

## Clean Marina Award Checklist



Marina Name: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

This form is designed for use by marina operators to conduct self-assessments of their facilities. This form will also be used by the Marina Technical Advisory Program and the Marina Technical and Environmental Advisory Committee to verify self-assessments. Page numbers are listed with each best management practice to provide a quick reference of the subject matter in the Virginia Clean Marina Guidebook.

Designation as a Virginia Clean Marina will be for those marinas that meet 100% in the regulatory and legal requirements (indicated in bold print and with a ■ ) and at least 80% in the program required areas. It is not necessary to implement all of the recommended practices as scoring is based on only those items applicable to the facility.

The 'not applicable' (N/A) option is appropriate for those items that are beyond the control of the marina or that simply do not apply to the operation of the marina. *The N/A checks are not counted against a marina in the scoring process.*

## Area 1: For New or Expanding Marinas

Activity	Page reference	Yes or N/A	No
<b>Avoid and protect known rare and endangered species</b> ■	12		
<b>Have an approved protection plan for identified protected species</b>			
<b>Avoid disturbing or shading submerged aquatic vegetation, wetlands and indigenous vegetation in riparian areas</b> ■	12		
<b>Control sediment from construction sites</b> ■	56		
Maintain shoreline vegetation	12		
Avoid creosote coated structures; use coated/encapsulated floatable foams	15		
Minimize the need for dredging by mooring boats at appropriate depths	15		
Practice water conservation	16		
Maintain all structures in good working order;	16		
Remove abandoned structures	16		
Employ non-structural shore erosion control measures	15		
Practice low-impact development	55		

## Area 2: Marina Management

Activity	Page reference	Yes or NA	No
Maintain training records	18		
Incorporate best management practices into contracts	18		
<b>Train staff on Stormwater Pollution Prevention Plans</b> ■	17		
Distribute or post signs detailing best management practices	19		

## Area 3: Emergencies

Activity	Page reference	Yes or NA	No
Have accessible, current, written emergency response plans	22		
Have at least annual emergency training drills for staff	22		
Prepare for hurricanes, floods, storms	22		
Prepare for fires	22		
<b>Have an attendant present during fueling operations</b> ■	22		
<b>Provide fire extinguishers on each dock within 25' of the head of the gangway</b> ■	22		
<b>Post warning signs at fuel dock</b> ■	23		
Prepare for medical emergencies	22		
Maintain oil spill response equipment	23		
Have emergency response equipment	21		
<b>Inform local authorities what materials your store</b> ■	22		
<b>Maintain Material Safety Data Sheets for all products used at your facility</b> ■	21		

## Area 4: Petroleum Control

Activity	Page reference	Yes or NA	No
Regularly inspect/repair fuel transfer equipment	27		
Have environmental controls at the pump	27		
Train staff to promote environmental & safety precautions while fueling	28		
<b>Always have a trained employee at the fuel dock to assist w/ fueling</b> ■	28		
Routinely use oil absorbent materials at your fuel dock	29		
Take precautions to minimize spills and leaks from machinery	30		
<b>Prepare a SPCC plan (if required)</b> ■	25		
Recycle oil absorbent materials or dispose of them in accordance with regulations	29		
<b>Follow state requirements for above and underground oil storage where applicable</b> ■	26		
<b>All tanks comply with NFPA 30 requirements</b> ■	26		

## Area 5: Sewage and Gray Water

Activity	Page reference	Yes or NA	No
<b>Have a well maintained and accessible pumpout system</b> ■	32		
<b>Have clean, functional and ample restrooms</b> ■	33		
Ensure your septic system is regularly maintained and functional	33		
Display NO DISCHARGE ZONE signs and prohibit discharge of head waste in your marina	33		
Use water saving devices (low flow shower heads, low flush toilets etc.)	34		

## Area 6: Waste Containment and Disposal

Activity	Page reference	Yes or NA	No
<b>Accept garbage from vessels that normally do business with you</b> ■	36		
<b>If storing food that rots more than 7 days, a permit is required</b> ■	36		
Reduce waste in your daily operations	36		
Provide trash cans, bins, dumpsters that are covered, well-marked & convenient	36		
Conduct regular trash pick-up within marina and along shoreline	36		
Provide clearly marked solid waste recycling receptacles	36		
Control the disposal of fish scraps to not impair water quality	37		
<b>Bulk containers of liquid waste cannot be disposed of at a landfill</b> ■	37		
Provide clearly marked liquid waste recycling receptacles	37		
Minimize your use of hazardous products	38		
<b>Properly store solvents/hazardous materials in closed firesafe containers</b> ■	39		
<b>Follow recommended and required waste disposal methods</b> ■	39		

## Area 7: Vessel Maintenance and Repair

Activity	Page reference	Yes or NA	No
<b>Restrict maintenance activities to designated work areas at least 100' from shore</b> ■	44		
<b>Contain dust from sanding/use vacuum sanders</b> ■	48		
<b>Perform blasting only in enclosed structure</b> ■	48		
<b>Contain and manage waste waters from pressure washing activity</b> ■	46		
Prohibit In-water: pressure washing and hull scraping	44		
Paint over tarps or other impervious surface	45		
<b>Conduct engine repair &amp; maintenance over impervious surface</b> ■	49		
Recommend bottom coatings with minimal environmental impact	45		
Handle solvents appropriately	47		
Use propylene glycol antifreeze for all systems during winterization	49		

## Area 8: Stormwater

Activity	Page reference	Yes or NA	No
<b>Have a stormwater management pollution prevention plan</b> ■	54		
Store potentially harmful materials under cover	54		
Limit the use of chemicals with integrated pest management	54		
Minimize impervious areas	55		

## Area 9: Habitat and Species

Activity	Page reference	Yes or NA	No
Practice proper cleaning techniques for transporting trailered boats	58		
Post no-wake signs where shoreline erosion is a problem	58		
Practice water-wise landscaping	58		
Incorporate integrated pest management	59		
Develop and maintain vegetated areas	60		
Practice habitat and species restoration	61		
Post guidelines for responsible vessel operation around wildlife	61		

Area 10: Boater Education

Activity	Page reference	Yes or NA	No
Give clean boating tip sheets to your boaters			
Distribute VA Clean Boater Program information			
Provide clear signage around your marina			
Post environmental signs in highly visible area			
Encourage patrons to review contracts			

Scoring

If your score is equal to or greater than the minimum requirements please contact the Marina Technical Advisory Program at (804) 684-7768. **Applicable items are just yes or no, not NA.**

Legal: # of Yes responses \_\_\_\_\_ / # of applicable items \_\_\_\_\_ X 100

VCM program: # of Yes responses \_\_\_\_\_ / # of applicable items \_\_\_\_\_ X 100

Your scores

Legal & regulatory Areas \_\_\_\_\_%

VCM program required \_\_\_\_\_%

Minimum required scores

100 %

80 %

Verified by Virginia Clean Marina Program Representatives:

\_\_\_\_\_

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

Notes: