



Wisconsin Clean Marina Program Checklist

Facility Name		Date of Assessment	
Type of Facility (check all that apply) <input type="checkbox"/> Marina <input type="checkbox"/> Yacht Club <input type="checkbox"/> Transient docking <input type="checkbox"/> Boatyard <input type="checkbox"/> Boat dealer <input type="checkbox"/> Other (Describe) Number of slips: _____ Age of Facility: _____			
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) <input type="checkbox"/> Outside winter storage <input type="checkbox"/> Seasonal in-water slips <input type="checkbox"/> Clubhouse or pavilion <input type="checkbox"/> Inside cold winter storage <input type="checkbox"/> Transient in-water slips <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Inside heated storage <input type="checkbox"/> Rack in and out service <input type="checkbox"/> Marina Store <input type="checkbox"/> Fish Cleaning Station <input type="checkbox"/> Gasoline fuel pumps <input type="checkbox"/> Diesel fuel pumps <input type="checkbox"/> Pump-out facilities <input type="checkbox"/> Launch ramp <input type="checkbox"/> Hoist service <input type="checkbox"/> Other: _____			
Types of Operations Performed (check all that apply) <input type="checkbox"/> Use shrink wrap covers <input type="checkbox"/> Fiberglass Repairs <input type="checkbox"/> Paved roadways <input type="checkbox"/> Winterization <input type="checkbox"/> Bottom sanding and painting <input type="checkbox"/> Storm drains <input type="checkbox"/> Mechanical/engine shop <input type="checkbox"/> Boat bottom washing <input type="checkbox"/> Oil changes <input type="checkbox"/> Other: _____			
Number of employees: Full-time (year-round) _____ Part-time (year-round) _____ Seasonal _____			
What type of docking system do you have? <input type="checkbox"/> Floating docks <input type="checkbox"/> Fixed docks <input type="checkbox"/> Bulkheads What are the docks made of?			
Petroleum storage: <input type="checkbox"/> Aboveground <input type="checkbox"/> Underground, gallons of diesel: _____ gasoline: _____			
How do you dispense fuel? <input type="checkbox"/> Staff only <input type="checkbox"/> Staff oversee fueling <input type="checkbox"/> Boaters			
Is the marina: <input type="checkbox"/> Owned or leased by the city <input type="checkbox"/> Privately owned <input type="checkbox"/> 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 conduct onsite marina certification assessments.

The practices listed on the checklist by chapter refer to the 2012 Wisconsin Clean Marina Best Management Practices Guidebook. **It is important that you refer to the corresponding Guidebook pages for more complete descriptions of practices** (Online Guidebook: <http://www.wisconsinmarine.org/guidebook.htm>). For additional information and online training, please consider taking the Clean Marina Classroom course at <http://www.miseagrant.umich.edu/clean-marina-classroom/>. The classroom fee provides unlimited access for your facility managers and staff for one year.

Symbols used on 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, checklist items under the Siting Considerations for New and Expanding Marinas chapter apply only to developing marinas or those undergoing renovation or expansion.

In the column on the right, **please check if this is a new practice** you put into place or changed as a result of participation in the Wisconsin Clean Marina Program. This will help us keep track of how many BMPs marinas have adopted and help us determine the impact of the program on the environment.

The Wisconsin Clean Marina Program is intended as an educational tool for marina operators and owners. The guidance is for informational purposes only. The Best Management Practices Guidebook and checklist are not intended to be, nor should they be construed as, legal advice. The Wisconsin Marine Association or other contributing agencies, organizations or individuals cannot guarantee the accuracy or completeness of the BMP guidebook or supporting material. The guidebook does not constitute a complete reference to state, federal, or local laws. Implementation of recommended BMPs may 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.

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Siting Considerations for New and Expanding Marinas Chapter	Status	Yes	No	N/A	New?
Do You:					
1. have the proper permits for marina construction and dredging? p. 2	M				
2. plan new facilities in previously developed waterfront sites and avoid undisturbed natural areas? 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 spawning, migration, and nesting periods of important species of fish and wildlife? p. 3	M				
6. construct the marina basin to enhance or maintain adequate water circulation and exchange? 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	New?
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 Chromated copper arsenate (CCA) treated lumber, creosote treated lumber, or other petroleum-based substances and asphalt are prohibited below the ordinary high-water mark. Use alternative materials.	R				
3. minimize impacts of dredging? p. 4	M				
4. use nonstructural shore erosion control measures; minimize hardened surfaces, particularly vertical walls; and use vegetative shoreline protection measures where possible? p. 5	R				
5. designate a “no wake” or “no boating” zone in erosion-prone areas to reduce erosion and protect shallow water habitat?	R				
6. 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				
7. use upland and inland areas for boat storage/maintenance areas? p. 6	R				
8. provide covered storage or dry-stack storage? p. 6	R				
9. conserve and protect existing sensitive areas and habitats? p. 7	R				
10. 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				
11. practice water conservation at facility (e.g. low flow toilets and shower heads, maintain and fix any leaks or hoses on the docks, etc.)? p. 7	R				
12. adopt integrated pest management practices (i.e., select native plants, use pesticides as a last resort, foster natural predators, etc.)? 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	New?
Do You:					
1. have a WPDES stormwater discharge permit or no-exposure exclusion from WDNR? All marinas are required to obtain a permit or an exclusion. p.2 <i>Resources:</i> See http://dnr.wi.gov/topic/stormwater/industrial/overview.html for general information and https://dnr.wi.gov/topic/stormwater/industrial/forms.html for permit applications and for the form for an exclusion application.	M/P				
2. have a stormwater pollution prevention plan (SWPPP) or stormwater information map? p. 2 <i>Additional Resources:</i> Wisconsin Template for a Storm Water Pollution Prevention Plan ; Instructions for a stormwater information map .	M/P				
3. as part of the SWPPP, conduct monitoring and maintain records for a minimum of 5 years? p.2 <i>Resources:</i> WDNR visual inspection instructions and record form .	M/R				
4. have stormwater management structures that are appropriate for your property (e.g. rain barrels, rain gardens, infiltration basins, or ponds)? p. 4 <i>Additional Resource:</i> Stormwater Runoff Best Management Practices for Marinas: A Guide for Operators (webpage, New York Sea Grant)	P				
5. practice “good housekeeping” by regularly sweeping or cleaning paved surfaces, work areas and boat wash pads to remove pollutants that could be transported with runoff water?	R				
6. maintain and develop/cultivate vegetated areas by retaining natural vegetation or planting vegetated buffers, position downspouts to drain to vegetated areas, and use grassland swales for stormwater infiltration, erosion control, and to provide wildlife habitat? p. 3	P				
7. minimize the amount of impervious surface by only paving necessary areas? p. 3	R				
8. use alternative asphalt sealants and avoid the use of coal tar sealants which can pollute runoff water?	R				
9. use soil erosion control practices during construction? p. 4	M				
10. stencil or label storm drains? p. 5	R				
Vessel Maintenance and Repair Chapter	Status	Yes	No	N/A	New?
Do You:					
1. comply with the requirements and BMPs contained in the Wisconsin WPDES general permit for discharging wastewater from the outside washing of vehicles (boats), equipment and other objects? All facilities discharging under this permit shall have a record of Department concurrence with regulation of the facility. p.2 <i>Obtain the permit online and contact WDNR for concurrence with your selected practice:</i> http://dnr.wi.gov/topic/wastewater/documents/59153_permit.pdf	M				

2. wash boats on land, where the wash water can be collected and treated? p. 3 <i>Additional Resource: A Guide to Selecting Pressure Washing Management Practices and Technologies: Supplement to the Massachusetts Clean Marina Guide</i>	P				
3. restrict maintenance activities to <u>designated</u> work areas where debris can be easily contained and collected? p. 2	R				
4. locate designated work areas as far from the shore as practical? p. 2	P				
5. collect maintenance debris and dispose of it properly? p. 2	P				
6. provide tarps to patrons for hull maintenance. Restrict painting or fiber glassing outside of designated shops to the use of rollers and brushes, with proper use of tarps and tenting to protect the surrounding area.	R				
7. provide environmental rules, education, training, or signage describing best management practices that boat owners and contractors must follow and clearly state acceptable and/or prohibited practices in your slip and subcontractor contracts? p. 2	R				
8. use or sell environmentally friendly cleaning and maintenance products if possible, (i.e. teak cleaners, varnishes, solvents)? p. 3	P				
9. store and 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. collect and recycle antifreeze as much as is practical, or use best management practices to minimize the release of antifreeze into the environment? p. 6	P				
14. inspect bilges prior to boat storage at your facility and encourage boat owners to keep bilges clean and dry during storage? p. 6 <i>BMP examples: Offer bilge cleaning service, encourage patrons to use bilge socks. Provide educational materials to patrons (e.g. boater tip sheets) that promote proper engine and bilge maintenance.</i>	R				
15. recycle used shrink wrap covers? p. 6	P				
16. have appropriate procedures for the collection, storage, and disposal of spent lead acid batteries? p. 6	P				
17. rent or loan vacuum sanders to tenants and contractors? p. 8	R				
18. prohibit power sanding and painting over the water? p. 7	R				
19. contain dust from sanding and debris from sand blasting and dispose of them properly? p. 8	P				
20. prohibit sanding or blasting work carried out by individual boat owners or their contractors unless it is done inside one of the designated shops or a vacuum sander and tarps are used and the residue properly disposed of? p. 8	R				
21. have an annual pesticide application <u>business license</u> from Wisconsin DATCP if you apply anti-fouling paints to boats for hire? p. 9	M				

22. have an annual pesticide applicator license from Wisconsin DATCP for staff that apply anti-fouling paints to boats? p. 9	M				
23. recommend antifouling paints with minimal environmental impacts? p. 9	R				
Petroleum Control Chapter	Status	Yes	No	N/A	New?
Do You:					
1. meet the requirements of BUSTR (Bureau of Underground Storage Tank Regulations) for monitoring and registration of your commercial Underground Storage Tank (UST) containing flammable or combustible liquids?	M				
2. In 2015, the U.S. Environmental Protection Agency (EPA) revised underground storage tank (UST) requirements including new requirements for operator training and secondary containment. Have you completed the necessary training and updated secondary containment, as applicable? <i>Resources:</i> Revising Underground Storage Tank Regulations – Revisions to Existing Requirements and New Requirements for Secondary Containment and Operator Training ; Final Rule (website, EPA)	M				
3. have the necessary permits and meet all the requirements of the fire code for spill prevention and fuel containment to operate a commercial Aboveground Storage Tank (AST) containing flammable or combustible liquids? <i>BMP examples:</i> Install a secondary containment system if your fuel tank is not double-walled. Install appropriate barriers (guard posts) to protect tanks and dispensing systems. Properly label tanks.	M				
4. have inspection records indicating compliance with petroleum storage requirements? p. 4	M				
5. always have a trained employee at the fuel dock to oversee or assist with fueling? p. 4	P				
6. remove fuel nozzle holding clips? p. 5	M				
7. have automatic back pressure shut-off nozzles on fuel pump discharge hoses? p. 5	M				
8. regularly inspect and repair fuel transfer equipment? p. 6	P				
9. make available and train employees on the use of oil-absorbent materials and collection devices at the fuel dock? (e.g., “no-spill” bottles and oil-absorbent pads) p. 6	P				
10. provide bilge socks and/or encourage their use by boaters? p. 5	R				
11. dispose of oil-absorbent materials properly? p. 7	P				
12. take precautions to minimize spills and leaks from machinery? p. 7	P				
13. offer spill-proof oil changes? p. 8	R				
14. have a spill prevention, control and countermeasure (SPCC) plan that meets all SPCC rules (mandatory 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)? Remember to include heating oil, lube oil, solvents, used oil and fuel in the aggregate volume. p. 8-9 <i>Resource:</i> Spill Prevention, Control and Countermeasure	M/P				

(SPCC) Guide for Marinas and Boat Owners (website, EPA)					
15. have accessible, current written emergency response plans for likely threats (e.g. fuel or chemical spills, fire, etc)? p. 9-10	P				
16. have regular emergency training and drills for staff? p. 10-11 <i>Resources:</i> Spill Prevention and Response for Marina Staff (free online training course, BoatU.S. Foundation); “Panic Preventer File” (PDF, Florida Sea Grant), Oil Spills: Prevention, Preparedness and Response (paid online course, University of Alaska Southeast).	P				
17. maintain oil spill response equipment to contain a potential spill in water at your facility? p. 11	P				
18. 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. 11	P				
19. post the U.S. Coast Guard National Response Center phone number (800-424-8802) and WDNR spill notification phone number (800 943- 0003) at appropriate areas of your marina and do you notify these entities any time a spill produces a sheen on the water? p. 11-12 <i>Additional Resource:</i> When are You Required to Report an Oil Spill and Hazardous Substance Release? (website, EPA)	M				
20. have annual fire inspection records indicating compliance with all applicable fire codes? p. 12	M				
21. maintain files of Safety Data Sheets (SDS) for all hazardous products (including diesel and gas) used at your facility, as required by the Occupational Safety and Health Act of 1970 (29 USC Sec. 657) stored in an office away from the material storage? p. 12 <i>Resources:</i> OSHA Brief: Safety Data Sheets (website, OSHA), Revised Hazard Communication Standard (website, OSHA)	M				
22. file Wisconsin Tier Two forms for petroleum and hazardous waste by March 1 annually? p. 12-13 (https://dma.wi.gov/DMA/wem/preparedness/epcra/forms-resources).	M				
Sewage Handling Chapter	Status	Yes	No	N/A	New?
Do You:					
1. have a well-maintained pump-out facility appropriate for your facility or inform boaters of other pump-out locations? 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,	P				

transients, and live-aboards? p. 7 <i>Resources: Vessel Sewage and Marine Sanitation Devices Tip Sheet (MI Clean Marina)</i>					
8. establish practices to control pet waste problems? p. 7	R				
9. discourage the feeding of water birds in your marina? p. 7	R				
10. discourage the discharge of graywater in the marina basin? p. 7-8 <i>BMP examples: Encourage eco-friendly, non-phosphorous detergents; provide laundry and dish washing facilities; include language in lease agreements to discourage discharge.</i>	R				
Waste Containment and Disposal Chapter	Status	Yes	No	N/A	New?
Do You:					
1. store, use, and dispose of hazardous waste in accordance with federal and state regulations? p. 3-4 <i>BMP examples: Store hazardous wastes and materials in appropriate, labeled and separate containers; minimize spills, leaks or releases. Store regulated liquid wastes in proper, well-labeled containers, and provide secondary containment capable of holding 110% of the volume of the largest barrel or tank in storage.</i>	M				
2. Do you keep all hazardous materials on an impervious surface away from floor drains and covered to prevent contact with precipitation?	P				
3. recycle materials in accordance with WI state recycling laws? p. 2	M				
4. take steps to reduce waste? p. 2 <i>BMP examples: 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.</i>	R				
5. provide fish cleaning stations and/or require patrons to dispose of fish waste properly? p. 7	R				
6. provide trash and recycling receptacles that are covered, well labeled, and located in convenient locations? p. 8	P				
7. post signs indicating what may not be placed in the dumpster, such as engine oil, oil filters, antifreeze, paints, solvents, varnishes, lead batteries and transmission fluids and indicate where to dispose of these hazardous wastes? p. 9	P				
8. post signs indicating what must be recycled and where? p. 9	P				
9. provide or promote recycling of liquid waste (e.g. used oil, antifreeze, and solvents) and have proper containers and containment areas? p. 6	P				
10. prohibit all dumping of waste in the water? <i>BMP examples: Include language about prohibition of dumping in your slip agreements and service provider contracts. Encourage boaters to contact marina staff to handle hazardous waste.</i>	P				
11. minimize your use of hazardous products? p. 5	R				
12. follow recommended waste disposal methods? p. 11-13	P				
13. track pollution incidents by using the pollution report and action log found in the guidebook? p. 14	R				

Marina Management Chapter	Status	Yes	No	N/A	New?
Do You:					
1. maintain a Clean Marina Manual to contain all reference material, Clean Marina requirements, permits, SWPPP and Emergency Plans?	R				
2. provide staff training on the stormwater pollution prevention plan (SWPPP)? p. 2	M				
3. review emergency response plans and procedures with staff? p. 2	P				
4. train staff to watch for inappropriate discharge and activities? p. 2	P				
5. have established procedures for approaching polluters? p.2	R				
6. maintain training records? p. 3	P				
7. incorporate best management practices into all of your contracts: slip holders, live-aboards, transients, charters, workers, contractors, and tenants? p. 3	P				
8. post signs informing boaters of best management practices (sample signage provided in guidebook)? p. 4	P				
9. provide environmental education materials to boaters? (e.g. distribute the Clean Boaters Tip Sheets or include articles about BMPs in your newsletter) p. 9	P				
10. inform boaters and encourage practices that help control the spread of aquatic invasive species and diseases? <i>BMP examples:</i> Use signage or other notices to advise boaters about their responsibility in controlling the spread of AIS; distribute pamphlets and Clean Boater tip sheet to promote practices that reduce the spread of AIS, <i>Resources:</i> Stop Aquatic Hitchhikers (webs, ANS Task Force); Clean Boats, Clean Waters Handbook and Checklist (Michigan Lake and Stream Associations, Inc.); About the Clean Boating Act (CBA) (website, EPA)	R				
11. encourage your boaters to use best management practices when cleaning, washing and draining their boats, trailers and equipment? <i>BMP examples:</i> For marinas with day-use boat ramps, provide trash receptacles for disposal of leftover bait and debris, plants and mud from trailers and equipment; provide high-pressure washer or hot water; provide oil-absorbent materials at the wash station. <i>Resources:</i> Guidelines to Prevent the Spread of Aquatic Invasive Species ; Clean Boats Clean Tournaments (YouTube video, Stop Aquatic Hitchhikers).	R				
12. provide an area — contained and managed for wash water — where day-use boaters can carefully inspect, clean, drain and dry their boats and equipment when they leave the water?	R				

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)

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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

Actions required for certification:

Additional recommended actions: