



CERTIFICATION CHECKLIST

TO BE COMPLETED CLEAN MARINA SPECIALIST

Marina Name: _____

Owner: _____

Manager: _____

Address: _____

City: _____ MI, Zip: _____

Phone: () _____

Fax: () _____

Cell phone: () _____

Email 1: _____

Email 2: _____

Other Contact Information: _____

Date: _____

Certification Specialist: _____

Phone: () _____

Email: _____

DESCRIBE FACILITY

OPERATION (CHECK ONLY ONE):

- Operated by state or municipal government
- Privately owned/operated

TYPE OF FACILITY (CHECK ONLY ONE):

- Harbor of Refuge (limited services)
- Full service marina (dockage, pump-out, boat maintenance, etc.)
- Other (describe): _____

CHECK ITEMS BELOW THAT APPLY

BOAT STORAGE:

- Seasonal in-water slips, number: _____
- Transient in-water slips, number: _____
- Rack in-and-out service, number: _____
- Outside winter storage
- Inside cold winter storage
- Inside heated winter storage

MARINA AMENITIES:

- On-site management
- Security at marina entrance
- Swimming pool
- Children's playground equipment
- Clubhouse or pavilion
- Restaurant
- Banquet facilities
- Tennis court
- Basketball court
- Fish cleaning station
- Cable TV
- WiFi

INFRASTRUCTURE:

- Paved roads
- Storm drains
- Green belts between roads, lake and canals
- Bottom wash filtration
- Bottom wash water recycled
- Bottom wash discharged to sewer
- Floating docks
- Fixed docks
- Bulkheads
- Petroleum storage, aboveground, gallons: _____
- Petroleum storage, underground, gallons: _____

ON-SITE MARINA SERVICES:

- New boat sales
- Used boat sales
- Brokered boat sales
- Diesel fuel pumps
- Gasoline fuel pumps
- Pump-out facilities
- Sundries store
- Mechanical/engine shop
- Canvas shop
- Fiberglass repair shop
- Boat bottom washing
- Hoist service
- Launch ramp for trailerable boats

OUTSIDE CONTRACTORS ALLOWED ON-SITE TO PERFORM:

- Oil changes
- Winterization
- Other mechanical or engine work
- Bottom sanding and painting
- Fiberglass repairs
- Canvas work

OTHER:

- _____
- _____
- _____
- _____
- _____



HOW TO COMPLETE THIS CHECKLIST

This checklist must be completed, signed and submitted to certification specialist prior to requesting a marina site visit. Completing this checklist is a key part of the certification process outlined below. This form is intended to be used by marina operators to conduct self assessments. The Clean Marina certification specialist and the Clean Marina Operations Committee will also use this checklist to evaluate your marina according to the standards of the Michigan Clean Marina Program.

There are two main sections to this checklist: the mandatory practices section (M1 – M16) and the recommended practices section (R1 – R10). To the extent possible, compliance with all mandatory practices is required.

Note: it is not necessary to implement all of the recommended practices to be certified as a Michigan Clean Marina.

Please answer each question by checking either “Yes,” “No,” or “N/A” (not applicable). The “N/A” option allows for items that may not apply to the operation. Selecting “N/A” will not be counted against the marina in the scoring process.

To learn more about the program and Best Management Practices, visit: michigancleanmarina.org

10-STEPS TO CERTIFICATION AND RE-CERTIFICATION

STEP 1

Marina contacts a Michigan Clean Marina representative.

STEP 2

Marina enrolls in program through Clean Marina website, signs pledge statement, pays training fee, and begins self-paced training through the Clean Marina Classroom program.

Online Training: Designed for marina owners and operators, the Clean Marina Classroom focuses on best management practices for petroleum control, sewage handling, stormwater management and other issues that impact water quality. The Classroom includes 10 units.

STEP 3

Marina completes Clean Marina Classroom training and receives classroom certificate from Michigan Sea Grant.

STEP 4

Marina performs self-evaluation using Clean Marina certification checklist form and sends a copy to the Clean Marina certification specialist.

STEP 5

Marina contacts MBIA to schedule a site visit and pays fee for Clean Marina certification specialist to perform an evaluation of the facility.

STEP 6

Certification specialist completes a final checklist and may include recommendations.

STEP 7

Marina incorporates recommendations from certification specialist noted on final checklist. Certification specialist sends final checklist and any additional documentation to MBIA.

STEP 8

Clean Marina Operations Committee recommends certification after reviewing final checklist and certification specialist’s recommendations.

STEP 9

Marina receives official notice of certification and benefits as a certified Michigan Clean Marina.

STEP 10

Recertification at the third-year anniversary, and then every five years. A Clean Marina representative sends a reminder notice of recertification date to marina.

CONTACT

Michigan Boating Industries Association (MBIA) Clean Marina Program
(734) 261-0123



MANDATORY PRACTICES

YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 agencies will ensure that marina construction and dredging will be done in an environmentally sensitive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M7. Have you provided the required number of fire extinguishers for all marina buildings and prepared for annual inspections as required by the National Fire Protection Association's standards for marinas and by the local fire authorities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Have you received the proper permits for all past marina construction and dredging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M8. Do you keep a file of Safety Data Sheets (SDS) 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 a publicly accessible location?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you pledge that proper permits will be obtained for all future marina construction and dredging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M9. Because of the harm associated with petroleum, the discharge of oil is 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 (800) 424-8802 in appropriate areas of your marina to allow for the proper notification of a spill?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M2. Proper fuel storage is critical, particularly for marinas with aboveground fuel systems that are on or near bodies of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M10. All spills must also be reported immediately to MDEQ. Have you incorporated this step in your protocol?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Does your fuel system have a double walled configuration or a secondary containments system (or both) to prevent accidental fuel releases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. 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 vessels. Does your marina have a signed agreement or provide a pumpout that will empty boat holding tanks and porta-potties and dispose of waste in an acceptable manner?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you have appropriate barriers (guard posts) to protect storage tanks and dispensing systems from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M12. Does your marina provide clean, functional restrooms, that are open 24-hours a day to encourage people not to use their boat's bathrooms while in port?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Are your tanks properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M13. It is illegal to dispose of fish waste in the water. Does your marina provide a fish cleaning station or contractually bind your customers to the proper disposal of fish waste?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M3. A marina located on Great Lakes public trust bottomlands will require authorization from 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 MDEQ and will contain conditions for the use and occupancy of bottomlands. If applicable, does your marina have a valid lease with the MDEQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M4. The use of ethylene glycol antifreeze for winterization is prohibited. Do your best management practices require the use of propylene glycol, a non-toxic antifreeze?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?				

MANDATORY PRACTICES CONTINUED

YES	NO	N/A		YES	NO	N/A	
			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 1 or more acres, or is within 500 feet of a lake or stream.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Installation of low-flow faucets, toilets and/or shower heads?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Have you received the proper erosion permits for all past marina construction, as regulated by the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Installation of automatic faucets and/or toilet fixtures, including waterless urinals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you pledge that proper erosion permits will be obtained for all future marina construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R7. Stormwater runoff is precipitation that has not been absorbed by the ground. Do your best management practices include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M16. If required, do you have a Stormwater Pollution Prevention Plan (SWPPP)? See Clean Marina Classroom for details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cultivated vegetated areas particularly as buffers between parking lots, roads, upland property and the water's edge?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Only paving necessary areas?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Labeling storm drains, stating "no dumping" and indicating that the drain empties to the lake?

RECOMMENDED BEST MANAGEMENT PRACTICES

YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1. Do you have a current written emergency response plan that is readily accessible to trained staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 that 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:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?
			R3. Dry-stack storage provides various environmental benefits compared to adding additional wet slips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Renting or loaning vacuum sanders for use by tenants and contractors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Do you operate a dry-stack facility outside of season? If no dry-stack facility, mark "N/A" on B-D.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Restricting the power washing of boats to a designated area within the marina?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you control stormwater runoff from dry-stack areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Have you installed infrastructure improvements to your power washing area which include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Do you keep your dry-stack forklifts well-tuned to prevent grease or oil from dripping onto staging areas or into the water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filtration of particles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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? Are these in place in the off season?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recycling the wash water?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4. If your marina owns any upland property, have you used this property to stage service operations, parking and boat storage away from the water where feasible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Have you restricted spray painting, spraying of fiberglass or other chemicals, unless it is done inside a designated shop?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R5. If the marina owns sensitive adjacent land, have you placed or explored the protection of this land in a conservation trust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?
			R6. Do you practice water conservation through the use of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Have you implemented procedures for proper and environmentally sensitive engine maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Measured watering and water-wise landscaping (e.g., watering deeply and infrequently, selecting native plants, only watering "thirsty" plants)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Do you regularly inspect and repair fuel transfer equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Promoting hand weeding and efficient landscaping, including mulch to reduce use of toxic chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I. Do you train staff to promote environmental precautions while fueling? Do you have documentation of content you provide during staff training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Proper installation and maintenance of freshwater outlets?				



RECOMMENDED BEST MANAGEMENT PRACTICES (BMP)

YES	NO	N/A		YES	NO	N/A	
			R8. Continued				R10. Once you have adopted Clean Marina best management practices, have you communicated BMPs to your employees, tenants and contractors by:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Have you implemented procedures for the proper and environmentally sensitive operation of the fuel dock facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Properly training your employees so they comply with BMPs, including stormwater pollution, equipment and chemical use, emergency response procedures and fuel spills or inappropriate discharges?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Do you offer spill-proof oil changes or have a recycling center to contain used oil for boaters who perform their own oil changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Maintaining training records with topics and trainer identified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Developing a procedure to approach boaters or contractors who are not following BMPs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. Do you provide for oil filter disposal, preferably with a oil filter crusher, to reduce the size of the disposal waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Including language regarding BMPs in your contracts?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N. Do you store oil spill response equipment in readily accessible locations such as the fuel dock and any launch areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Posting signs regarding your BMPs throughout the marina?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O. Is the operation of the fuel pumps and sewage pumpout restricted to trained personnel only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Providing ongoing education for your boaters and contractors through direct mail, email or other sources?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Is your pumpout connected to the municipal sewer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Hosting walking tours of the facility or using public relations and customer recognition to demonstrate and promote BMPs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q. If you are not connected to a public sewer, is your septic or private sewage treatment system regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Using signage and/or other notices to inform boaters about their role in controlling the spread of aquatic invasive species?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Do you provide convenient, adequate and screened dumpsters that are away from the water to prevent trash from ending up in the water?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Do you require your employees to monitor the marina grounds, waters and shoreline for trash and litter?				
			R9. In addition to the SDS files required by OSHA and covered under question M8 of this Checklist, do your hazardous materials best management practices require the following:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Proper storage, use and disposal of hazardous materials? Recycling if possible?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Minimizing your use and storage of hazardous materials?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Proper disposal of plastics such as shrink-wrap?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Proper disposal of batteries? Do you offer a recycle option?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Working with your local trash hauler to participate in any recycling programs?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Tracking incidents of pollution?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Keeping all hazardous materials on an impervious (non-porous) surface, away from floor drains, on containment device?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Following recommended waste disposal methods?				

TO BE COMPLETED BY MARINA OWNER OR OPERATOR

I certify that the answers to this form are accurate and answered to the best of my abilities.

Marina Owner, Operator or Manager Signature

Date

FOR CERTIFICATION SPECIALIST USE ONLY

COMMENTS AND RECOMMENDATIONS

Use this section to explain any answers or request any additional information from the Clean Marina Operations Committee. Please refer to the appropriate question number. Attach additional pages as needed.

Horizontal lines for providing comments and recommendations.

SCORING RESULTS TO BE COMPLETED DURING SITE VISIT

MANDATORY SECTION SCORING:	SCORING RESULTS:
TOTAL QUESTIONS	20
N/A QUESTIONS	_____
NET QUESTIONS	_____
TOTAL YES ANSWERS	_____
SCORING PERCENTAGE (100% required)	_____ %

RECOMMENDED SECTION SCORING:	
TOTAL QUESTIONS	52
N/A QUESTIONS	_____
NET QUESTIONS	_____
TOTAL YES ANSWERS	_____
SCORING PERCENTAGE (75% required)	_____ %

CERTIFICATION SPECIALIST CONCLUSION:	
PASSED	_____
ADDITIONAL REQUIREMENTS NEEDED	_____
SEE ATTACHED REPORT	_____

Clean Marina Certification Specialist Signature

Date