

MAINE

Clean Boatyards & Marinas

PROGRAM

Best Management Practices Checklist

Boatyard/Marina Name: _____

Owner/Manager: _____

Address: _____

Phone: _____ E-mail: _____

Date of Visit: _____ Weather Conditions: _____

Boatyard with Marina

Marina without boatyard

Boatyard, no slips

Other

This form is intended to be used by boatyard and marina operators to conduct self assessments of their facilities and to guide operators through the process of becoming a Certified Maine Clean Boatyard and/or Marina. The following guidelines are based on Best Management Practices as developed by DEP, EPA and representatives from the marine industry. They are consistent with the latest Maine DEP and EPA guidelines and in some cases go beyond current regulations, as a high standard lends credibility to the Clean Boatyards & Marinas Project as well as the participating marinas and boatyards.

The “not applicable” (N/A) option is offered so that items which do not apply to your operations will not be counted against you in the scoring process. There is space at the end of each issue area and at the end of this form to clarify any of your answers or to tell us about other items you would like to be taken into consideration as your completed checklist is reviewed. It may be useful to score yourself twice: once for how your operation stands today and then again for what your goal is. Make sure to include your goal due date at the end of the second scoring as well as on your pledge.

Clean Boatyards & Marinas Awards will be presented in three tiers: Bronze, Silver, and Gold, to those marinas/boatyards that score a minimum score per subject area (see back page). This allows those yards and marinas that are making significant efforts to be recognized while giving them further goals to strive for. Do not be discouraged if you initially have difficulty meeting the minimum scores. We want to help you become a Clean Boatyards/Marina. Please call the Maine Clean Boatyards & Marinas office; if we cannot answer your question directly, we will put you in touch with one of the marina/boatyard operators who have helped to develop this Project.

Once you are satisfied that your facility meets the award standard described on the scoring page, call the Clean Boatyards & Marinas office to schedule a confirmation visit. One of the Program’s Verification Teams will visit your facility at a mutually convenient time to verify the items on the BMP Checklist. They will then make a determination regarding your award level. Please note, while it is not necessary to implement all of the recommended practices to be recognized as a Maine Clean Boatyard/Marina, **it is necessary to be in compliance with all applicable laws and regulations.**

AREA 1: Stormwater Runoff Management, Erosion, Sedimentation Control

Goal: To minimize the amount of pollutants reaching the waterbody and watershed and protect shorelines from erosion.

- | | Y | N | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. <u>Have you done everything possible to divert and/or filter runoff water, such as:</u> | | | |
| 1.1 doing work on crushed stone and/or sloping paved areas away from waterbodies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 creating buffer areas such as plantings or settling ponds between the coastal zone, lakes, rivers or streams and upland facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 managing slope of facility to minimize runoff towards coastal zone or other waterbodies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 using and maintaining filters and/or absorbents in catch basins or storm drains? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 using sediment barriers to intercept runoff from areas of bare soil? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 stabilizing any areas of disturbed soil with mulch, landscape fabric, etc.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7 do you have a SWPPP (Stormwater Pollution Prevention Plan)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <u>Have you protected shorelines and banks from erosion with strategies such as:</u> | | | |
| 2.1 retaining natural shoreline features to the extent feasible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 protecting areas of shoreline disturbed by construction from erosion? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 stabilizing eroding shorelines and banks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 using vegetative plantings where space allows? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <u>Do you avoid toxic lawn and garden chemicals to the greatest extent possible?</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other steps you've taken _____

Area 1 Score: { _____ "Yes" Responses ÷ _____ # of applicable items } x 100 = _____ %

AREA 2: Boat Maintenance and Repair

Goal: To reduce the amount of pollutants from boat maintenance and to contain them at the source.

- | | Y | N | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. <u>Have you taken precautions to recover pollutants from boat maintenance at the source, such as:</u> | | | |
| 1.1 performing maintenance and repair work inside buildings when possible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 performing sand blasting within buildings, spray booths or tarp enclosures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 using vacuum sanders or other methods to prep hulls and collect paint dust and chips? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Y N N/A

1.4 providing education and supervision to customers and contractors regarding hull maintenance procedures (including containment and disposal of debris) through signage, language in customer/operator agreements, and regular patrolling of facility?

1.5 cleaning areas where boat maintenance is occurring immediately to remove debris, and disposing of collected material properly?

1.6 do you keep unservicable engines/engine parts in an area that will prevent fluids and other debris from contaminating the ground and/or water?

2. Have you implemented effective strategies to reduce the release of pollutants and debris from bottom washing, such as:

2.1 collecting and filtering wash water before it goes into the waterbody?

2.2 collecting, filtering, and preventing washwater from getting into the waterbody?

2.3 properly disposing organic debris?

3. Have you taken steps to reduce amount of toxic materials used such as:

3.1 recommending and using phosphate-free and biodegradable detergents and cleaning compounds for washing boats and attempting/encouraging frequent washing of boats to eliminate need for cleansers?

3.2 using/encouraging use of long-lasting and low-toxicity or non-toxic antifouling paints?

3.3 using/promoting non-toxic antifreeze for winterizing engines and recovering antifreeze when possible?

4. Do you encourage customers and outside contractors to use environmentally responsible practices through agreement language and signage such as:

4.1 restricting the types and/or amount of do-it-yourself work done at the marina?

4.2 language in facility/customer agreement and in facility/outside contractors agreement that requires tenant to use certain areas and techniques when conducting boat maintenance?

4.3 discouraging in-water bottom cleaning or offering mid-season haul out cleaning service at reasonable cost to reduce in-water boat cleaning?

Other steps you've taken _____

Area 2 Score: { _____ "Yes" Responses ÷ _____ # of applicable items } x 100 = _____ %

AREA 3: Fueling Activities/Petroleum Control

Goal: To reduce the risk of fuel leaks and spills and to strengthen recovery efforts in the event of a spill.

- | | Y | N | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. <u>Have you implemented petroleum spill prevention practices such as:</u> | | | |
| 1.1 regularly inspect/maintain/replace fuel hoses, pipes, and tanks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 using emergency shutoffs on fuel lines and removing the lock on fuel nozzles that are used to hold the nozzle open without being held? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 routinely checking yard equipment for engine petroleum leaks and contain and repair immediately? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 maintaining a spill prevention and recovery plan and advising your harbormaster and fire department of the plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 training staff in spill prevention, containment, and clean-up procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 installing easy-to-read signs on the fuel dock that explain proper fueling, spill prevention, and spill reporting procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. Are you in compliance with petroleum storage requirements?

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 2.1 have you written and implemented a Spill Prevention Control and Countermeasure Plan (SPCC)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

3. Are you in compliance with NFPA (National Fire Protection Association) Standard 303-3 Chapters 5 (Berthing and Storage) and 6 (Operational Hazards) as they apply to storing and handling fuels?

4. Have you implemented petroleum spill control practices such as:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 4.1 promoting the use of oil-absorbing material in the bilge areas of boats? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 providing a service to collect and properly dispose of bilge water? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 offering use of oil absorbent materials at your fuel dock? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 keeping adequate spill response equipment where fuel is stored and used, which is easily accessible and clearly marked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 developing a process for proper disposal of used oil spill response equipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.6 prohibiting the use of detergents and emulsifiers on fuel spills? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other steps you've taken _____

Area 3 Score: { _____ "Yes" Responses ÷ _____ # of applicable items } x 100 = _____ %

AREA 4: Waste Recycling, Disposal, & Storage

Goal: Properly contain, recycle and dispose of solid waste, liquid waste and hazardous waste generated by facility and its customers.

- | | Y | N | N/A |
|--|--------------------------|--------------------------|--------------------------|
| <u>1. Do you provide appropriate storage, transfer and disposal facilities for solid waste such as:</u> | | | |
| 1.1 covered containers and signage for solid waste that is generated within the facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 disposal facilities and signage for customers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 facilities and signage for the eventual recycling of appropriate materials, such as glass, aluminum, cardboard, and plastic? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>2. Do you provide appropriate storage, transfer and disposal facilities for liquid and hazardous waste such as:</u> | | | |
| 2.1 keeping separated, well-marked and dated containers for the disposal of liquid materials such as waste oil, waste gasoline, waste diesel, used antifreeze, kerosene, oily water and mineral spirits in an area that is secure? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 appropriately labeling hazardous waste containers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 a system for recycling or proper disposal of oil filters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 a separate system for recycling or disposal of fuel filters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 recycling liquid and hazardous waste where possible and adhere to existing state regulations pertaining to disposal of hazardous material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>3. Have you taken steps to minimize the risk of hazardous material spills such as:</u> | | | |
| 3.1 providing secondary containment for liquid materials stored equal to 110% of volume? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 storing liquid materials under cover on a surface that is impervious to the type of materials stored and away from fire hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 maintaining a spill prevention and recovery plan for hazardous material and have adequate spill response equipment for hazardous material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 training staff in hazardous material spill prevention? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other steps you've taken _____

Area 4 Score: { _____ "Yes" Responses ÷ _____ # of applicable items } x 100 = _____ %

AREA 5: Boat Pumpouts and Sewage

Goal: To reduce the release of sewage to the waterbody.

Do You:

- | | Y | N | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. have a well-maintained pumpout system, with a regular inspection and maintenance schedule? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. provide a well marked pumpout service that is easy to use and make an effort to educate your customers about the service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. make sure that your pumpout is easily accessible and available during normal business hours? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. have clean, functional restrooms available 24 hours a day? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. keep your septic system regularly maintained and functional? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. make efforts to educate your local Harbor Master about this clean boatyards & marinas program and regulations pertaining to Marine Sanitation Devices (MSDs)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. have language prohibiting overboard discharge in signage and operator/customer agreement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other steps you've taken _____

Area 5 Score: { _____ "Yes" Responses ÷ _____ # of applicable items } x 100 = _____ %

SCORING

1. Enter your scores for each area on the lines below and compare your scores to the minimum required scores

	Your score today	Your goal	Minimum for Bronze Award	Minimum for Silver Award	Gold Award
Area 1	%	%	80 %	90%	100%
Area 2	%	%	80 %	90%	100%
Area 3	%	%	80 %	90%	100%
Area 4	%	%	80 %	90%	100%
Area 5	%	%	80 %	90%	100%

for the three tiers of awards.

Goal Due Date: _____

2. If your score for each area is equal to or greater than the minimum score required for each applicable section, or if you think you may be able to achieve that score in the near future, call the Clean Boatyards & Marinas office at the Maine Marine Trade Association to schedule a confirmation visit: 773-8725.

Please use the space below for any additional comments or explanations you would like us to consider.

Facility Representatives Present During Visit:

Verified by Maine Clean Boatyards & Marinas Program Representatives:

_____ Date _____