

Clean Boatyard Action Plan Workbook

Before you begin this workbook take a moment to review the following definition to make sure your facility is eligible to participate in the program at this time. You qualify as a boatyard in the Clean Marina program if you are:

A boatyard is a facility that provides a repair or refinishing site for hull, mechanical or electrical work on vessels. This work may entail the use of resins, paints, lubricants, solvents or other hazardous materials and may require an air permit, industrial waste water permit or storm water permit for areas other than vehicular parking.

The *Clean Boatyard Workbook* has two (2) sections. The first section is a review performed by the boatyard owner/operator of facility operations and activities performed by the owner/operator, through the use of a checklist provided by the Florida Department of Environmental Protection. The checklist includes boatyard activities with associated *Best Management Practices (BMPs)*; efforts to communicate effectively the standards and procedures to all employees and agents; and, procedures for prompt and appropriate correction of any violations that may occur if corrective actions need to take place. Operations or activities that might not be present at your facility are marked (Optional) if activities are present, the category applies. Section 2 is a concise commitment statement by the boatyard describing steps which will be followed to achieve a Clean Boatyard Designation meeting program criteria grouped under Environmental Management, Water Quality and Services.

Forms in the workbook have been designed for you to indicate the dates criteria will be implemented and the approximate cost. This is intended to serve as an active planning tool for your use by treating each criterion as a task or goal to accomplish by dates you set.

This document must be retained before and after designation to serve as a record of your efforts to achieve designation and to keep your designation current. Good faith effort is demonstrated by active and continual progress in achieving the criteria of the program. **This will be especially important should your facility be inspected by regulatory agencies during your efforts to achieve designation.**

How To Complete the CBAP

There are six (6) columns as part of the *Clean Boatyard Action Plan (CBAP)*. The first states “If No, When”. This gives you the opportunity to set the date to accomplish the desired task. If you have completed the task, then leave this column blank. If you have not completed the desired task then set yourself a reasonable time frame. The next column is the expected cost. Once again this is only if you have not accomplished this task but desire to do so. These columns are to help you budget and plan for the desired results. As shown below in **red**.

EMERGENCIES

1. Written Emergency Action Plan or “Panic” File On Site
2. Staff Trained for Emergencies
3. Boatyard Prepared for Spill

	If No, When	Cost	Required Points	Total	Optional Points	Total
	11/99	0			10	
					10	
			10			
Total			10		20	

The 3rd column are “Required Points”. These are required points as shown for CBAP Analysis (Page CMAP 15). Generally these points indicate that they are part of *Best Management Practices* with Federal or State laws or rules. Once you have **accomplished** this task fill out the space to the right (as shown below in **red**). The optional points are listed in the 5th column. You place those points to the right or the 6th column (as shown below). You will need to 60% of **total** optional points achieved in order to receive designation by the DEPARTMENT. The bottom row of each column is the area where you will add up all points in each “Total” column.

EMERGENCIES

1. Emergency “Panic” File On Site
2. Staff Trained for Emergencies
3. Boatyard Prepared for Fuel Spill

	If No, When	Cost	Required Points	Total	Optional Points	Total
	11/99	0			10	10
					10	10
			10	10		
Total			10	10	20	20

Any questions in completing this form, call your DEP District Technical Staff (See page 145 of the manual) or call 850-245-2846.

Clean Boatyard Action Plan

SECTION 1

EMERGENCIES

1. Emergency Action Plan or "Panic" File on site.
2. Staff trained for emergencies/spill.
3. Boatyard prepared for spill.

	If No, When	Cost	Required Points	Total	Optional Points	Total
					20	
					20	
			20			
Total			20		40	

HURRICANE PREPAREDNESS

1. A written, site specific Hurricane Preparedness Plan is in place.
2. Review hurricane procedures annually with staff.
3. Acquaint subcontractors with plan.

	If No, When	Cost	Required Points	Total	Optional Points	Total
			20			
					10	
					10	
Total			20		20	

FIRE SAFETY

1. Fire extinguishers clearly marked and readily available throughout yard.
2. Written Fire safety procedure on site or completed in "Panic File".
3. Keep all ingress and egress clear of obstacles in case of fire.

	If No, When	Cost	Required Points	Total	Optional Points	Total
					20	
					10	
					10	
Total					40	

FUELING (Optional Service)	If No, When	Cost	Required Points	Optional Points	Total
1. For deisel over water an approved Spill Prevention Control and Countermeasures Plan prepared according to Rule 62N-16.033, F.A.C. and Facility has spill prevention certification posted. Certificate of authorization #: _____ <i>If N/A 10 pts.</i>			10		
2. Fuel spill addressed in Panic Preventer.			10		
3. Personnel are supervising when customers are fueling.				10	
4. Have customers avoid fuel discharges to the water by not allowing topping off.				10	
5. Post signs for proper fueling.				10	
6. Use absorbent materials at fuel dock.				10	
Total			20	40	

Aboveground and underground storage tanks (AST/UST) are regulated by State Statutes Chapter 62-761, and 62-762 respectively, and are overseen by local county agencies. In addition to the State rules, the county agencies may have rules that are more stringent than the State's rules.

STORAGE TANKS (Optional)	If No, When	Cost	Required Points	Optional Points	Total
1. Storage tanks are registered with the State. Registration Number: _____ (Above ground >550 gallons and Underground < 110 gallons)			130		
2. Facility with storage tanks in excess of ten thousand pounds of hazardous material, gas exceeding 1,500 gallons diesel exceeding 1,400 gallons, has filed EPCRA Tier II Reporting as of March 1st, of each year. <i>If N/A take 10 points.</i>			10		
3. Registration placard properly displayed.			10		
Total			150		

NOTE: If you have a facility where the storage tanks have been closed down, please see the "Petroleum Control" section behind the Resources tab in this manual.

LIQUID WASTE (Optional)	If No, When	Cost	Required Points	Total	Optional Points	Total
1. Waste storage containers and tanks are in adequately sized containment structure with a roof to keep rainwater from filling the impervious containment structure. Required for used oil.					10	
2. If no roof over secondary containment, any drain valves are kept closed and the facility has proper written protocol for removal of the industrial waste water from the structure.					10	
3. Provide adequate space for SQG container inspections.					10	
4. Liquid waste containment kept locked except when a facility employee is available to monitor waste segregation					10	
5. Educate staff and patrons with proper signage					10	
6. Train staff about proper management and disposal of all liquid waste and response to spills.					20	
7. Insert language in tennant/subcontractor agreement for proper liquid waste disposal					10	
8. Spill Contingency Plan for other than fuel.					10	
9. Spill control materials and empty containers available for clean up.					10	
10. All containers are are closed and clearly marked and labeled as to their contents.					10	
11. Signs posted that indicate wastes only be put in storage under the supervision of facility personnel.					10	
12. Inform repair contractors as to your boat yard's management/disposal on liquid waste storage.					10	
Total					130	

If you generate between 220 and 2,200 pounds of hazardous waste each month you are a small quantity generator of hazardous waste (SQG) and you have additional management standards. The following questions will use the abbreviation SQG to distinguish between facilities that generates less than 220 pounds of hazardous waste a month and are conditionally exempt (CESQG) from full regulation. In order to determine your actual generation status, you must consider ALL hazardous wastes generated at your facility. Here is a list of typical hazardous wastes generated at boatyards:

- Flamable parts cleaning solvents (flash point less than 140 F)
- Flamable/toxic paint related solvents
- Paint chips (must determine whether these are toxic by testing or knowledge)
- Waste Antifreeze (need waste determination if not recycled on-site)
- Mercury containing bilge pump switches and fluorescent light bulbs
- Signal Flares that are past their useful shelf life
- Used Batteries (do not count these if they are recycled)
- Used fuel filters & waste gasoline (do not count these if they are recycled)

HAZARDOUS WASTE

	If No, When	Cost	Required Points	Total	Optional Points	Total
1. Procedures in place for the proper management and disposal of hazardous wastes generated.			10			
2. Maintain records of hazardous waste recycling and disposal at the facility for a minimum of three (3) years.			10			
3. Facilities with storage tanks in excess of ten thousand pounds of hazardous materials (inc. gas & diesel) has filed EPCRA Tier II Reporting as of March 1st each year. <i>If N/A take 10 points</i>			10			
4. Use environmentally friendly products.					10	
5. Provide spill control material and empty container for clean up.					10	
6. Use snap top funnels that automatically close.					10	
7. Recycle solvents.					10	
8. Contract with an approved Hazardous Waste Disposal Site.			10			
9. Determined which waste streams are hazardous			10			
10. Determine quantity of hazardous waste generated.			10			
11. Provide for the convenient disposal of hazardous waste by your patrons.					10*	

Any CESQG that accumulates more than 2,200 lbs (over 5-55 gal drums) of haz. waste becomes an SQG and is regulated as such. If you are a SQG include the items listed below:

12. All containers clearly marked or labeled as to their contents.			10*			
13. Container marked with the appropriate accumulations start date if SQG.			10*			
14. Boatyard has EPA ID number			10*			
15. Emergency phone numbers posted in all appropriate areas.			10*			
16. Appropriate boatyard personnel trained on proper hazardous waste management.			10*			
17. Designated Emergency Coordinator.			10*			
18. Segregate incompatible wastes.			10*			
19. Provide adequate aisle space for SQG container inspections.			10*			
20. Fire Department and Police are familiar with potential emergencies that may occur.			10*			
21. Boatyard operates to minimize the possibility of fire, explosions or non-sudden release of hazardous waste.			10*			
Total			160		50	

*** Required points if Small Quantity Generator**

**ENGINE MAINTENANCE/REPAIR
(Optional)**

**If No, Required Optional
When Cost Points Total Points Total**

1. Engine repairs done inside over an impervious surface.				10	
2. Mechanics are trained to respond to accidental spills and other emergency situations.				10	
3. Emergency phone numbers posted by the telephone. * Required if Small Quantity Generator				10*	
4. Spill response equipment and absorbent materials are available. * Required if Small Quantity Generator				10*	
5. Parts cleaning units containing solvents are kept closed except during use.				10	
6. "NO SMOKING" signs posted near flammable products.		10			
7. Flammable parts cleaning solvent recycled: by tolling agreement with a recycling service/contractor or recycling on site.		10			
8. Corrosive carburetor cleaner properly managed /disposed of as hazardous waste. <i>If N/A give 10 points.</i>		10			
9. Solvent soaked and oily rags recycled by an industrial laundry service or disposed as hazardous waste.		10			
10. Records of hazardous waste recycling (waste antifreeze, spent parts washer, solvent soaked rags) and disposal maintained for 3 years.		10			
11. Metal shavings and scraps from metal working and grinding are recycled as scrap metal.		10			
12. Prevent engine maintenance/repair materials/waste from being poured down floor drains, sinks or outdoor stormdrains.		10			
Total		70		50	

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STORMWATER MANAGEMENT

- 1. Boatyard has a National Pollution Discharge Elimination System (NPDES) stormwater permit and a SWPPP. *If N/A 20 pts.*
- 2. Boatyard has a stormwater management system in place.
- 3. Boatyard uses stormwater management procedures to reduce the concentration of pollutants entering surface waters (ex: brick pavers, vegetation, buffers, sloped areas).
- 4. Stormwater sampling and records keeping are on schedule. *If N/A take 10 points.*

	If No, When	Cost	Required Points	Optional Total Points	Total
			20		
			10		
				10	
			10		
Total			40	10	

LANDSCAPING FOR STORMWATER

- 1. Use landscaping techniques that reduce stormwater pollutants.
- 2. Practice xeriscaping or comply with city or county landscaping requirements.
- 3. Follow manufacturers instructions for fertilizers and pesticides. *If N/A give 10 points*
- 4. Compost.

	If No, When	Cost	Required Points	Optional Total Points	Total
				10	
				10	
			10		
				10	
Total			10	30	

**USED PETROLEUM PRODUCTS
(Optional)**

1. Used oil is placed in closed containers, drums or tanks labeled "USED OIL".
2. Used oil containers are stored inside or otherwise protected from the weather.
3. Used oil containers are double-walled or stored on an oil-impermeable surface with secondary containment capable of holding 110% of the largest container.
4. If no roof over secondary containment, any drain valves are kept closed and facility has written protocol for removal of the industrial wastewater from the structure.
5. Used oil filters thoroughly drained and placed in containers labeled "USED OIL FILTERS".
6. Used oil and used oil filters sent to a permitted facility for recycling and records maintained at facility.
7. Facility uses Florida registered used oil transporter.

	If No, When	Cost	Required Points	Total	Optional Points	Total
			10			
			10			
			10			
					10	
			10			
			10			
			10			
Total			60		10	

**USED ANTIFREEZE WASTE
(Optional)**

1. Provide convenient collection for recycling and disposal of used antifreeze.
2. Used antifreeze in labeled containers.
3. Used antifreeze recycled on-site or sent to a permitted facility for recycling.

	If No, When	Cost	Required Points	Total	Optional Points	Total
					10	
			10			
			10			
Total			20		10	

SOILED RAGS (Optional)

1. Soiled rags stored in fire proof, labeled containers until laundered or disposed.
2. Recycle soiled cloth rags with a permitted industrial laundry service.

	If No, When	Cost	Required Points	Total	Optional Points	Total
			10			
					10	
Total			10		10	

BATTERY MANAGEMENT (Optional)

1. Used batteries stored with caps closed, on an impervious surface and protected from the weather.
2. Used batteries sent off-site for recycling.
3. Records of proper battery disposal or recycling are maintained on-site.

If No, When	Cost	Required Points	Total	Optional Points	Total
		10			
		10			
		10			

Total 30

REFRIGERANTS (Optional)

1. Provide convenient collection for recycling and disposal of used refrigerants.
2. Used refrigerant in labeled containers.
3. Used refrigerants sent to a permitted facility for recycling.

If No, When	Cost	Required Points	Total	Optional Points	Total
		10			
		10			
		10			

Total 30

MERCURY LAMPS/BILGES (Optional)

1. Recycle discarded fluorescent and HID lamps used in the boatyard.
2. Educate boaters about the proper disposal of fluorescent HID lamps and bilge switches.
3. Encourage boaters to recycle bilge switches.

If No, When	Cost	Required Points	Total	Optional Points	Total
		10			
				10	
				20	

Total 10 30

BOAT CLEANING

1. Prohibit the use of cleansers that contain ammonia, petroleum distillates, sodium hypochlorite or chlorinated solvents.
2. Use cleaning methods that prevent the release of pollutants to surface waters.
3. Post signs or displays to promote proper boat cleaning methods.
4. Bilges are checked and contents disposed of properly before drain plug is pulled. If vessel has through-hull discharge, bilges are checked to ensure that no oily water or industrial wastewater will be discharged to surface waters.
5. Prohibit cleaning and scraping of hull bottoms, including barnacle scraping of running gear while vessels are in the water.
6. Use filtration in drains to remove visible solids and pollutants.

If No, Required Optional
When Cost Points Total Points Total

				10	
		10			
				10	
				10	
				10	
				10	

Total 10 50

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PRESSURE WASHING (New)

1. If facility has a closed loop pressure-washing system, facility has contacted their District DEP Clean Marina staff to determine if a "Permit to Operate A Non-Discharging/Closed Loop Recycle System" is required. If no permit is required facility shows compliance with proper good maintenance habits by maintaining records of proper filter and sludge disposal from pressure-washing activities by a licensed, industrial waste hauler. *If N/A take 20 points.*
2. If facility has filtration, chemical treatment discharge to sewer system, facility has obtained permission and shows compliance with pretreatment standards, if any, of the public/private owned treatment works (POTW). *If N/A take 20 points.*
3. If facility has surface water discharges, facility shows compliance with regulations under Chapter 62-620, f.A.C., and has obtained a State of Florida, Industrial Wastewater Facility Permit. *If N/A take 20 points.*
4. If facility has ground water discharges, facility has shown compliance with regulations under Chapter 62-522, F.A.C., and Chapter 62-520, F.A.C., and has obtained a State of Florida Industrial Wastewater Facility Permit, or has letter of exemption. *If N/A take 20 points.*
5. Facility has designated pressure-washing area.
6. Facility's pressure-washing area implements berms and/or sloped pads to contain foulants and visible industrial water.

	If No, When	Cost	Required Points	Total	Optional Points	Total
			20			
			20			
			20			
			20			
					10	
					10	
			80		20	

Total

PAINT CHIPS, DUST & SLUDGE (Optional)

1. Use documentation, boat history or product knowledge to determine toxic free used paint chips, dust or sludge.
2. Unknown and toxic paint chips, dust or sludge are disposed appropriately.

	If No, When	Cost	Required Points	Total	Optional Points	Total
			10			
			20			
Total			30			

USE OF TBT PAINTS (Optional)

1. Facility which uses TBT (Tributyl Tin) paints, has a State of Florida, Department of Agriculture applicator's permit to apply restricted-use paint.
2. Facility properly maintains records for a minimum of two (2) years for the application of restricted-use pesticide paints.
3. Facility which sells TBT paint, has a State of Florida, Department of Agriculture dealer's license.
If N/A take 10 points.
4. Facility properly maintains records for a minimum of two (2) years for the selling, distributing, etc. of restricted-use pesticide paints.
If N/A take 10 points.
5. Facility uses dustless vacuum sanding machines to capture sanding debris.
6. Facility performs preparation and application of TBT paints over impervious surfaces, tarps or plastic.
7. Employees who handle restricted-use pesticides are trained for proper use and disposal.

	If No, When	Cost	Required Points	Total	Optional Points	Total
			10			
			10			
			10			
			10			
					10	
					10	
					10	
Total			40		30	

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Clean Boatyard Action Plan Analysis

Assessment of _____ (boatyard name) facility operations is reflected in the program criteria as scored below;

CATEGORY 1

CBAP PAGE		Required Needed	Required Total	Optional Available	Optional Total
3	Emergencies	20		40	
3	Hurricane Preparedness	20		20	
3	Fire Safety	0		40	
5	Solid Waste	10		80	
11	Stormwater Management	40		10	
11	Landscaping	10		30	
14	Boat Cleaning	10		50	
15	Pressure Washing	80		20	
SUBTOTAL		Need 190 of 190 pts		Minimum of 145 pts. of 290	

CATEGORY 2 - OPTIONAL SERVICES

If you provide the following services, you **must include** these into your *Self Assessment*. If you do not provide these services then ignore this section and do not include in your score.

CBAP PAGE		Required Needed	Required Total	Optional Available	Optional Total
4	Fueling	20		40	
4	Storage Tanks	150		0	
6	Liquid Waste	0		130	
7	Hazardous Waste	60 or 160*		50	
8	Engine Maintenance	70/90*		50	
10	Painting	130		70	
12	Used Petroleum Products	60		10	
12	Used Antifreeze Waste	20		10	
12	Soiled Rags	10		10	
13	Battery Management	30		0	
13	Refrigerants	30		0	
13	Mercury Lamps/Bilges	10		30	
16	Paint Removal	20		80	
16	Sandblasting	30		60	
17	Paint Chips	30		0	
17	TBT Paints	40		30	
SUBTOTAL		Up to 830 pts. available		Minimum 60% for total optional	
		Need 100% for each service provided			

*If Small Quantity Generator

REQUIRED
CATEGORY 1 [190 PTS.]
CATEGORY 2 [Up to 830 PTS.]
TOTAL

OPTIONAL
CATEGORY 1 [Up to 290 PTS.]
CATEGORY 2 [Up to 560 PTS.]
TOTAL

Print Name of Owner/Dockmaster _____

Signature _____

Date _____

Address _____

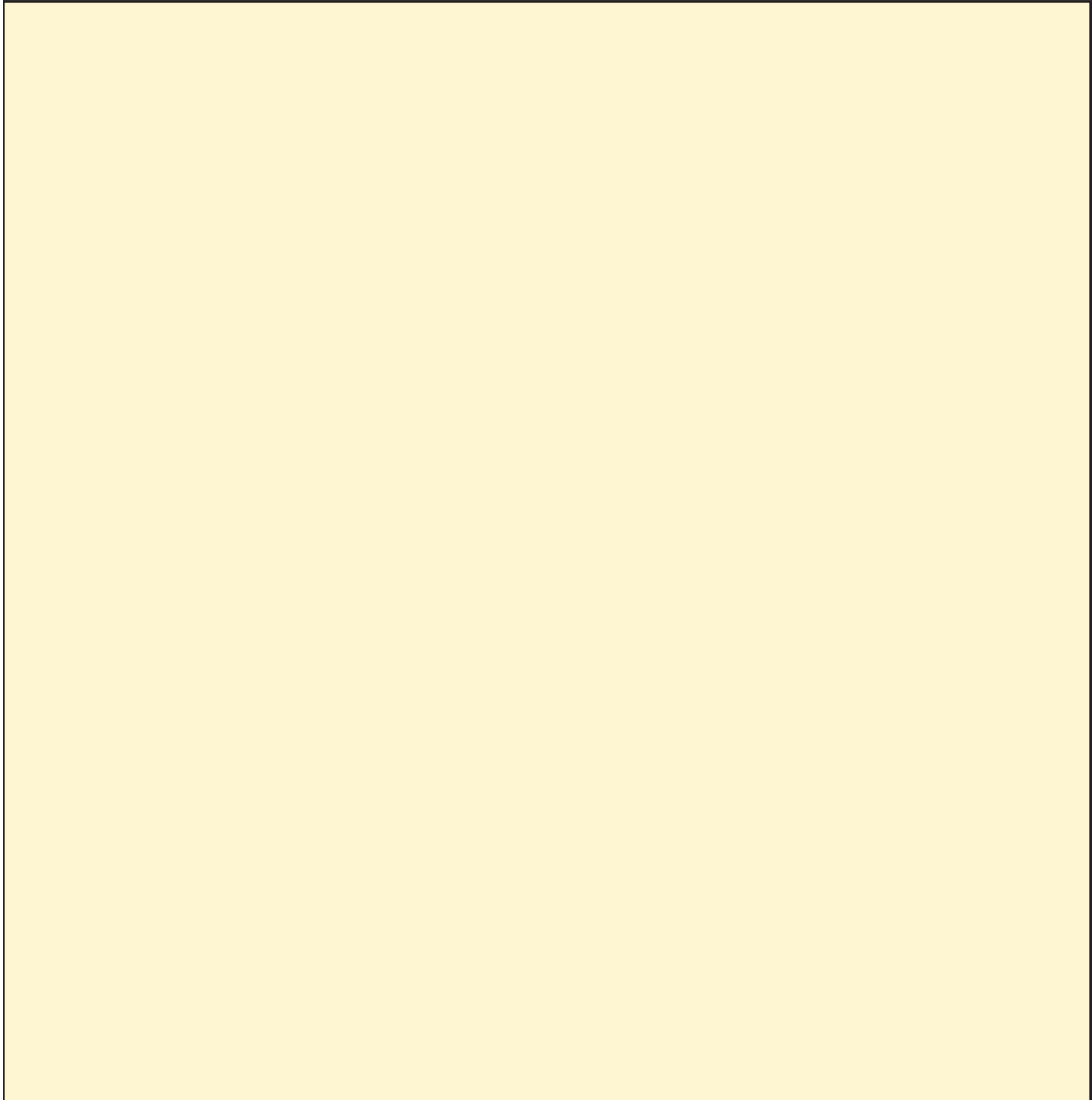
City
CBAP 19

Phone
 Revised August 2007

Extra Credit

My boatyard provides the following service(s) **not included** in the *checklist*. I request that the review team recommends additional points be awarded to my boatyard for the following innovative service that protects water quality:

Explanation of service provided



Use additional sheets as needed. If possible, please provide an image to be used in future publications of this Boatyard Best Management Practice(s).

Clean Boatyard Action Plan

SECTION 2

Boatyard Name (please print)

For each of the criteria listed below in this section answer the question based on the operations of the boatyard in effect at the time this worksheet is being completed to achieve designation all criteria must be met.

Environmental Management

- A. Compliance with environmental and submerged land lease regulations, and using Best Management Practices as determined from the self-assessment checklist and designation review.

YES	NO	If NO, then implement all applicable measures as determined from completing the self-assessment checklist for Compliance and Best Management Practices in Section I . Indicate when all applicable measures will be accomplished and total cost to implement. When complete note the date.
_____	\$ _____	_____
When	Cost	Completed

- B. Available resource person at the boatyard who provides customers with environmental information, and who can be contacted for inquires about the Clean Marina Program and environmental issues pertinent to the boatyard.

YES	NO	If NO, then designate someone who will provide customers with environmental information and information about the Clean Marina Program. Indicate when this will be accomplished and cost to implement. When completed note the date.
_____	\$ _____	_____
When	Cost	Completed

- C. Adequate and well-managed trash/garbage containers.

YES	NO	If NO, provide trash/garbage containers every 50 to 75 feet, keep empty and managed for cleanliness. Indicate when this will be accomplished and cost to implement. When completed note the date.
_____	\$ _____	_____
When	Cost	Completed

D. Post for viewing, or otherwise publish, a set of environmental policies used by the boatyard.

YES	NO	If NO, provide boatyard environmental policies on a display board at the busiest point or points of the facility. Indicate when this will be accomplished and cost to implement. When completed note the date.
_____	\$ _____	_____
When	Cost	Completed

Boatyard Environmental Quality

A. Water and land of the boatyard must be clean without signs of oil, sewage or litter.

YES	NO	If NO, clean up the water and land. This may require a no discharge of sewage policy, check boats for bilge contamination, and regular policing of the area for litter. Indicate when this will be accomplished and cost to implement. When completed note the date.
_____	\$ _____	_____
When	Cost	Completed

Services

A. Docks and grounds are well maintained for safety and appearance.

YES	NO	If NO, clean up dock areas, keep free from clutter, uncoiled ropes, hoses and electric lines, repair dock planking at first signs of wear or deterioration. Indicate when this will be accomplished and cost to implement. When completed note the date.
-----	----	--

_____	\$ _____	_____
When	Cost	Completed

B. All boatyard personnel are regularly trained on the boatyard's environmental policies and procedures.

YES	NO	If NO, set up regular training sessions with personnel on the boatyard's environmental policies and procedures with emphasis on what to do in the event of emergencies. Training sessions should be frequent enough to keep everybody thoroughly familiar with the policies. Indicate when this will be accomplished and cost to implement. When completed note the date.
-----	----	---

_____	\$ _____	_____
When	Cost	Completed

If you have answered YES to all of the above, **CONGRATULATIONS!** You are now eligible for Designation as a Clean Boatyard. Contact the Department of Environmental Protection District Office nearest you for a Designation Review of your facility. Once they have completed the review and confirm the facility's eligibility, the facility will be recommended for Designation.

If you have one or more NO responses, it is all right. This will be your opportunity to address the item or items that were discovered from your assessment. You will want to use this Clean Boatyard Action Plan form to assist you in developing and achieving the action steps that will result in a Clean Marina Designation for your boatyard.



CERTIFICATION BOATYARD'S CLEAN MARINA ACTION PLAN

IN ORDER FOR THE BOATYARD TO BE RECOGNIZED AS ACTIVELY PARTICIPATING IN THE CLEAN MARINA PROGRAM A COMPLETED CERTIFICATION FORM MUST BE SUBMITTED AND RECEIVED BY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION. SEND THIS FORM COMPLETED AND SIGNED TO:

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
CLEAN MARINA PROGRAM, MS 665
3900 COMMONWEALTH BOULEVARD
TALLAHASSEE, FLORIDA 32399-3000**

This is to certify that a self-assessment has been completed for _____
(Facility Name)

located at _____ and, for those items requiring
(Facility Address)

action, a Clean Boatyard Action Plan has been developed and is being implemented. It is further certified that all reasonable efforts will be made to achieve a Clean Boatyard Designation for the boatyard by _____ which is within the next eighteen months.
(Date)

Name of owner or person designated to sign on owner's behalf:

Phone Number

Signature of owner or person designated to sign on owner's behalf:

Date

Facility Address

Facility Phone Number

Facility Fax Number

Facility e-mail address

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