

Iowa Department of Public Health
Division of Environmental Health
321 E. 12th Street
Lucas State Office Building, 5th floor
Des Moines, IA 50319
Phone: (515) 201-5369

Migrant Labor Camp Application for Permit and Compliance Checklist

Please Note: All H-2A labor camps are inspected and approved by Iowa Workforce Development (IWD). If you have an H-2A labor camp, Iowa Workforce will contact you to schedule this inspection after your petition is submitted to the Chicago National Processing Center. If you have further questions please refer to: <https://www.iowaworkforcedevelopment.gov/welcome-employers-and-business>. If you house both H-2A and domestic workers, housing must be approved by IWD and IDPH programs.

Note: A separate application for permit and completed checklist is required for each camp or portion of camp. Applications shall be made to the department at least sixty (60) days prior to the first date of occupancy. **PLEASE PRINT OR TYPE**

Name of Camp Operator: _____

Phone Number (include area code): _____

Email Address to Send Permit: _____

Street Address of Camp Operator: _____

City: _____ State: _____ Zip: _____

Name of Camp: _____

Street Address of Camp: _____

City: _____ State: _____ Zip: _____

Camp houses the following occupants:

H-2A _____ Domestic _____ Both H-2A/Domestic _____

Maximum number of occupants at this camp:

adult males _____ adult females _____ children under 18yrs _____

Expected number of workers at this camp:

males _____ females _____

Expected date of occupancy: _____/_____/_____

Expected date of vacancy: _____/_____/_____

Describe the primary job responsibilities of workers residing at this camp:

Complete the following checklist to certify that the camp is compliant with requirements for migrant labor camps as defined in Iowa Code Chapter 138 and Iowa Administrative Code 641 – Chapter 81.

All questions must be answered by marking the box next to the appropriate response of “yes”, “no”, or “N/A” (not applicable). An answer of “yes” to all applicable questions must be achieved in order for a permit to be issued for the migrant labor camp submitted on this application. The camp will be subject to spot inspections as determined by the Iowa Department of Public Health for verification of compliance with the checklist.

Access to Camp for Inspection:

1. Can the camp operator provide access to the camp at any reasonable time upon request from the department for the purpose of inspection?
Yes No
2. Does the camp operator/owner maintain a roster of camp occupants that is available for inspection?
Yes No

Camp Site:

1. Is the camp site adequately drained to prevent flooding, standing water, or other conditions that support mosquitoes or other pests?
Yes No
2. Is the camp site located more than 200 feet from swamps, pools, sinkholes, or other standing water?
Yes No
3. Is the camp site free of offensive odors, flies, noise, traffic, or rodents?
Yes No
4. Is the camp site maintained in a clean and sanitary condition free from rubbish, debris, wastepaper, garbage, and other refuse?
Yes No
5. Does the camp site provide for reasonable access to recreation?
Yes No

Shelter:

1. Is the dwelling for occupants structurally sound and does it provide reasonable protection?
Yes No
2. Does the dwelling have a minimum of a seven foot ceiling in at least half of the floor area in each living unit?
Yes No
3. In rooms where people cook, live, and sleep is there a minimum of 60 square feet per occupant?
Yes No N/A
4. In family units or dormitories is there at least 50 square feet of floor space per occupant for sleeping purposes only?
Yes No N/A
5. When bunk beds are used is there at least 40 square feet of floor space per occupant for sleeping purposes only?
Yes No N/A
6. Are sleeping facilities provided for each person (e.g. comfortable beds, cots, or bunks with clean mattresses)? (Triple deck bunks are prohibited)
Yes No
7. When bunk beds are used is there at least 27" between the bottom and top beds, and at least 36" between the ceiling and top bed?
Yes No N/A
8. Are floors constructed of wood, concrete, asphalt, or other comparable material?
Yes No
9. Are wood floors smooth, tightly constructed, and elevated at least one foot above ground level?
Yes No N/A
10. Are windows and doors collectively equal to at least one-tenth of the floor area in size?
Yes No
11. Are windows in each room constructed so that at least one-half of the window can be opened for ventilation?
Yes No
12. Are exterior openings (screen doors, windows, etc.) effectively screened to keep out insects?
Yes No
13. If the camp is operated during the heating season (September 15 through June 1), is artificial heat provided to maintain a room temperature of at least 70 degrees?
Yes No N/A
14. Are combustible heating sources (wood stoves, gas furnace, etc.) vented to the outside air or chimney to prevent the release of combustion gases indoors?
Yes No
15. In a room with wood or combustible flooring that uses a stove for heating, is there metal sheeting or other fire-resistant material underneath the stove?
Yes No N/A
16. Are working fire detectors with fresh batteries or fire detectors that are hard wired present in every common area and bedroom?
Yes No

17. Are working carbon monoxide detectors with fresh batteries or carbon monoxide detectors that are hard wired present in each level of the dwelling?
Yes No
18. Are hot plates (for cooking) prohibited in bedrooms and areas other than the kitchen/dining area?
Yes No

Water supply:

1. Is the water supply adequate for drinking, cooking, bathing, and laundry purposes?
Yes No
2. If a private water well is used, does it have a tight fitting cap and is it constructed in a way to prevent contamination?
Yes No N/A
3. If a private well water is used, has the well water been tested to determine if the water has safe levels of bacteria and nitrates?
Yes No N/A

Toilet facilities/sewage disposal facilities:

1. Are toilet facilities located so that inhabitants do not have to pass through a bedroom to access them?
Yes No
2. Do toilet rooms have a window at least six square feet in size that opens to the outside, or is the room equipped with a working exhaust vent?
Yes No
3. Is there a toilet room located within 200 feet of each sleeping room?
Yes No N/A (privy is used)
4. If a privy is used, is it located more than 100 feet from any sleeping room, dining room, lunch area, or kitchen?
Yes No N/A
5. Are separate toilet facilities provided for men and women; and are the facilities clearly marked by signs in English and the language of persons occupying the camp?
Yes No N/A
6. Is there a minimum of one toilet unit for every fifteen persons, or fraction thereof, for each sex?
Yes No
7. Are hand washing facilities with hot and cold water, soap, and paper towels immediately available within or adjacent to the toilet facilities?
Yes No
8. For men's facilities, are urinals no more than 1/3 of the total number of toilet units?
Yes No N/A
8. Are the toilet facilities maintained in a clean condition and adequately supplied with toilet paper?
Yes No
9. Are all sewer lines and floor drains connected to an approved sewer?
Yes No

Laundry, hand washing, and bathing facilities:

1. Is one hand wash basin provided for each family unit or for every fifteen individuals or fraction thereof?
Yes No
2. Is one shower head provided for every fifteen individuals or fraction thereof?
Yes No
3. Is one laundry tub or wash machine provided for every 25 individuals or fraction there of?
Yes No
4. Are floors finished in a non-slip finish and impervious to moisture?
Yes No
5. Is hot and cold running water provided?
Yes No
6. If laundry or bathing facilities are in a separate service building, is the building capable of maintaining a room temperature of 70 degrees Farenheit, if used during the heating season (Sept 15 – June 1)?
Yes No N/A
7. Are facilities for drying clothes provided? (dryer, clothes line, etc.)
Yes No

Lighting/Electrical:

1. Are all housing quarters and service buildings provided with electric service?
Yes No
2. Do all rooms and hallways contain ceiling or wall-type light fixtures?
Yes No
3. Is all wiring in safe working order so as not present a fire or shock hazard?
Yes No

Refuse disposal:

1. Are durable, fly-tight, clean refuse containers (20 gallons or larger) provided for each housing unit at a ratio of one per fifteen individuals or fraction thereof?
Yes No
2. Is refuse collected frequently enough to prevent the build up of refuse on camp premises?
Yes No
3. Is refuse disposed of through a licensed hauler or through means in accordance with state and local laws?
Yes No

Kitchens & dining halls:

1. Is each kitchen/cooking facility provided with one gas or electric stove for cooking?
Yes No
2. Is the dining area maintained in a clean and sanitary condition?
Yes No
3. Is refrigeration capable of keeping food at or below 41 degrees Farenheit provided for perishable foods in every kitchen or location where food is prepared?
Yes No
4. Is the dining area equipped with tables and seating?
Yes No

5. Are persons with communicable or venereal disease prevented from working in food preparation or service?
Yes No
6. Is hot and cold running water provided?
Yes No

Insect and rodent control:

1. Are measures in place to control rats, mice, flies, mosquitoes, bedbugs, and all other insects or rodents within the camp premises?
Yes No
2. Are pesticides and pest control equipment stored and used in a safe manner?
Yes No

Safety and fire prevention:

1. Are non-household flammable, or volatile, liquids and materials stored away from residential buildings?
Yes No
2. Are first aid kits available for residents at a ratio of one kit per fifty individuals?
Yes No
3. Are fire-extinguishers (in working order) provided within 100 feet of all living spaces and at a ratio of at least one extinguisher per 1000 square feet of floor space or fraction thereof?
Yes No
4. Are adult occupants instructed in fire prevention and in the proper use of fire extinguishers?
Yes No
5. Are agricultural pesticides and toxic chemicals stored away from the housing area?
Yes No
6. Is there a least two routes of escape from the first floor of all occupied buildings in case of a fire?
Yes No
7. If there are floors above the first floor that are used for sleeping or common areas (dining, living room, etc.), is there an outside escape ladder or a second stairway for escape in case of a fire?
Yes No N/A

Communicable diseases:

1. Does the camp operator have contact information for the local board of health and the Iowa Department of Public Health to report the name and address of a camp member with a known or suspected communicable disease?
Yes No

Local Housing Codes:

1. Has the camp operator verified compliance with appropriate local housing codes?
Yes No

Camp Diagram:

1. Attach to this application a diagram of the camp buildings. A separate page shall be used for each floor of each building. The diagram must at a minimum include the following:
 - identification of each building
 - identification and use of every room
 - room dimensions
 - location and identification of beds/cots/bunks
 - location and identification of toilets/urinals
 - location and identification of sinks/wash basins
 - location and identification of showers
 - location and identification of laundry tub/machines
 - fire escape routes

Certification:

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury¹ that my answers and all other information and statements submitted by me in this application process are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application I understand that my application may be denied or that my permit may be revoked. I further understand that I may be subject to criminal prosecution for providing false or misleading answers or information on or in support of this application.

Printed Name: _____

Signature: _____ Date: ____/____/____

Note: An application with original signature must be submitted to the address listed at the top of page one. Faxes and/or copies of this application will not be accepted.

¹ A person who knowingly makes a false statement under penalty of perjury commits a class "D" felony (Iowa Code 720.2) A person convicted of a class "D" felony shall be confined for no more than five years, and in addition shall be sentenced to a fine of at least seven hundred fifty dollars but not more than seven thousand five hundred dollars. (Iowa Code 920.9(5))