



Clean Marina/Boatyard 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 document 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 recognized Oklahoma Clean Marina and/or Boatyard. **The following guidelines are based on Best Management Practices as developed by state agencies, EPA and representatives from the marine industry.** They are consistent with the latest DEQ and EPA guidelines and in some cases go beyond current regulations, as a high standard lends credibility to the Oklahoma Clean Marinas & Boatyards 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.

Marinas/boatyards must attain a minimum score per subject area (see back page) to receive recognition. 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 an OKStar Boatyard/Marina. Please contact the Pollution Prevention (P2) program for support and assistance.

Once you are satisfied that your facility meets the standard described on the scoring page, contact the P2 program to schedule a site assistance visit. A P2 Program staff member will visit your facility at a mutually convenient time to verify the items on the Clean Marina/Boatyard 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 an Oklahoma Clean Boatyard/Marina, **it is necessary to be in compliance with all applicable laws and regulations.**

BENEFITS TO BUSINESS

- Make improvements to achieve compliance — at your own pace
- Technical assistance, peer support and recognition
- Credible evidence of your commitment to a clean environment with your neighbors and municipal officials
- Attract responsible customers who will respect and follow clean boating practices
- Free publicity through news releases and Program events
- Use of the Oklahoma Clean Marinas & Boatyards Program logo for advertising, marketing and more

All Oklahoma Clean Marinas also have the opportunity to receive additional recognition as an OKStar Marina. Like Oklahoma Clean Marinas, participation in OKStar is voluntary. It is also easy. So to become an OKStar Marina follow these steps:

1. Complete the Oklahoma Clean Marina Pledge form
2. Complete the Oklahoma Clean Marina Checklist
3. Select at least one Environmental Performance Goal (EPG) from the *Environmental Improvement Goals Workbook*
4. Complete the OKStar application
5. Contact DEQ to arrange your confirmation visit

6. File your annual performance reports about the progress you are making on your EPG(s)
7. Enjoy the benefits of being an Oklahoma Clean Marina and an OKStar Marina participant

Just like your Oklahoma Clean Marinas membership, your OKStar participation is a three-year commitment.

OKStar participants are offered both support and rewards for their performance. These benefits include recognition; networking and partnerships; reduced fees for training opportunities; and technical, program, and outreach assistance.

All designated Clean Marinas may receive OKStar Gold recognition.

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.

1. Have you done everything possible to divert and/or filter runoff water, such as:

- 1.1. Doing work on crushed stone and/or sloping paved areas away from waterbodies? _____
- 1.2. Creating buffer areas such as plantings or settling ponds between the lakes, rivers or streams and upland facilities? _____
- 1.3. Managing slope of facility to minimize runoff towards waterbodies? _____
- 1.4. Using and maintaining filters and/or absorbents in catch basins or storm drains? _____
- 1.5. Using sediment barriers to intercept runoff from areas of bare soil? _____
- 1.6. Stabilizing any areas of disturbed soil with mulch, landscape fabric, etc.? _____
- 1.7. Do you have a SWPPP (Stormwater Pollution Prevention Plan)? _____

2. Have you protected shorelines and banks from erosion with strategies such as:

- 2.1. Retaining natural shoreline features to the extent feasible? _____
- 2.2. Protecting areas of shoreline disturbed by construction from erosion? _____
- 2.3. Stabilizing eroding shorelines and banks? _____
- 2.4. Using vegetative plantings where space allows? _____

3. Do you avoid toxic lawn and garden chemicals to the greatest extent possible? _____

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.

1. Have you taken precautions to recover pollutants from boat maintenance at the source, such as:

- 1.1. Performing maintenance and repair work inside buildings when possible? _____
- 1.2. Performing sand blasting within buildings, spray booths or tarp enclosures? _____
- 1.3. Using vacuum sanders or other methods to prep hulls and collect paint dust and chips? _____
- 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 unserviceable 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.

1. Have you implemented petroleum spill prevention practices such as:

- 1.1. Regularly inspect/maintain/replace fuel hoses, pipes, and tanks? _____
- 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? _____
- 1.3. Routinely checking yard equipment for engine petroleum leaks and contain and repair immediately? _____
- 1.4. Maintaining a spill prevention and recovery plan and advising your fire department of the plan? _____
- 1.5. Training staff in spill prevention, containment, and clean-up procedures? _____
- 1.6. Installing easy-to-read signs on the fuel dock that explain proper fueling, spill prevention, and spill reporting procedures? _____

2. Are you in compliance with petroleum storage requirements?

- 2.1. Have you written and implemented a Spill Prevention Control and Countermeasure Plan (SPCC)? _____

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? _____
- 4.2. Providing a service to collect and properly dispose of bilge water? _____
- 4.3. Offering use of oil absorbent materials at your fuel dock? _____

4.4. Keeping adequate spill response equipment where fuel is stored and used, which is easily accessible and clearly marked? _____

4.5. Developing a process for proper disposal of used oil spill response equipment? _____

4.6. Prohibiting the use of detergents and emulsifiers on fuel spills? _____

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.

1. Do you provide appropriate storage, transfer and disposal facilities for solid waste such as:

1.1. Covered containers and signage for solid waste that is generated within the facility? Disposal facilities and signage for customers? _____

1.2. Facilities and signage for the eventual recycling of appropriate materials, such as glass, aluminum, cardboard, and plastic? _____

2. Do you provide appropriate storage, transfer and disposal facilities for liquid and hazardous waste such as:

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? _____

2.2. Appropriately labeling hazardous waste containers _____

2.3. A system for recycling or proper disposal of oil filters? _____

2.4. A separate system for recycling or disposal of fuel filters? _____

2.5. Recycling liquid and hazardous waste where possible and adhere to existing state regulations pertaining to disposal of hazardous material? _____

3. Have you taken steps to minimize the risk of hazardous material spills such as:

3.1. Providing secondary containment for liquid materials storage equal to 110% of volume? _____

Y N N/A

3.2. Storing liquid materials under cover on a surface that is impervious to the type of materials stored and away from fire hazards? _____

3.3. Maintaining a spill prevention and recovery plan for hazardous material and have adequate spill response equipment for hazardous material? _____

3.4. Training staff in hazardous material spill prevention? _____

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:

1. Have a well-maintained pumpout system, with a regular inspection and maintenance schedule? _____

2. Provide a well-marked pumpout service that is easy to use and make an effort to educate your customers about the service? _____

3. Make sure that your pumpout is easily accessible and available during normal business hours? _____

4. Have clean, functional restrooms available 24 hours a day? _____

5. Keep your septic system regularly maintained and functional? _____

6. Make efforts to educate your local authorities about this clean boatyards & marinas program and regulations pertaining to Marine Sanitation Devices (MSDs)? _____

7. Have language prohibiting overboard discharge in signage and operator/customer agreement? _____

Other steps you've taken

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

SCORING

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

	Your score today	Your goal	Minimum Required Score
AREA 1	%	%	95%
AREA 2	%	%	85%
AREA 3	%	%	80%
AREA 4	%	%	85%
AREA 5	%	%	80%

Goal Due Date: _____

Please use the space below for any additional comments or explanations you would like us to consider. (You may attach additional sheets as necessary.)

Facility Representatives Present During Visit:

Verified by DEQ P2 Program Representatives:

Date _____