



## **SAMPLE CLEAN MARINA BINDER**

### **Mandatory Practices**

- M1 Dredging Permits**
- M2 Proper Fuel Storage**
- M3 Bottom Lands Lease**
- M4 Permanent Antifreeze**
- M5 Fuel Dispensing Equipment**
- M6 Fuel Storage**
- M7 Fire Extinguishers**
- M8 Material Safety Data Sheet**
- M9 Oil Spill – US Coast Guard**
- M10 Oil Spill – Michigan DEQ**
- M11 Pump Out Facilities**
- M12 Restrooms**
- M13 Fish Waste**
- M14 Pet Waste**
- M15 Erosion Control**
- M16 Storm Water Prevention Plan**

### **Recommended Practices**

- R1 Emergency Response Plan**
- R2 Dock Materials and Design**
- R3 Dry Stack Storage**
- R4 Upland Property**
- R5 Adjacent Land**
- R6 Water Conservation Practices**
- R7 Storm Water Management**
- R8 Boat Repair & Maintenance Practices**
- R9 Hazardous Materials Practices**
- R10 Communication & Signage**



### **Mandatory Practices**

**M1. Marina development and expansion projects along the Great Lakes, including dredging, will require a joint permit from the U.S Army Corps (USACE) and the Michigan Department of Environmental Quality (MDEQ). These two agencies will ensure that marina construction and dredging will be done in an environmentally sensitive manner.**

**A. Have you received the proper permits for all past marina construction and dredging?**

**Answer:**

**B. Do you pledge that all permits will be obtained for all future marina construction and dredging?**

**Answer:**

**Photos for M1 (if applicable):**



## **Mandatory Practices**

**M2. Proper fuel storage is critical, particularly for marinas with above ground fuel systems that are on or near bodies of water.**

**A. Do you have a secondary containment system that would prevent accidental fuel releases if your fuel system does not have a double-walled configuration?**

**Answer:**

**B. Do you have appropriate barriers (guard posts) to protect storage tanks and dispensing systems from damage?**

**Answer:**

**C. Are your tanks properly labeled?**

**Answer:**

**Photos for M2 (if applicable):**



## **Mandatory Practices**

**M3. A marina located on Great Lakes public trust bottomlands will require authorization from the MDEQ in the form of a lease under part 325, Great Lakes Submerged Lands of the Natural Resources and Environmental Protection Act (NREPA). The lease requires an annual fee be paid to the MDEQ and will contain conditions for the use and occupancy of the subject bottomlands. If applicable, does your marina have a valid lease with the MDEQ?**

**Answer:**

**Photos for M3 (if applicable):**



## **Mandatory Practices**

**M4. The use of ethylene glycol antifreeze for winterization is prohibited. Do your best management practices require the use of a non-toxic antifreeze such as propylene glycol?**

**Answer:**

**Photos for M4 (if applicable):**



## **Mandatory Practices**

**M5. At your marina fuel dock, have you removed all fuel nozzle holding clips and installed automatic back pressure shutoff nozzles on fuel pump discharge hoses in accordance with Michigan law?**

**Answer:**

**Photos for M5 (if applicable):**



## **Mandatory Practices**

**M6. The U.S Environmental Protection Agency's (EPA) Oil Pollution Prevention Regulation requires that marinas prepare and implement a plan to prevent any discharge of oil into navigable waters or adjoining shorelines if the facility has an aggregate above ground oil storage capacity greater than 1,320 gallons. If your marina falls under these guidelines, have you prepared a Spill Prevention, Control, and Countermeasure (SPCC) Plan?**

**Answer:**

**Photos for M6 (if applicable):**



## **Mandatory Practices**

**M7. Have you provided the required number of fire extinguishers for all marina buildings and facilities and provided for annual inspections as required by the National Fire Protection Association's standards for marinas and by the local fire authorities?**

**Answer:**

**Photos for M7 (if applicable):**





## **Mandatory Practices**

**M8. Do you keep a file of Material Safety Data Sheets (MSDS) for all products used at your facility, as required by the Occupational Safety and Health Act (OSHA) of 1970 (29 USC Sec. 657) stored in an office away from material storage areas?**

**Answer:**

**Photos for M8 (if applicable):**



## **Mandatory Practices**

**M9. Because of the harm associated with petroleum, the discharge of oil is absolutely prohibited. The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into or upon the navigable waters of the United States. The United States Coast Guard must be notified any time a spill produces a sheen on the water. Have you posted the National Response Center phone number of (800) 424-8802 at various and appropriate areas of your marina to allow for the proper notification of a spill?**

**Answer:**

**Photos for M9 (if applicable):**



## **Mandatory Practices**

**M10. All spills must also be reported immediately to the MDEQ. Have you incorporated this step in your protocol for spill response?**

**Answer:**

**Photos for M10 (if applicable):**



## **Mandatory Practices**

**M11. Michigan is a “No Discharge” state (effective on all freshwater bodies). It is illegal to discharge raw and/or treated sewage from a watercraft within the water of the state. Michigan law, NREPA Act 451, Part 95, requires that all docking facilities provide pumpout stations or have a signed agreement with another facility to accommodate pumpouts for their vessels. Does your marina have a signed agreement or provide a pumpout which will empty boat holding tanks and porta-potties and dispose of the waste in an acceptable manner?**

**Answer:**

**Photos for M11 (if applicable):**



## **Mandatory Practices**

**M12. Does your marina provide clean, functional restrooms which are open 24 hours a day to encourage people not to use their boat's bathroom while in port?**

**Answer:**

**Photos for M12 (if applicable):**



## **Mandatory Practices**

**M13. It is illegal to dispose of fish waste in the waters of the state. Does your marina provide a fish cleaning station or contractually bind your customers to the proper disposal of fish waste?**

**Answer:**

**Photos for M13 (if applicable):**



## **Mandatory Practices**

**M14. The dumping of pet waste into the water is illegal. Does your marina provide dog walks or contractually bind your customers to the proper disposal of pet waste?**

**Answer:**

**Photos for M14 (if applicable):**



## **Mandatory Practices**

**M15. To protect the waters of the state by minimizing erosion and controlling sediment, NREPA Act 451, Part 91 requires a permit for any earth change that disturbs one or more acres, or is within 500 feet of a lake or stream.**

**A. Have you received the proper erosion permits for all past marina construction?**

**Answer:**

**B. Do you pledge that proper erosion permits will be obtained for all future marina construction?**

**Answer:**

**Photos for M15 (if applicable):**





## **Mandatory Practices**

**M16. If required, do you have a Storm Water Pollution Prevention Plan (SWPPP)?**

**Answer:**

**Photo for M16 (if applicable):**



## **Recommended Practices**

**R1. Do you have a current, written emergency response plan which is readily accessible to trained staff?**

**Answer:**

**Photos for R1 (if applicable):**



## **Recommended Practices**

**R2. Do you use best management practices, such as fixed or floating piers to enhance water circulation, avoid using exotic timbers or wood treated with creosote, and limit the number of covered slips to reduce shaded areas of water?**

**Answer:**

**Photos for R2 (if applicable):**



## **Recommended Practices**

**R3. Dry-stack storage provides various environmental benefits over adding additional wet slips.**

**A. Do you operate a dry-stack facility?  
(If no dry-stack facility, mark "N/A" on A-D)**

**Answer:**

**B. Do you control storm water runoff from dry-stack areas?**

**Answer:**

**C. Do you keep your dry-stack forklifts well-tuned to prevent grease or oil form dripping onto staging areas or into the water?**

**Answer:**

**D. Do you have provisions in place to handle accidental spills and absorbent booms to collect any grease or oil in the dry-stack launching and retrieval area?**

**Answer:**

**Photos for R4 (if applicable):**



## **Recommended Practices**

**R4. If your marina owns any upland property, have you used this property to locate service operations, parking and boat storage away from the water where feasible?**

**Answer:**

**Photos for R4 (if applicable):**



## **Recommended Practices**

**R5. If the marina owns sensitive adjacent land, have you placed or explored the protection of this land in a conservation trust?**

**Answer:**

**Photos for R5 (if applicable):**



## **Recommended Practices**

**R6. Do you practice water conservation through the use of:**

**A. Measured watering and water-wise landscaping (e.g., watering deeply and infrequently, selecting native plants, only watering “thirsty” plants)?**

**Answer:**

**B. Promoting hand weeding and efficient landscaping including mulch to reduce use of toxic chemicals?**

**Answer:**

**C. Proper installation and maintenance of freshwater outlets?**

**Answer:**

**D. Installation of “low-flow” faucets, toilets and/or shower heads?**

**Answer:**

**E: Installation of automatic faucets and/or toilet fixtures including waterless urinals?**

**Answer:**

**Photos for R6 (if applicable):**



## **Recommended Practices**

**R7. Storm water runoff is precipitation that has not been absorbed by the ground. Do your best management practices include:**

**A. Cultivated vegetated areas particularly as buffers between parking lots, roads, upland property and the water's edge?**

**Answer:**

**B. Only paving necessary areas?**

**Answer:**

**C. Labeling storm drains stating, "no dumping" and indicating that the drain empties to the lake?**

**Answer:**

**Photos for R7 (if applicable):**





## **Recommended Practices**

**R8. Your best management practices also apply to any of the services which you may sublease at your marina. You may not answer “N/A” to any of the questions which apply to service tenants. You must at a minimum tie your best management practices into those lease agreements. Do your best management practices for boat repair and maintenance include:**

**A. No sanding or blasting work of any sort carried out by individual boat owners or their contractors, unless it is done inside a designated shop or a vacuum sander is used, and the residue properly disposed?**

**Answer:**

**B. Renting or loaning vacuum sanders for use by tenants or contractors?**

**Answer:**

**C. Restricting the power washing of boats to a designated area within the marina?**

**Answer:**

**D. Have you installed infrastructure improvements to your power washing area which include:**

**Filtration Particles?**

**Recycling the wash water?**

**Answer:**



**E: Have you restricted spray painting, spraying of fiberglass or other chemicals, unless it is done inside of a designated shop?**

**Answer:**

**F. Have you restricted painting outside of designated shops to the use of rollers and brushes, with proper use of tarps and tenting to protect the surrounding area?**

**Answer:**

**G. Have you implemented procedures for proper and environmentally sensitive engine maintenance?**

**Answer:**

**H. Do you regularly inspect and repair fuel transfer equipment?**

**Answer:**

**I. Do you train staff to promote environmental precautions while fueling?**

**Answer:**

**J. Have you implemented procedures for the proper and environmentally sensitive operation of the fuel dock facility?**

**Answer:**

**K. Do you offer spill-proof oil changes or have a recycling center for used oil for boaters who perform their own oil changes?**



**Answer:**

**L. Do you perform regular maintenance on your yard equipment (forklifts, tugs, trailers, hoists, etc.) and machinery, taking precautions to minimize any grease or oil spills and leaks?**

**Answer:**

**M. Do you provide for oil filter disposal, preferably with an oil filter crusher, to reduce the size of the disposal waste?**

**Answer:**

**N. Do you store oil spill response equipment in readily accessible locations such as the fuel dock and any launch areas?**

**Answer:**

**O. Is the operation of the fuel pumps and sewage pumpout restricted to trained personnel only?**

**Answer:**

**P. Is your pumpout connected to the municipal sewer?**

**Answer:**

**Q. If you are not connected to the public sewer, is your septic or private sewage treatment regularly maintained?**

**Answer:**



**R. Do you provide convenient, adequate and screened dumpsters which are away from the water to avoid tossed or blown trash from ending up in the water?**

**Answer:**

**S. Do you require your employees to be involved in policing the marina grounds, waters and shoreline for trash and litter?**

**Answer:**

**Photos for R8 (if applicable):**



## **Recommended Practices**

**R9. In addition to the MSDS files required by OSHA and covered under question M8 of this checklist, do your best management practices regarding hazardous materials require the following:**

**A. Proper storage, use and disposal of hazardous materials?**

**Answer:**

**B. Minimizing your use and storage of hazardous materials?**

**Answer:**

**C. Proper disposal of plastics such as shrink-wrap?**

**Answer:**

**D. Proper disposal of lead batteries?**

**Answer:**

**E. Working with your local trash hauler to participate in any recycling programs which the hauler may make available in order to promote solid and liquid waste recycling (e.g., paper, glass, metal)?**

**Answer:**

**F. Tracking incidents of pollution?**



**Answer:**

**G. Keeping all hazardous materials on an impervious (non-porous) surface, away from floor drains?**

**Answer:**

**H. Following recommended waste disposal methods?**

**Answer:**

**Photos for R9 (if applicable):**



## **Recommended Practices**

**R10. Once you have adopted the best management practices, have you communicated these practices to your employees, tenants and contractors by:**

**A. Properly training your employees so that they comply with your best management practices including storm water pollution, equipment and chemical use, emergency response procedures and fuel spills or inappropriate discharges?**

**Answer:**

**B. Maintaining training records?**

**Answer:**

**C. Developing a procedure to approach boaters or contractors who are not following the best management practices?**

**Answer:**

**D. Including language regarding best management practices in your contracts?**

**Answer:**

**E. Posting signs regarding your best management practices throughout the marina?**

**Answer:**



**F. Incorporating ongoing education for your boaters and contractors through direct mail, email or other sources?**

**Answer:**

**G. Hosting walking tours of the facility or using public relations and customer recognition to demonstrate and promote best management practices?**

**Answer:**

**H. Using signage and/or other notices to inform boaters about their role in controlling the spread of aquatic invasive species?**

**Answer:**

**Photos for R10 (if applicable):**



