

# Clean Marina Award Checklist



Marina Name: \_\_\_\_\_  
 Owner/Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Date: \_\_\_\_\_  
Marina Type  
 \_\_\_\_\_ Marina, no boatyard  
 \_\_\_\_\_ Marina with boatyard  
 \_\_\_\_\_ Boatyard, no slips  
 \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ Number of slips

## Instructions

This form may be used by marina and boatyard operators to conduct self-assessments of their facilities. It will also be used by representatives of the Maryland Clean Marina Initiative to assess facilities seeking the Clean Marina Award. **The page numbers refer the reader to the *Maryland Clean Marina Guidebook*, available from the Clean Marina Initiative by calling 410-260-8773. A diamond (◆) after a question indicates that the reader should refer to the Guidebook for specific legal requirements.**

Clean Marina Awards will be presented to those marinas that meet or exceed the minimum required score in all areas, verified during a confirmation visit with program staff. Scoring is based on applicable items only. Please note, it is not necessary to implement all of the recommended practices to be recognized as a Maryland Clean Marina. **It is necessary, however, to be in compliance with all applicable laws and regulations.**

The “not applicable” (N/A) option is offered so that items which are beyond your control or which simply do not apply to your operations, will not be counted against you in the scoring process. For example, if you do not have a septic system, check N/A for Area 4 number 6. However, give careful thought to the questions, and consider them “applicable” if at all possible. There is space at the end of this form to clarify any of your answers or to tell us about other items you would like the reviewers to take into consideration.

### Area 1: VESSEL MAINTENANCE AND REPAIR

YES NO N/A

*Facilities that perform or allow boat repair (including pressure washing bottoms) must obtain the General Permit for Discharges from Marinas from the Maryland Department of the Environment. (See [www.mde.state.md.us](http://www.mde.state.md.us))*

#### DO YOU:

- |  |   |   |   |       |       |       |
|--|---|---|---|-------|-------|-------|
| 1. have the General Permit for Discharges from Marinas if required? (◆)  | . | . | . | _____ | _____ | _____ |
| 2. restrict maintenance activities to designated work areas? p. 28 (◆)   | . | . | . | _____ | _____ | _____ |
| 3. contain dust from sanding? p. 29 (◆)  | . | . | . | _____ | _____ | _____ |
| 4. contain debris from blasting? p. 29 (◆)   | . | . | . | _____ | _____ | _____ |
| 5. meet current rules governing bottom wash water discharges? p. 30, 84-85 (◆)   | . | . | . | _____ | _____ | _____ |
| 6. recommend bottom coatings w/ minimal environmental impact? p. 31  | . | . | . | _____ | _____ | _____ |
| 7. minimize impacts of painting operations? pp. 31-32 (◆)  | . | . | . | _____ | _____ | _____ |
| 8. track your emissions of VOCs from paints and comply with limits if applicable? (◆) p. 32  | . | . | . | _____ | _____ | _____ |
| 9. handle solvents appropriately? p. 32 (◆)  | . | . | . | _____ | _____ | _____ |
| 10. minimize environmental impacts from underwater hull cleaning in marina waters? (◆)<br>(See Clean Boating Tip Sheet for Underwater Hull Cleaning) | . | . | . | _____ | _____ | _____ |
| 11. offer spill-proof oil changes? p. 40   | . | . | . | _____ | _____ | _____ |
| 12. provide an oil/water separation service to filter bilge water? p. 40   | . | . | . | _____ | _____ | _____ |
| 13. offer MSD inspections and maintenance? p. 50   | . | . | . | _____ | _____ | _____ |
| 14. recommend/offer environmental audits or retrofits? p. 70   | . | . | . | _____ | _____ | _____ |
| <b>DO YOU MINIMIZE ENVIRONMENTAL IMPACTS FROM:</b>   |   |   |   |       |       |       |
| 15. engine repair and maintenance? pp. 32-33   | . | . | . | _____ | _____ | _____ |
| 16. winterization work? p. 33  | . | . | . | _____ | _____ | _____ |
| 17. in-water maintenance? p. 33  | . | . | . | _____ | _____ | _____ |

AREA 1 SCORE: [ \_\_\_\_\_ “Yes” responses ÷ \_\_\_\_\_ Number of applicable items ] x 100 = \_\_\_\_\_ % (Need 85%)

Diesel Tank 1 AST/UST \_\_\_\_\_ gallons Diesel Tank 2 AST/UST \_\_\_\_\_ gallons Other: AST/UST \_\_\_\_\_ gallons  
 Gasoline Tank 1 AST/UST \_\_\_\_\_ gallons Gasoline Tank 2 AST/UST \_\_\_\_\_ gallons Other: AST/UST \_\_\_\_\_ gallons

**Area 2: PETROLEUM CONTROL Both commercial and private use** YES NO N/A

1. Are you in compliance with petroleum storage requirements? pp. 36-37, 87 (♦) . . . . . \_\_\_\_\_
- All: \_\_\_\_\_ Tier II Form (if > 1,250 gal.) p.44 UST: \_\_\_\_\_ Certificate(s) of registration with MDE p.37  
 \_\_\_\_\_ Emergency shutoff \_\_\_\_\_ Daily inventory & monthly reconciliation records p. 37  
 \_\_\_\_\_ Secondary containment\* \_\_\_\_\_ Pollution liability insurance p.37  
 (\*not required for heating oil tanks ≤ 500 gal.) AST: \_\_\_\_\_ Oil Operations Permit (if ≥10,000 gal.) p.95, 87  
 \_\_\_\_\_ Air Quality Permit--Gasoline only (General Permit for 2,000-20,000 gal. Individual Permit for >20,000 gal.)

DO YOU:

2. regularly inspect/repair fuel transfer equipment? p. 37 . . . . . \_\_\_\_\_
3. have environmental controls at the pumps? p. 37(♦) . . . . . \_\_\_\_\_
4. train staff to promote environmental precautions while fueling? p. 38 . . . . . \_\_\_\_\_
5. train staff to promote safety precautions while fueling? p. 38 . . . . . \_\_\_\_\_
6. routinely use oil absorbent materials at your fuel dock? pp. 39-40 . . . . . \_\_\_\_\_
7. take precautions to minimize spills and leaks from machinery? p. 40 . . . . . \_\_\_\_\_

AREA 2 SCORE: [ \_\_\_\_\_ "Yes" responses ÷ \_\_\_\_\_ Number of applicable items] x 100 = \_\_\_\_\_ % (Need 80%)

**Area 3: EMERGENCY PLANNING** YES NO N/A

DO YOU:

1. have a Spill Prevention, Control, and Countermeasure (SPCC) plan if required? p. 41 (♦) \_\_\_\_\_
2. have accessible, current, written emergency response plans for likely threats? pp.41-42, 54(♦) \_\_\_\_\_
3. have regular emergency training and drills for staff? pp. 42, 65 (♦) . . . . . \_\_\_\_\_
4. store oil spill response equipment in a convenient, readily accessible location? p. 43 . . . . . \_\_\_\_\_
5. maintain files of Material Safety Data Sheets as required by OSHA? p. 44 (♦) . . . . . \_\_\_\_\_

AREA 3 SCORE: [ \_\_\_\_\_ "Yes" responses ÷ \_\_\_\_\_ Number of applicable items] x 100 = \_\_\_\_\_ % (Need 80%)

**Area 4: SEWAGE HANDLING** YES NO N/A

DO YOU:

1. have a well-maintained pumpout system? pp. 46-49 (♦) . . . . . \_\_\_\_\_
2. have a dump station or a wand attachment to empty portable toilets? pp. 46-47 (♦) . . . . . \_\_\_\_\_
3. discourage discharge from Type I and Type II MSDs at the slip or mooring? pp. 46-49 . . . . . \_\_\_\_\_
4. have clean, functional restrooms available 24 hours a day? p. 49 . . . . . \_\_\_\_\_
5. address the special sewage handling needs of live-aboards? p.50 . . . . . \_\_\_\_\_
6. Is your septic system regularly maintained and functional? p. 49 . . . . . \_\_\_\_\_

AREA 4 SCORE: [ \_\_\_\_\_ "Yes" responses ÷ \_\_\_\_\_ Number of applicable items] x 100 = \_\_\_\_\_ % (Need 80%)

**Area 5: WASTE CONTAINMENT AND DISPOSAL** YES NO N/A

DO YOU:

1. store, use, and dispose hazardous waste, including solvents, in accordance with federal and state regulations? pp. 54, 58-59 (♦) . . . . . \_\_\_\_\_
2. reduce waste in your daily operations? p. 55 . . . . . \_\_\_\_\_
3. control the disposal of fish scraps to areas/methods which will not impair water quality? p. 55 . . . . . \_\_\_\_\_
4. provide trash cans, bins, dumpsters, etc. that are covered, well-marked and convenient? p. 56 . . . . . \_\_\_\_\_
5. conduct daily trash pick-up within your marina and along shoreline? p. 56 . . . . . \_\_\_\_\_
6. provide or promote solid waste recycling? p. 57 . . . . . \_\_\_\_\_
7. provide or promote liquid waste recycling? p. 57 . . . . . \_\_\_\_\_

- |   |   |   |   |   |   |       |       |       |
|---|---|---|---|---|---|-------|-------|-------|
| 8. minimize your use of hazardous products? p. 58       | . | . | . | . | . | _____ | _____ | _____ |
| 9. follow recommended waste disposal methods? pp. 59-62 | . | . | . | . | . | _____ | _____ | _____ |
| 10. track pollution incidents? p. 62                    | . | . | . | . | . | _____ | _____ | _____ |

AREA 5 SCORE: [ \_\_\_\_\_ “Yes” responses ÷ \_\_\_\_\_ Number of applicable items] x 100 = \_\_\_\_\_ % (Need 85%)

**Area 6: MARINA MANAGEMENT**

YES   NO   N/A

DO YOU:

- |   |   |   |   |   |   |       |       |       |
|---|---|---|---|---|---|-------|-------|-------|
| 1. train employees to use equipment & chemicals according to established standards? p. 65                   | . | . | . | . | . | _____ | _____ | _____ |
| 2. regularly review emergency response procedures with staff? p. 65   | . | . | . | . | . | _____ | _____ | _____ |
| 3. train employees to watch for inappropriate discharges? p. 65.  | . | . | . | . | . | _____ | _____ | _____ |
| 4. have a predetermined procedure for approaching polluters? p. 66  | . | . | . | . | . | _____ | _____ | _____ |
| 5. maintain training records? p. 66   | . | . | . | . | . | _____ | _____ | _____ |
| 6. incorporate best management practices into all contracts? p. 66  | . | . | . | . | . | _____ | _____ | _____ |
| 7. post signs detailing best management practices? pp. 67-69  | . | . | . | . | . | _____ | _____ | _____ |
| 8. distribute environmental education materials to patrons? p. 69   | . | . | . | . | . | _____ | _____ | _____ |
| 9. highlight and demonstrate best practices for customers or contractors? (e.g, products, equipment)? p. 69 | . | . | . | . | . | _____ | _____ | _____ |
| 10. publicize your environmentally responsible actions? p. 70   | . | . | . | . | . | _____ | _____ | _____ |

AREA 6 SCORE: [ \_\_\_\_\_ “Yes” responses ÷ \_\_\_\_\_ Number of applicable items] x 100 = \_\_\_\_\_ % (Need 80%)

**Area 7: STORMWATER MANAGEMENT**

YES   NO   N/A

DO YOU:

- |   |   |   |   |   |   |       |       |       |
|---|---|---|---|---|---|-------|-------|-------|
| 1. comply with the training, sampling, and site inspections required by your Storm Water Pollution Prevention Plan/General Discharge Permit 10-MA? p. 65, 84-86 (♦) | . | . | . | . | . | _____ | _____ | _____ |
| 2. minimize environmental impacts from storm water on your site? pg. 15, 18-19  | . | . | . | . | . | _____ | _____ | _____ |
| 3. cultivate vegetated areas? p. 19   | . | . | . | . | . | _____ | _____ | _____ |
| 4. have limited paved areas? p. 19  | . | . | . | . | . | _____ | _____ | _____ |
| 5. stencil storm drains? p. 25  | . | . | . | . | . | _____ | _____ | _____ |

AREA 7 SCORE: [ \_\_\_\_\_ “Yes” responses ÷ \_\_\_\_\_ Number of applicable items] x 100 = \_\_\_\_\_ % (Need 75%)

**Area 8: MARINA DESIGN AND MAINTENANCE**

YES   NO   N/A

*Note: Items 1 and 2 below apply to new construction only.*

DO YOU:

- |   |   |   |   |   |   |       |       |       |
|---|---|---|---|---|---|-------|-------|-------|
| 1. use environmentally neutral materials? pp. 11-12   | . | . | . | . | . | _____ | _____ | _____ |
| 2. use nonstructural shore erosion control measures? p. 13 (♦)                                | . | . | . | . | . | _____ | _____ | _____ |
| 3. maintain your property using best management practices similar to those for vessels? p. 13 | . | . | . | . | . | _____ | _____ | _____ |
| 4. take steps to conserve water and energy? pp. 13-14   | . | . | . | . | . | _____ | _____ | _____ |
| 5. use upland and inland areas for storage and maintenance? pp. 13-14.                        | . | . | . | . | . | _____ | _____ | _____ |
| 6. have a conservation easement on your property? p. 14                                       | . | . | . | . | . | _____ | _____ | _____ |
| 7. avoid toxic lawn and garden chemicals to the greatest extent possible? p. 15               | . | . | . | . | . | _____ | _____ | _____ |
| 8. participate in an oyster restoration program? p. 16  | . | . | . | . | . | _____ | _____ | _____ |

AREA 8 SCORE: [ \_\_\_\_\_ “Yes” responses ÷ \_\_\_\_\_ Number of applicable items] x 100 = \_\_\_\_\_ % (Need 70%)

# SCORING

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

<u>Your scores</u>	<u>Minimum required score</u>
Area 1 _____ %	Area 1 <u>85</u> %
Area 2 _____ %	Area 2 <u>80</u> %
Area 3 _____ %	Area 3 <u>80</u> %
Area 4 _____ %	Area 4 <u>80</u> %
Area 5 _____ %	Area 5 <u>85</u> %
Area 6 _____ %	Area 6 <u>80</u> %
Area 7 _____ %	Area 7 <u>75</u> %
Area 8 _____ %	Area 8 <u>70</u> %

2. If your score for each area is equal to or greater than the minimum required for each applicable section, call the Maryland Department of Natural Resources to schedule a confirmation visit (410-260-8773).

Clean Marina staff are also available to conduct informal visits to help marina operators evaluate their facilities with regard to the award criteria.

Verified by Maryland Clean Marina Initiative representatives:

\_\_\_\_\_

on \_\_\_\_\_  
(Date)