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DATE: August 29, 2014

TO: All Local Agent Health Departments
Regional Directors
Attn: Food Safety and Recreational Licensing Sanitarians

FROM: James Kaplanek, R.S., Chief
Food Safety and Recreational Licensing
Bureau of Environmental Health

SUBJECT: Rec Ed Camp - Bound Book Interpretation

BACKGROUND

DHS 175.19(7)(b) establishes that a bound book with pre-printed page numbers be utilized to record information regarding medication and treatment administered to campers by the health service staff. The purpose of this bound book is to prevent the loss of a page or the falsification of records. Having a bound book provides a means of security for medical records at the camp.

Since DHS 175 has last been revised there has been a plethora of new binding types used for medical record logs in Rec-Ed Camps. Due to the variety of book bindings on the market today, health inspectors as well as camp operators struggle to know what constitutes a "bound" book.

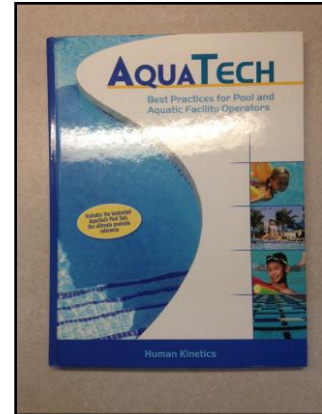
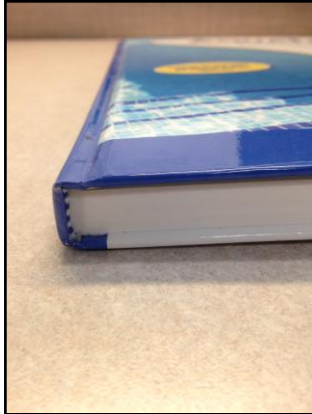
CODE INTERPRETATION

The department has reviewed many types of bindings on the market today and has consulted experts in this field to determine which bindings provide security for items such as medical record logs. This interpretation is intended to provide inspectors and camp operators a clear distinction on what type of bindings are considered "bound" by the department.

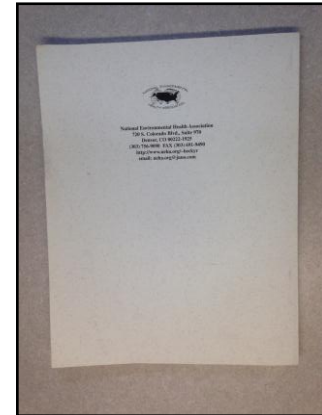
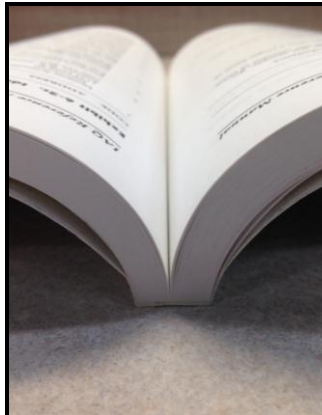
Please see each list below to learn which binding types are approved by the department to comply with DHS 175.19(7)(b) and which types are not.

Binding Types Approved By the Department

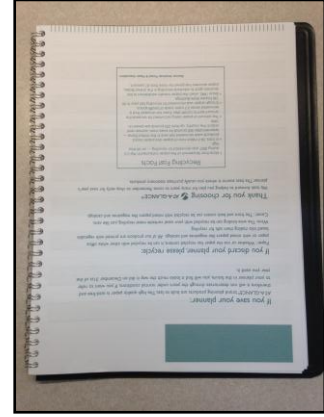
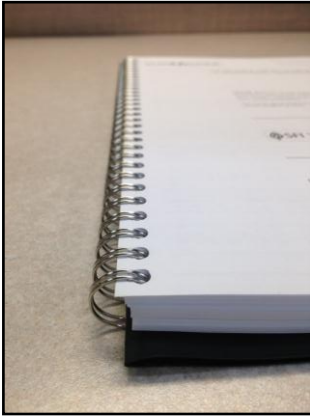
- **Hard Cover or Case Binding** – Binding pages together involving the sewing of printed pages together with thread followed by encasing the pages between cardboard covers. An adhesive may also be used to fortify binding strength.



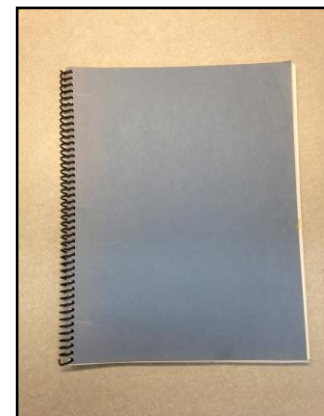
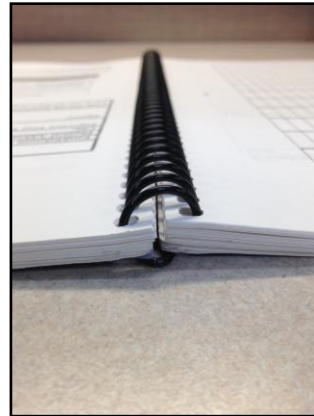
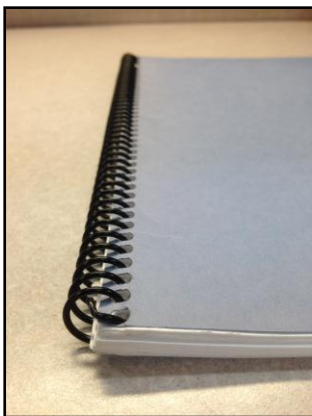
- **Adhesive Binding** – Binding of pages together using an adhesive to create the bond. Can either be a hard cover or paper back cover.



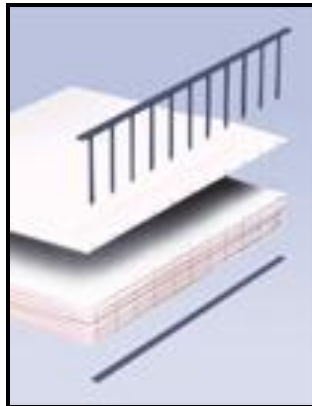
- **Twin/Double Loop Binding** – Binding of pages that involves the use of a continuous "C" shaped wire spine that is squeezed into a round shape using a wire closing machine. The wire should not be able to be opened and clipped shut without the use of a machine.



- **Spiral/Coil Binding** – Binding of pages with one continuous plastic or metal wire that is spiral or coil shaped. The spiral shall not be able to be opened and clipped shut or separated by any mechanism. The binding must run the entire length of the book.

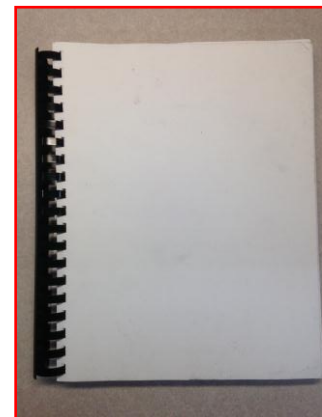
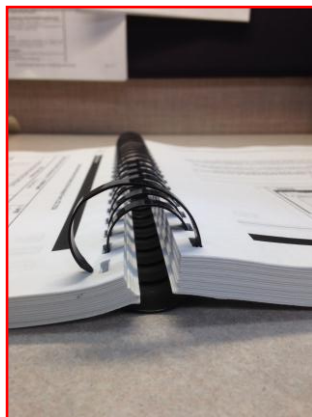


- **Velo-Binding** – Binding pages together by punching several small holes along the edge of an unbound book. A strip of plastic with rigid tines is inserted into the holes from the top of the book, and a strip with corresponding holes is placed on the back with the tines protruding through. The book is then placed in a machine that holds the book tightly while the excess length of the tines is cut and the tips melted to seal the bind.

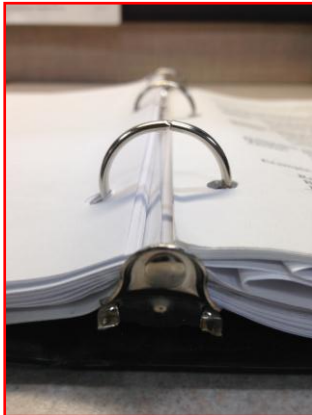


The following binding types **DO NOT** comply with DHS 175.19(7)(b):

- **Comb/Zip Binding** – Binding with a clip mechanism on the spine of the binding with ring inserts. The rings on the spine open and insert into the holes in the page, then rest against the body of the spine, resulting in a closure that can be opened again for making changes to the book.



- **Ring Binders** – Large folders that contain hole punched loose papers. These are held in the binder by circular or D-shaped retainers, onto which the contents are threaded. The rings are usually spring-loaded. Papers can be easily removed and replaced.



- **Loose Leaf of Stapled Paper** – Paper that is not in any book, binder, or folder. Paper can be easily lost, discarded, or re-printed.

