



Campground Inspection Procedure

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.031
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Maintenance Steward: Environmental Health Supervisor in charge of Generalist Program History: New Revised Archived

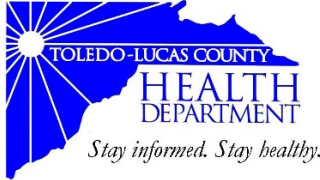
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor's Office
Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/>  Health Commissioner	08-03-17 Date
<input checked="" type="checkbox"/>  Director of Environmental Health & Community Services	8/3/2017 Date



Campground Inspection Procedure

I. Scope

This procedure applies to all generalist sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department (TLCHD).

II. Purpose

The purpose of this procedure is to provide generalist sanitarians with an understanding of the expectations and processes that are required to conduct thorough inspections of licensed campgrounds.

III. Background

Campgrounds in Ohio are regulated by the Ohio Department of Health (ODH) and administered by both ODH and the Toledo-Lucas County Health Department (TLCHD) under Chapter 3729 of the Ohio Revised Code (ORC) and Chapter 3701-26 of the Ohio Administrative Code (OAC).

IV. Procedures

A. Pre-License Inspection

1. Once contacted by the Ohio Department of Health (ODH), a pre-license inspection shall be scheduled and conducted within 21 days of request for inspection.
 - a. A pre-license inspection may be conducted along with the ODH sanitarian.
2. Upon approval from the ODH sanitarian, a TLCHD sanitarian shall perform a standard inspection.
 - a. If the campground is approved by TLCHD, a license application shall be provided to the operator/representative.
 - b. If the campground is not approved by TLCHD, a re-inspection(s) shall be performed until final approval is achieved.

B. Standard Inspection

1. Standard inspections shall be conducted a minimum of once per licensing year.

2. Conduct campground inspection per regulations outlined in Chapter 3729 of the Ohio Revised Code (ORC) and Chapter 3701-26 of the Ohio Administrative Code (OAC).
3. Record all violations and/or observations on HealthSpace or on paper inspection form (if use of HealthSpace is unavailable).
 - a. If paper inspection form is used, input inspection into HealthSpace at a later date.
4. Review all violations and/or observations with operator/representative and obtain signature.
5. Provide copy of inspection report to operator/representative.
6. Place copy of inspection report in appropriate TLCHD campground file.
7. Update appropriate Excel inspection tracking sheet on G: drive.

C. Re-Inspection

1. A re-inspection shall be conducted if an imminent threat to public or environmental health is observed during the standard inspection or when deemed necessary by the sanitarian in order to ensure compliance.
2. Record all violations and/or observations on HealthSpace or on paper inspection form (if HealthSpace is unavailable).
 - a. If a paper inspection form is used, input into HealthSpace at a later date.
3. Review all violations and/or observations with the operator/representative and obtain signature.
4. Provide copy of inspection report to operator/representative.
5. Place copy of inspection report in appropriate TLCHD campground file.
6. Update appropriate Excel inspection tracking sheet on the G: Drive.

D. Complaint

1. Conduct a complaint inspection after an official HealthSpace complaint is received.
2. A complaint inspection shall focus on the highlighted issue(s) on the official HealthSpace complaint.

- a. A complaint inspection may also be considered a standard inspection if all additional requirements for a standard inspection are completed.
 - i. Both complaint and standard inspection shall be selected under “type visit” on inspection report.
3. Record all violations and/or observations on HealthSpace or on paper inspection form (if use of HealthSpace is unavailable).
 - a. If paper inspection form is used, input into HealthSpace at a later date.
4. Review all violations and/or observations with operator/representative and obtain signature.
5. Provide copy of inspection report to operator/representative.
6. Place copy of inspection report in appropriate TLCHD campground file.
7. Update appropriate Excel inspection tracking sheet on G: drive.
8. Make any necessary comments to the official HealthSpace complaint and place copy of complaint report in the appropriate TLCHD file.

E. Consultation

1. A consultation may be requested by the sanitarian or by the operator/representative.
2. Consultations are to be used to discuss questions and/or concerns related to the campground.
3. During a consultation a standard inspection does not need to be completed.
4. A record of the consultation shall be made on an inspection form and a copy placed in the appropriate TLCHD campground file.

F. Note

1. In the event that an immediate threat or hazard to human health is observed by the sanitarian, the Environmental Health Supervisor or Environmental Health Director shall be contacted as soon as possible.

V. Temporary Campgrounds

A. Plan Approval

1. Upon receipt of the Temporary Campground License Application the application shall be reviewed by a sanitarian.
 - a. TLCHD may request additional information or return incomplete plans to the applicant.
2. Once plans have been reviewed and deemed complete a standard inspection shall be conducted.
3. TLCHD may waive the submission and approval of plans if the temporary campground was approved less than two years before the purposed opening or the information has not changed since the last review.

B. Standard Inspection

1. Conduct inspection as outlined above.

C. Re-inspection

1. Conduct inspection as outlined above.

D. Complaint

1. Conduct inspection as outlined above.

E. Consultation

1. Conduct inspection as outlined above.

VI. Maintenance

A. Review

1. The *Campground Inspection* standard operating procedure is to be reviewed every five years or when the Ohio Department of Health (ODH) updates Chapter 3729 of the Ohio Revised Code (ORC) or Chapter 3701-26 of the Ohio Administrative Code (OAC) to ensure compliance with both agency and accreditation standards.
2. The *Campground Inspection* standard operating procedure is to be reviewed if the health department utilizes a new software program for electronic inspection recordkeeping.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VII. Glossary

- A. **HealthSpace**: Database used by TLCHD to track and catalog various program inspections and complaints.
- B. **Licensing Year**: June 1 – May 31

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By