



Camps in Unorganized Territory Application

A: Report Form

Mining Lumbering Tree planting Other _____

Company information

Company name: _____

Address: _____

Operator's legal name: _____

Operator's chosen name (if different than legal name): _____

Operator's phone number: _____ Owner's email: _____

Onsite/operator contact name: _____

Onsite/operator chosen name (if different than legal name): _____

Onsite contact phone number: _____ Onsite contact email: _____

B: Property Information

District: _____ Township: _____

Municipality: _____

Expected start date (YYYY-MM-DD): _____ Expected finish date (YYYY-MM-DD): _____

Total number of employees to be working onsite: _____

Directions to property

Sketch the directions to the property from the nearest highway (give secondary roads, signs, etc.)

C: Proposed Water Supply

Proposed well: Dug well Point Drilled well Depth: _____

Existing well: Dug well Point Drilled well Depth: _____

Surface supply: River or Lake Name of waterway: _____

Type of treatment: Chlorine NSF 55 UV light Filter size in microns: _____

Other (specify): _____

Hot potable water under pressure Yes No

Cold potable water under pressure Yes No

Note: A satisfactory bacteriological water sample must be provided to Public Health Sudbury & Districts prior to opening.

D: Type of Sewage System

Privies: Number of privies: _____

Holding tank: Size in litres: _____

Grey water pits: How many: _____

Number of handwash basins: _____

Number of showers: _____

Side view/cross section diagram of your grey water pit is required:

E: Site Description

Please sketch a plan of the location of buildings on site, for showering sleeping, washing, bathing, laundering, storage, and preparation of food area, bunkhouse, source and means of distribution of water supply, location of sanitary facilities (privies, toilets), and area for waste disposal.

The facts given in this application are true to the best of my knowledge and belief.

Date (YYYY-MM-DD)

Signature

Camp Owners/Operators are expected to be aware of all regulatory requirements. Copies of Ontario Regulation 502/17, Camps in Unorganized Territory can be obtained from the e-Laws Ontario website: [e-Laws Site - Ontario](#).

To meet public health requirements, any personal information on this form is collected under the authority of one or more of the following (as amended) and related regulations: *Health Protection and Promotion Act, R.S.O. 1990; Smoke Free Ontario Act, S.O. 2017; Skin Cancer Prevention Act, 2013, S.O. 2013; Healthy Menu Choices Act, 2015, S.O. 2015; Safe Drinking Water Act, 2002, S.O. 2002; Ontario Building Code Act, 1992, S.O. 1992; Funeral, Burial and Cremation Services Act, 2002, S.O. 2002; Environmental Protection Act, R.S.O. 1990; Regulated Health Professions Act, 1991, S.O. 1991; and is in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and the Personal Health Information Protection Act, 2004, S.O. 2004. Questions about this collection should be directed to the Program Manager at Public Health Sudbury & Districts, 1300 Paris Street, Sudbury, ON P3E 3A3, 705.522.9200, ext. 398.*

Key Operational Requirements for Camps in Unorganized Territory

It is the responsibility of the operator to comply with all requirements of the *Health Protection and Promotion Act, 1990* and *R.R.O. 1990, Regulation 502/17, Camps in Unorganized Territory*. Refer to the Act and Regulations for exact wording.

Camp: Means a camp in which buildings are used to accommodate five or more employees who are employed in mining work, lumbering work or any other labour work in a territory without municipal organization.

Building: Means any building, vehicle or other structure or premises used or intended to be used for accommodation for employees or for the storage, preparation or serving of food.

1. Notice of Camp Opening (Section 2. Ontario Regulation 502/17)

Prior to opening a camp you must send a written notice to the public health inspector with the following information:

- a. Name and address of the company and camp operator.
- b. Location of camp, with access map, driving directions and a detailed sketch showing building and locations and use.
- c. The number of employees of each gender.
- d. Type of work and expected camp duration.

When camp is closed, the operator will ensure that the site is left in a sanitary condition and the operator will also notify the public health inspector that the camp is closed.

2. Communicable Disease

You must notify Public Health Sudbury & Districts immediately of an outbreak or suspected outbreak of a communicable disease in the camp or any abnormal number of illnesses. See attached list of reportable communicable diseases.

3. Water Supply

All water must be potable (safe to drink). Water must be obtained from a source that Public Health Sudbury & Districts has approved prior to camp opening. It must be readily available for camp use, and be of sufficient quantity to meet all camp needs. All surface water sources must be treated. Records of treatment method must be kept for the duration of the operating season.

Acceptable bacteriological test results must be obtained and submitted to Public Health **prior** to the use of treated water.

If water disinfection is by UV light, the light must be NSF 55 and a 5 micron filter must precede the light. If primary disinfection is done with chlorine, a 5 micron filter is required prior to chlorination followed by a 1 micron absolute filter for parasite removal. Filtration first, and treatment comes second.

All drinking water containers must be used only for that purpose. The container must have lids and pouring faucets/spigots. These containers must be cleaned and sanitized, before being refilled, (i.e. 100 ppm chlorine for 45 seconds).

Do not use common drinking cups.

4. Sanitary Facilities and Waste Water

A detailed site plan for all Class 2 sewage systems must also be submitted with the camp notification application.

If privies are used, there must be a minimum of one privy for every ten employees.

Privies must be well ventilated and equipped with self-closing, tight fitting doors and screened windows.

Privies must be kept in a sanitary condition and equipped with toilet paper and single-use, moist hand towelettes or hand sanitizers.

Pit privies must be located at least 50 feet (15 meters) from creeks, rivers or lakes.

5. Wash-up Facilities

You must provide one washbasin, with hot and cold potable water.

You must provide one shower, with hot and cold potable water, for every 15 employees.

Showers and washbasins must be located in a secure building with privacy locks on shower doors.

6. Laundry Facilities

You must provide at least one washing machine or laundry tub, for every 15 employees.

You must ensure that laundry operations are not carried out in creeks, rivers or lakes or other natural bodies of water in or near the camp.

7. Garbage Removal

You must ensure that garbage is stored in leak proof containers with lids and stored in a sanitary manner until final disposal. Check with the Ministry of Natural Resources and Forestry or local municipalities for authorized dumpsites.

8. Food Preparation and Storage Area

A continuous supply of power must be delivered to all refrigeration and freezer units at all times.

You must provide adequate refrigeration for safe storage of perishable and hazardous food.

You must store cold hazardous foods at 4 degrees Celsius (4°C), 40 degrees Fahrenheit (40°F) or lower.

Frozen food must be stored at minus 18 degrees Celsius (-18°C), 0 degrees Fahrenheit (0°F) or lower.

You must keep hot foods at 60 degrees Celsius (60°C), 140 degrees Fahrenheit (140°F) or higher.

Accurate indicating thermometers for food storage areas and a probe thermometer for monitoring internal temperatures of all hazardous foods are required. **Meat thermometers are not acceptable.**

Protect food from contamination and store in an area used for food storage only. All dry goods must be stored 15cm (6 in.) off the floor in a secure structure or stored in secure containers which prevent the entry of insects, vermin or other environmental contaminants.

Food handlers must hold a valid food handler certificate. For a list of available online courses, please visit the [Ministry of Health's](#) website for a list of course providers.

Food handlers must be clean, wear clean outer garments and wash their hands before commencing work and after each use of the toilet. Their hair must be covered/confined. They must be free from an infectious agent of disease that may be spread through food. Please see attached document on proper hand washing.

Hot and cold potable running water safe for cooking and drinking must be provided.

All food contact surfaces and utensils must be constructed of food grade materials.

All sinks in kitchen and food preparation area must be fitted with a grease trap.

Wiping cloths must be handled properly (stored in approved sanitizing solution containing minimum sanitizer concentration). Sanitizer testing strips are required.

Separate hand basins are to be provided for food handlers together with liquid soap and paper towels in dispensers.

Multi-use utensils (plates, pots, pans, dishes, cutlery, etc.) are to be cleaned and sanitized. See attached document.

9. Buildings

Buildings are to be located and constructed in accordance with the Building Code.

All buildings are to be well ventilated, maintained in a sanitary condition and screened to prevent the entry of insects and vermin.

Copies of *Ontario Regulation 502/17, Camps in Unorganized Territory*, are available from the e-Laws Ontario website: [e-Laws Site - Ontario](#).