Wisconsin Clean Marina Program Checklist

Facility Name	Date of Assessment

Type of Facility (check **all** that apply)
☐ Marina ☐ Yacht Club ☐ Transient docking ☐ Boatyard
☐ Boat dealer ☐ Other (Describe) **Number of slips:**_____

Name of Owner/Manager	Area Code and Telephone

Signature of Owner/Manager

Facility Address	City	Zip Code
Facility Mailing Address (if different)	City	Zip Code

E-Mail Address	Web Site

Types of Services Your Facility Offers (check **all** that apply)

☐ Outside winter storage ☐ Seasonal in-water slips ☐ Clubhouse or pavilion
☐ Inside cold winter storage ☐ Transient in-water slips ☐ Restaurant/Bar
☐ Inside heated storage ☐ Rack in and out service ☐ Marina Store
☐ Fish Cleaning Station ☐ Gasoline fuel pumps ☐ Diesel fuel pumps
☐ Pump-out facilities ☐ Launch ramp ☐ Hoist service
☐ Other:

Types of Operations Preformed (check **all** that apply)

☐ Use shrink wrap covers ☐ Fiberglass Repairs ☐ Paved roadways
☐ Winterization ☐ Bottom sanding and painting ☐ Storm drains
☐ Mechanical/engine shop ☐ Boat bottom washing ☐ Oil changes
☐ Other:

What type of docking system do you have? ☐ Floating docks ☐ Fixed docks ☐ Bulkheads
What are the docks made of?_____

Petroleum storage: ☐ Aboveground ☐ Underground, gallons of diesel:_____gasoline:_____

Is the marina: ☐ Owned or leased by the city ☐ Privately owned ☐ Other:_____

This form is intended to be used by marina, boatyard, and yacht club operators to conduct self-assessments of their facilities. If you are a boat dealer only, the Wisconsin Clean Marina Program will not apply to you. This form will also be used by representatives of the Wisconsin Clean Marina Program to verify self-assessments as part of the certification process for the Wisconsin Clean Marina Program.

The practices listed by chapter refer to the 2010 Wisconsin Clean Marina Best Management Practices Guidebook. Please refer to the pages indicated in the guidebook for more complete descriptions of practices (Guidebook: http://www.wisconsincleanmarina.org/Default.aspx?tabid=62).

Symbols used in the checklist indicate the following: M = practices mandated by laws and regulations, P = program required best management practices (BMPs) and R = program recommended BMPs.

Please answer each question by checking either Yes, No, or N/A. The "not applicable" (N/A) option is offered so items that do not apply to your operation will not be tallied in the certification score. For example, chapter 1, Siting Considerations for New and Expanding Marinas, applies only to developing marinas or those undergoing a significant expansion.

The Wisconsin Clean Marina Program is intended as an educational tool for marina operators and owners. The Best Management Practices Guidebook and checklist are not intended to be, nor should they be construed as, legal advice. The guidebook does not constitute a complete reference to state, federal, or local laws. Implementation of recommended BMPs does not ensure full compliance with the law. Participation in the Wisconsin Clean Marina Program is voluntary and the guidebook does not create rights or duties that are enforceable in a court of law.

The guidance is for informational purposes only. The Wisconsin Marina Association, University of Wisconsin Sea Grant Institute or other contributing agencies, organizations or individuals cannot guarantee the accuracy or completeness of the BMP guidebook or supporting material.

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Siting Considerations for New and Expanding Marinas Chapter	Status	Yes	No	N/A
Do You:				
1. have the proper permits for marina construction and dredging? p. 2	M			
2. plan new facilities in previously developed waterfront sites? p.2	R			
3. comply with all state and federal laws for rare and endangered species? p.3	M			
4. minimize disturbances to wetlands? p. 3	M			
5. schedule construction to avoid critical migration, nesting, and spawning periods of important species of fish and wildlife? p. 3	M			
6. construct the marina to enhance or maintain proper water movement? p. 4	R			
7. develop the site to address stormwater drainage and infiltration? p. 4	M			
Marina Design and Maintenance Chapter for All Marinas	**Status**	**Yes**	**No**	**N/A**
Do You:				
1. have a marina design that enhances water circulation and minimizes the need for dredging? p. 2	R			
2. use environmentally neutral materials? p. 3	R			
3. minimize impacts of dredging? p. 4	M			
4. use nonstructural shore erosion control measures? p. 5	R			
5. maintain structures using clean marina practices? (i.e. scrape, sand, and paint structures according to the same management principles as for vessels; move floating structures to shore for scraping, painting, and major repairs) p. 5	P			
6. use upland and inland areas for boat storage/maintenance areas? p. 6	R			
7. provide covered storage or dry-stack storage? p. 6	R			
8. conserve and protect existing sensitive areas and habitats? p. 6	R			
9. practice water conservation landscaping (e.g. water only “thirsty” plants, water deeply and infrequently, place mulch around plants, group plants with similar water needs together, etc.)? p. 7	P			
10. practice water conservation at facility (e.g. low flow toilets and shower heads, maintain and fix any leaks or hoses on the docks, etc.)?	R			
11. adopt integrated pest management practices (i.e., select native plants, use pesticides as a last resort, foster natural predators, etc.)? p. 7	P			
12. inform boaters and encourage the use of practices to help control the spread of aquatic invasive species and diseases? p. 8	P			
13. enhance aquatic and/or terrestrial habitats adjacent to the marina basin? p.10	R			
Stormwater Management Chapter	**Status**	**Yes**	**No**	**N/A**
Do You:				
1. have a WPDES stormwater discharge permit? p.1	M			
2. have a stormwater pollution prevention plan (SWPPP) or stormwater information map? p. 2	M/P			
3. capture and treat stormwater on site? p. 2	R			
4. maintain and develop/cultivate vegetated areas by retaining natural vegetation, planting vegetated buffers, positioning downspouts to drain to vegetated areas, and using grassland swales for stormwater infiltration, erosion control, and to provide wildlife habitat? p. 3	P			

5. minimize the amount of impervious surface by only paving necessary areas? p. 3	R			
6. use soil erosion control practices during construction? p. 4	M			
7. have stormwater management structures that are appropriate for your property (e.g. rain barrels, rain gardens or areas mentioned in #4 above)? p. 4	P			
8. stencil or label storm drains? p. 4	R			
Vessel Maintenance and Repair Chapter	**Status**	**Yes**	**No**	**N/A**
Do You:				
1. have a WPDES general permit for wastewater from the outside washing of vehicles, equipment and other objects? p.2	M			
2. restrict maintenance activities to designated work areas? p. 2	P			
3. locate designated work areas as far from the shore as practical? p. 2	R			
4. collect maintenance debris and dispose of it properly? p. 2	P			
5. provide education, training, or signage describing best management practices that boat owners and contractors must follow? p. 3	P			
6. wash boats on land, where the wash water can be collected and treated? p. 3	R			
7. use or sell environmentally friendly cleaning and maintenance products if possible, (i.e. teak cleaners, varnishes, solvents)? p. 3	P			
8. minimize the impacts of pressure washing? p. 3	M			
9. handle solvents appropriately? p. 4	P			
10. keep records of solvent and paint usage? p. 4	M			
11. minimize the environmental impacts of engine repair and maintenance? p. 5	P			
12. winterize only with less toxic propylene glycol antifreeze? p. 6	P			
13. prohibit boaters from “blowing out” antifreeze from the boat when it is put in the water for the first time after being winterized? p. 6	P			
14. as a boatyard, not “blow out” antifreeze, but collect and recycle from the boat when it is put in the water for the first time after being winterized? p. 6	M			
15. inspect bilges prior to boat storage at your facility and require boat owners to keep bilges clean and dry during storage? p. 6	R			
16. recycle used shrink wrap covers? p. 6	P			
17. have appropriate procedures for the collection, storage, and disposal of spent lead acid batteries? p. 6	P			
18. rent or loan vacuum sanders to tenants and contractors? p. 7	R			
19. restrict or prohibit power sanding on the water? p. 7	R			
20. contain dust from sanding and dispose of it properly? p. 8	P			
21. contain debris from sand blasting and dispose of it properly? p. 8	P			
22. have an annual pesticide applicator license from Wisconsin DATCP if you apply anti-fouling paints to boats? p. 9	M			
23. recommend antifouling paints with minimal environmental impacts? P. 9	R			
24. prohibit boaters from spray painting on the water? p. 10	R			
25. conduct all spray painting on land, in a spray booth, or under a tarp? p. 10	P			

Petroleum Control Chapter	**Status**	**Yes**	**No**	**N/A**
Do You:				
1. have inspection records indicating compliance with petroleum storage requirements? p. 3	M			
2. always have a trained employee at the fuel dock to oversee or assist with fueling? p. 4	P			
3. have employees trained in marina fueling and spill procedures? p. 4	P			
4. remove fuel nozzle holding clips? p. 5	M			
5. have automatic back pressure shut-off nozzles on fuel pump discharge hoses? p. 5	M			
6. regularly inspect and repair fuel transfer equipment? p. 5	P			
7. make available and promote the use of oil-absorbent materials and collection devices at the fuel dock and for bilges? (e.g., spill vents, oil-absorbent pads and socks) p. 6	P			
8. dispose of oil-absorbent materials properly? p. 7	P			
9. take precautions to minimize spills and leaks from machinery? p. 7	P			
10. offer spill-proof oil changes? p. 7	R			
11. have a spill prevention, control and countermeasure (SPCC) plan that meets all SPCC rules (if the facility has an aggregate aboveground storage capacity of greater than 1,320 gallons or an underground storage capacity greater than 42,000 gallons)? p. 8-9	M			
12. have accessible, current written emergency response plans for likely threats (e.g. fuel or chemical spills, fire, etc)? p. 9	P			
13. have regular emergency training and drills for staff?(at least twice annually) p. 10	P			
14. maintain oil spill response equipment to contain a potential spill in water at your facility? p. 10	P			
15. store your oil response equipment and booms where they are convenient and accessible to the most likely location of an oil or fuel spill? p. 10	P			
16. report petroleum spills to the U.S. Coast Guard's National Response Center and the WDNR and post the notification numbers? P. 11	M			
17. have annual fire inspection records indicating compliance with all applicable fire codes? p. 11	M			
18. maintain files of Material Safety Data Sheets (MSDS) as required by OSHA? p. 12 (Needed for petroleum)	M			
19. file Tier Two forms for hazardous waste? p. 12	M			
Sewage Handling Chapter	**Status**	**Yes**	**No**	**N/A**
Do You:				
1. have a well-maintained pump-out facility appropriate for your facility? p. 3	P			
2. have a dump station, wand attachment or an alternative procedure to empty portable toilets? p. 5	R			
3. provide clean, functional restrooms 24 hours per day for marina customers? p. 5	R			
4. maintain your septic system regularly and post signs about what patrons can and cannot put into the system? p. 5	P			
5. address the special sewage handling needs of live-aboards? p. 6	R			
6. offer Marine Sanitation Device (MSD) inspections of boats? p. 6	R			

7. prohibit the discharge of sewage in your marina and encourage compliance by including information about MSD requirements and sewage laws in contracts for slips, rentals, transients, and live-aboards? p. 7	P			
8. establish practices to control pet waste problems? p. 7	R			
9. discourage the feeding of waterbirds and waterfowl in your marina? p. 7	R			
10. discourage the discharge of graywater in the marina basin? p. 7	R			
Waste Containment and Disposal Chapter	**Status**	**Yes**	**No**	**N/A**
Do You:				
1. store, use, and dispose of hazardous waste in accordance with federal and state regulations? p. 2	M			
2. recycle materials in accordance with WI state recycling laws? p. 3	M			
3. take steps to reduce waste? (i.e., avoid having leftover materials by sizing up a job, minimize office waste, request alternative packing material, discourage the use of plastic and Styrofoam cups, etc.) p. 3	R			
4. provide fish cleaning stations and/or require patrons to dispose of fish waste properly? p. 4	R			
5. provide trash and recycling receptacles that are covered, well labeled, and located in convenient locations? p. 5	P			
6. post signs indicating what may not be placed in the dumpster, such as engine oil, antifreeze, paints, solvents, varnishes, lead batteries and transmission fluids and indicate where to dispose of these hazardous wastes? p. 5	P			
7. post signs indicating what must be recycled and where? p. 6	P			
8. provide or promote recycling of liquid waste? (e.g. used oil, antifreeze, and solvents; have proper containers and containment areas) p. 6	P			
9. minimize your use of hazardous products? p. 7	R			
10. follow recommended waste disposal methods? p. 9-11	P			
11. track pollution incidents by using the pollution report and action log found in the guidebook? p. 12	R			
Marina Management Chapter	**Status**	**Yes**	**No**	**N/A**
Do You:				
1. provide staff training on the stormwater pollution prevention plan (SWPPP)? p. 2	M			
2. review emergency response plans and procedures with staff? p. 2	P			
3. train staff to watch for inappropriate discharge and activities? p. 2	P			
4. have established procedures for approaching polluters? p.2	R			
5. maintain training records? p. 3	P			
6. incorporate best management practices into all of your contracts: slip holders, live-aboards, transients, charters, workers, contractors, and tenants? p. 3	P			
7. post signs informing boaters of best management practices (sample signage provided in guidebook)? p.4	P			
8. provide environmental education materials to boaters? (e.g. host workshops to demonstrate BMPs, recognize boaters who try to prevent pollution, offer environmental audits, distribute the Clean Boaters Tip Sheets and the Simple Solutions brochure, or include articles about BMPs in your newsletter) p. 9	P			

Extra Credit: List any additional operating procedures or practices that your facility uses that have reduced waste or pollution. (*Note: Each additional practice is worth the same as one recommended practice on the checklist*)

Scoring

	# Yes Responses	# Applicable Items	Actual % (#Yes ÷ # Applicable) x 100	Required %
Mandatory practices (M)				100
Program-Required BMPs (P)				100
Program-Recommended BMPs (R)				50

Verified by Wisconsin Clean Marina certification specialist(s):

Certification Specialist Name		
Signature		
Date	Phone	E-Mail Address

Certification Specialist Name		
Signature		
Date	Phone	E-Mail Address

Certification Specialist Name		
Signature		
Date	Phone	E-Mail Address

Comments and Recommendations