. Licensure and housing inspections are conducted in accordance with the rules in Chapter 3701-33 of the Ohio Administrative Code (OAC). These rules have served to improve the health and safety of the agricultural workers who utilize these camps as well as the public in the communities where the camps are located. However, the rules in OAC Chapter 3701-33 have not been updated in over 30 years. While, on a very basic level, these rules do serve their purpose, it is time to formally review them and make necessary updates.

The Agricultural Labor Camp Rule Review Committee began meeting on October 2, 2013. They took an in-depth look at the rules and made recommendations about revising them. The rules have been reformatted and rearranged to make them easier to follow. Major changes include: the use of a professional engineer to prepare plans, provision of running water to all housing units, distance between beds, and an increase for floor space provided for children under 2 years of age. You can view the rules in their entirety at <http://www.odh.ohio.gov/rules/drafts/drafts.aspx>. Since the rules are still in the adoption process, an “effective date” has not been set yet, but is expected to be shortly after the beginning of 2015. If you have questions about the rules please contact us at 614-644-7455 or e-mail [LeeAnn.Wilson@odh.ohio.gov](mailto:LeeAnn.Wilson@odh.ohio.gov).