

Clean Marina 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 marina in the Clean Marina Program if you are:

A marina is a facility that provides, for a fee, docking with marine related services.

The *Clean Marina Workbook* has two (2) sections. The first section is a review performed by the marina 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 marina 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 marina describing steps which will be followed to achieve a Clean Marina 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 CMAP

There are six (6) columns as part of the Clean Marina Action Plan. 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. Emergency “Panic” File On Site
2. Staff Trained for Emergencies
3. Marina Prepared for Fuel Spill

	If No, When	Cost	Required Points Total	Optional Points Total	Total
	11/04	0		10	
				10	
			10		
Total			10	20	

The 3rd column are “Required Points”. These are required points as shown for CMAP Analysis (Page CMAP 17). Generally these points indicate that they are part of *Marina Environmental Measures* 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 60% of 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. Marina Prepared for Fuel Spill

	If No, When	Cost	Required Points Total	Optional Points Total	Total
	11/04	0		10	10
				10	10
			10		10
Total			10	20	20

Any questions in completing this form, call your DEP District Technical Staff (see page 145 of manual) or call 850-245-2847.

Clean Marina Action Plan

SECTION 1

EMERGENCIES

1. Emergency Action Plan or "Panic" File on Site.
2. Staff trained for emergencies/spill.
3. Marina 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			0		40	

FUELING (Optional Service)

1. For diesel over water an approved Spill Prevention Control and Countermeasures Plan prepared according to Rule 62N-16.033, F.A.C. *If N/A 10 points.*
Facility has a Certificate of authorization #: _____
2. Fuel spill addressed in Panic Preventer.
3. Personnel are supervising when customers are fueling.
4. Have customers avoid fuel discharges to the water by not allowing topping off.
5. Post signs for proper fueling.
6. Use absorbent materials at fuel dock.

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

REGULATED STORAGE TANKS (Optional)

1. Storage tanks are registered with the State and placard displayed.
Registration Number: _____
(Above ground >550 gallons and Underground < 110 gallons)
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. *If N/A take 10 points.*
3. Registration placard properly displayed.

	If No, When	Required Cost	Required Points	Optional Points	Total
			130		
			10		
			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.

HAZARDOUS WASTE (Optional)

1. Procedures in place for the proper management and disposal of hazardous wastes generated.
2. Maintain records of hazardous waste recycling and disposal at the facility for a minimum of three (3) years.
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. *If N/A take 10 points*
4. Use environmentally friendly products.
5. Provide spill control material and empty container for clean up.
6. Use snap top funnels that automatically close.
7. Recycle solvents.
8. Contract with an approved Hazardous Waste Hauler.
9. Determined which waste streams are hazardous.
10. Determined quantity of hazardous waste generated.
11. Provide for the convenient disposal of hazardous waste by your patrons.

	If No, When	Cost	Required Points	Optional Points	Total
			10		
			10		
			10		
				10	
				10	
				10	
			10		
			10		
			10		
				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.
13. Containers marked with the appropriate accumulations start date if SQG.
14. Marina has EPA ID number.
15. Emergency phone numbers posted in all appropriate areas.
16. Appropriate marina personnel trained on proper hazardous waste management.
17. Designated Emergency Coordinator.
18. Segregate incompatible wastes.
19. Provide adequate aisle space for container inspections.
20. Fire Department and Police are familiar with potential emergencies that may occur.
21. Marina operates to minimize the possibility of fire, explosions or non-sudden release of hazardous waste

			10*		
			10*		
			10*		
			10*		
			10*		
			10*		
			10*		
			10*		
			10*		
			10*		

Total **160** **50**

*** Required points if Small Quantity Generator**

PAINTING (Optional)

	If No, When	Required Cost	Required Points	Optional Total	Optional Points	Total
1. Marina employs best management practices to minimize or eliminate emissions to the environment.					10	
2. Provide a labeled closed container for ignitable paint waste.			10			
3. Prohibit spray painting during windy conditions which render containment ineffective.					10	
4. Mix paints and solvents in designated area.					10	
5. Have absorbents and other cleanup items readily available for immediate cleanup.					10	
6. Allow empty paint cans to dry before disposal.			10			
7. Keep paint and paint thinner away from traffic areas to avoid spills.					10	
8. Recycle paint, paint thinner and solvents.					10	
9. Employees trained on proper painting and spraying techniques.					10	
10. Properly manage solvent paint waste as hazardous waste.			20			
11. Store paint and solvents in fire proof cabinet (room).			10			
12. Maintain records of hazardous waste disposal for a minimum of three years.			10			
13. Provide a fire proof container for rags contaminated with solvents.			10			
14. Solvent soaked rags are recycled by an industrial laundry service or disposed of as hazardous waste.			10			
15. Solvents used for spray gun cleaning are directed into a container for disposal rather than directed into the air. The container is immediately closed and labeled, or the waste is immediately poured into a labeled paint waste container that will be closed.			10			
16. Small quantity generator conducts and documents weekly container inspections. <i>If N/A take 10 points</i>			10*			
17. Marina has air permit. <i>If N/A take 20 points</i>			20			
18. Hazardous waste determination conducted for paint filters (potential to contain heavy metals) and proper disposal. <i>If N/A take 10 points.</i>			10			
Total			130		70	

STORMWATER MANAGEMENT

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

	If No, When	Cost	Required Points	Total	Optional Points	Total
			20			
			10			
					10	
Total			30		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 take 10 points*
- 4. Compost.

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

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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)	If No, When	Cost	Required Points	Total	Optional Points	Total
1. Used batteries stored with caps closed, on an impervious surface and protected from the weather.			10			
2. Used batteries sent off-site for recycling.			10			
3. Records of proper battery disposal or recycling are maintained on-site.			10			
Total			30			

REFRIGERANTS (Optional)	If No, When	Cost	Required Points	Total	Optional Points	Total
1. Provide convenient collection for recycling and disposal of used refrigerants.			10			
2. Used refrigerant in labeled containers.			10			
3. Used refrigerants sent to a permitted facility for recycling.			10			
Total			30			

DISTRESS SIGNAL FLARES (Optional)	If No, When	Cost	Required Points	Total	Optional Points	Total
1. Proper management and disposal of waste safety flares.			10			
2. Post sign on proper disposal methods.					10	
3. Organized waste flare round up.					10	
Total			10		20	

MERCURY LAMPS/BILGES (Optional)	If No, When	Cost	Required Points	Total	Optional Points	Total
1. Recycle discarded fluorescent and HID lamps used in the marina.			10			
2. Educate boaters about the proper disposal of fluorescent HID lamps and bilge switches.					10	
3. Encourage boaters to recycle bilge switches.					20	
Total			10		30	

**PRESSURE WASHING
(Optional)**

	If No, When	Required Cost	Required Points	Optional Total Points	Optional Total
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. <i>If N/A take 20 points.</i>			20		
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). <i>If N/A take 20 points.</i>			20		
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. <i>If N/A take 20 points.</i>			20		
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." <i>If N/A take 20 points.</i>			20		
5. Facility has designated pressure-washing area.				10	
6. Facility's pressure-washing area implements berms and/or sloped pads to contain possible contaminants and industrial wastewater.				10	
Total			80	20	

FISH WASTE (Optional)

1. Educate boaters on sound fish waste management.
2. Use fish macerator.
3. Promote fish waste as chum bait.
4. Proper fish cleaning station.
5. Implement fish composting.
6. Post signage on proper fish waste disposal.

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

SEWAGE AND GRAY WATER MANAGEMENT

1. Provide sewage pumpouts.
2. Provide waste dump receptacles for trailerable boats.
3. Educate boaters on impact of effluent into our waterways.
4. Promote your pumpout service to boaters; if not available, direct boaters to nearest pumpout facility.
5. Encourage the use of shore side facilities (laundry and restrooms) to reduce the gray water discharged into the water.
6. Maintain pumpout systems in operating condition.
7. Provide visible signage.
8. Add language into lease agreement to promote the use of pumpout and dump stations.
9. Encourage boaters to conserve water usage.

If No, When	Cost	Required Points	Total	Optional Points	Total
				30	
				20	
				10	
				10	
				10	
				10	
				10	
				10	
				10	
Total				120	

SENSITIVE HABITAT/ ENDANGERED SPECIES

1. Provide marker or signage to restrict boating activities (ex: shallow areas, speed zones).
2. Post daily tide charts in a visible location.
3. Educate boaters and marina staff about sensitive habitats in the cruising area of the marina.
4. Educate boaters and marina staff about endangered species in the cruising area of the marina.
5. Created environmentally friendly habitat along shoreline.
6. Provides monofilament line recycling collection boxes

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

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Clean Marina Action Plan Analysis

Assessment of _____ (marina name) facility operations reflected in the program criteria as scored below:

CATEGORY 1

CMAP 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		90	
9	Boat Cleaning	10		50	
11	Stormwater Management	30		10	
11	Landscaping	10		30	
15	Sewage/Gray Water	0		120	
15	Sensitive Habitats	0		60	
SUBTOTAL		Need 100 of 100 pts.		Minimum of 340 pts of 460	

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.

CMAP PAGE		Required Needed	Required Total	Optional Available	Optional Total
4	Fueling	20		40	
4	Storage Tanks	150		0	
6	Liquid Waste Storage	0		130	
7	Hazardous Waste	60 or 160*		50	
8	Engine Maintenance	70/90*		50	
10	Painting	130		70	
12	Used Petroleum	60		10	
12	Used Antifreeze	20		10	
12	Soiled Rags	10		10	
13	Battery Management	30		0	
13	Refrigerants	30		0	
13	Distress Signal Flares	10		20	
13	Mercury Lamps/Bilges	10		30	
14	Pressure Washing	80		20	
15	Fish Waste	0		60	
SUBTOTAL		Up to 800 pts. available		Minimum 60% for total optional	
		Need 100% for each service provided			

* If Small Quantity Generator

REQUIRED
CATEGORY 1 (100 PTS.)
CATEGORY 2 (Up to 800 PTS.)

OPTIONAL
CATEGORY 1 (460 PTS.)
CATEGORY 2 (Up to 490 PTS.)

 Print Name of Owner/Dockmaster

 Signature

 Date

 Address

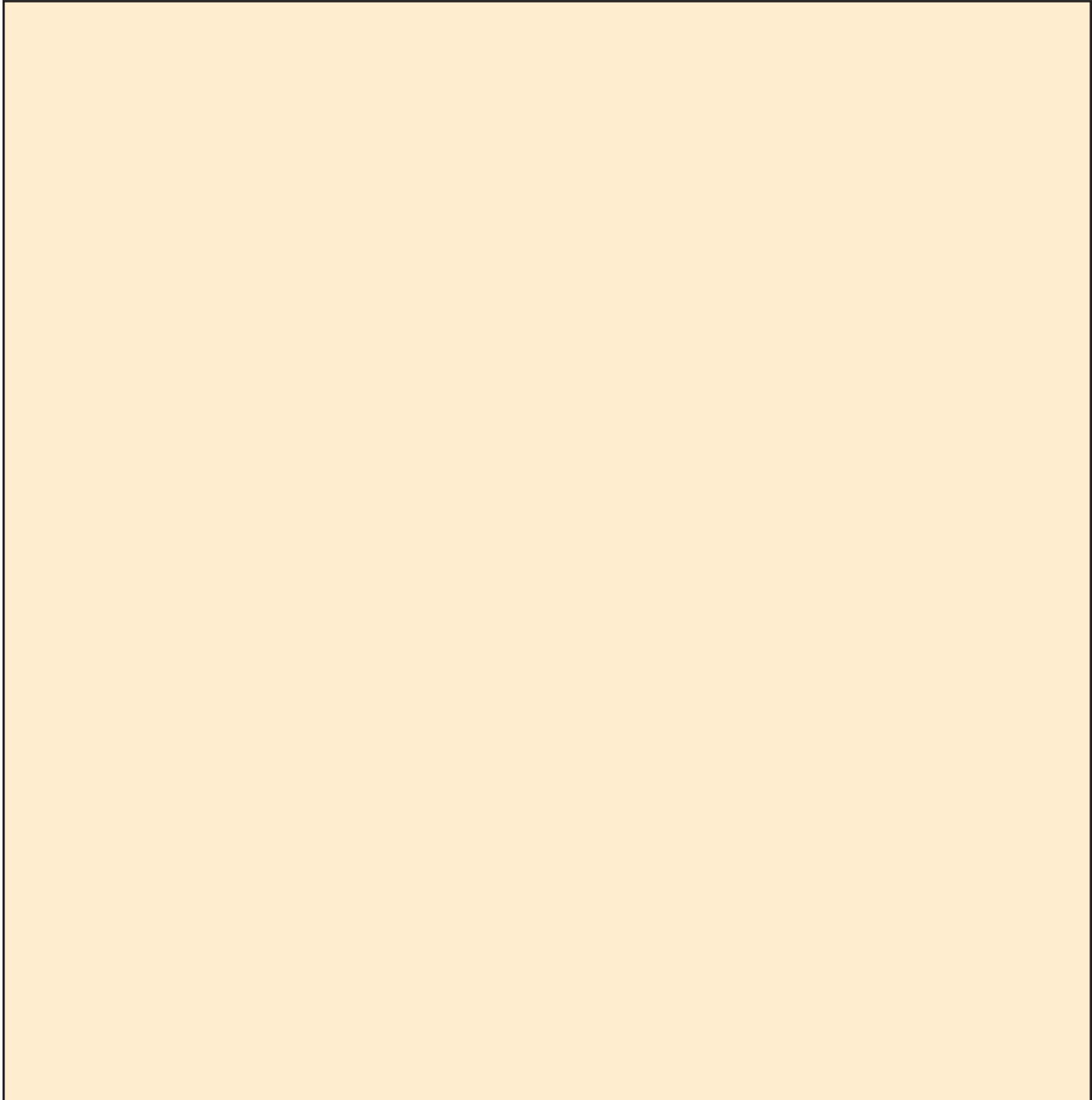
 City

 Phone

Extra Credit

My marina provides the following service(s) **not included** in the *checklist*. I request that the review team recommends additional points be awarded to my marina 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 marina environmental measure.

Clean Marina Action Plan

SECTION 2

Marina Name (please print)

For each of the criteria listed below in this section answer the question based on the operations of the marina 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 Marina Environmental Measures 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 Marina Environmental Measures 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 marina who provides customers with environmental information, and who can be contacted for inquiries about the Clean Marina Program and environmental issues pertinent to the marina.

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

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

Marina Environmental Quality

A. Water and land of the marina 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

B. The marina encourages boaters not to discharge sewage into the waters of their facilities.

YES	NO	If NO, set up a way to encourage boaters not to discharge sewage, raw or treated. The easiest way is to set up a policy of no discharge of sewage in the marina and provide easy access to bath and shower facilities. Indicate when this will be accomplished and cost to implement. When completed note the date.
_____	\$ _____	_____
When	Cost	Completed

Services

A. The marina provides clean restroom facilities and access to drinking water.

YES NO If NO, you may need to upgrade or renovate restroom and shower facilities so that boaters will want to use them. Install easily accessible drinking water lines for boaters if not already available. Indicate when this will be accomplished and cost to implement. When completed note the date.

_____ \$ _____ _____
When Cost Completed

B. 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

C. All marina personnel are regularly trained on the marina's environmental policies and procedures.

YES NO If NO, set up regular training sessions with personnel on the marina'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 Marina. 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 to a review board 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 Marina Action Plan form to assist you in developing and achieving the action steps that will result in a Clean Marina Designation for your marina.



CERTIFICATION MARINA'S CLEAN MARINA ACTION PLAN

IN ORDER FOR THE MARINA 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 Marina Action Plan has been developed and is being implemented. It is further certified that all reasonable efforts will be made to achieve a Clean Marina Designation for the facility by _____ which is within the next eighteen months.
(Date)

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

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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