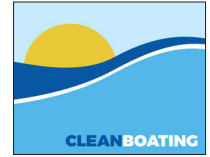




CLEAN MARINA ACTION PLAN (CMAP)



The Florida Clean Marina Program takes a proactive approach to environmental stewardship. The voluntary designation program recognizes marine facilities that meet and exceed state regulatory requirements for keeping state waters and shorelines clean and healthy.

This Clean Marina Action Plan checklist is a guide for a marine facility conducting a self-assessment during the initial designation process. The CMAP serves as a record of the facility's efforts to achieve designation for the Florida Clean Marina Program and must be completed before designation.

This document lists operations that may be performed at facilities along with associated regulatory requirements. BMPs also are listed; facilities may currently be performing or may integrate these practices into their daily operations. To achieve designation, a facility must meet 100% of the regulatory requirements and 60% of the recommended BMPs.

Before you begin this checklist, take a moment to review the following definitions to ensure your facility is eligible to participate in the program. Your facility is qualified to participate if it is a:

- Marina – a facility that provides docking for a fee and marina-related services.
- Boatyard – a facility that provides repairs or refinishing site for hull, mechanical or electrical work on recreational vessels.
- Marine retailer – a facility that sells new or used recreational vessels and provides hull/mechanical services.
- Resilient Marina – complements BMPs already in place and provides additional recommendations to strengthen a facility's ability to withstand natural and human-caused disasters.

Facilities must complete Parts 1 and 2 of the CMAP to become a Clean Marina, Clean Boatyard or a Clean Retailer. Facilities that are seeking the Clean & Resilient Marina status must also complete Part 3.

INSTRUCTIONS

- Part 1:** This section of the CMAP is a concise commitment statement by the marina, describing steps that will be followed to achieve a Clean Marina designation and meet program criterion grouped under Environmental Management, Environmental Quality and Environmental Services. To qualify as a clean facility, it's expected that all answers will be "Yes."
- Part 2:** The second part of the checklist includes marina activities that must be verified as occurring or not at your facility. To confirm these activities, each question on the checklist must be completed. You must achieve 100% of the required total and 60% of the recommended total to achieve designation. Answer each question by putting the number 1 in the appropriate box, either yes, no or N/A (not applicable). This will automatically give you the total number of "Yes" answers, the total number of "Nos" and the total number of "N/As."
- Once you have answered the questions, go to the Scoring Page and to see your total.
- Part 3:** To see if your facility qualifies for Clean & Resilient status, answer the questions on the Clean & Resilient checklist. Your calculations are automatically totaled for you to see your status.

CMAP – FACILITY INFO

Facility Name:			Facility Phone:	
Facility Contact Name:			Email:	
Facility Address:				
City/State:			Date:	

CMAP CHECKLIST – PART 1

Marina Environmental Management		Yes	No	If No, When?
1	Facility complies with environmental regulations and submerged land lease, and uses best management practices.			
2	Facility has 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 and surrounding area.			
3	Adequate and well-managed trash containers are available.			
4	Marina posts for viewing and/or otherwise publishes a set of environmental policies used by the facility.			

Marina Environmental Quality		Yes	No	If No, When?
1	Water and land at the marina are clean without signs of oil, sewage or litter.			
2	The marina encourages boaters not to discharge sewage into the waters of the facility.			

Marina Environmental Services		Yes	No	If No, When?
1	The marina provides clean restrooms and access to drinking water.			
2	Docks and grounds are well maintained for safety and appearance.			
3	All marina personnel are regularly trained on the marina's environmental policies and procedures.			
4	Marina has a pumpout and provides pumpout services.			
5	Marina provides boater educational materials that stress the importance of pumping out and information about where available pumpout services are located.			

CMAP CHECKLIST--PART 2

Recommended Practices		Yes	No	N/A
1	Emergency Planning – Emergency Action Plan or Panic File is on-site (includes hurricane and fire).			
2	Emergency Planning – Staff is trained for emergencies/spills.			
3	Hurricane Preparedness – Hurricane procedures are reviewed annually with staff.			
4	Hurricane Preparedness – Subcontractors are familiar with the plan.			
5	Fire Safety – All ingresses and egresses are kept clear of obstacles in case of fire.			
6	Fire Safety – Smoke detectors are installed near flammable material.			
7	Petroleum/Storage Tanks – Tanks are inspected regularly for leaks.			
8	Petroleum/Fueling – Marina staff supervise when customers are fueling.			
9	Petroleum/Fueling – Customers required to avoid fuel discharges to the water by not topping off.			
10	Petroleum/Fueling – Signs are posted for proper fueling.			
11	Petroleum/Fueling – Absorbent pads are available to use at fuel docks.			
12	Hazardous Waste – Environmentally friendly cleaning products are used.			
13	Hazardous Waste – Spill-control material and empty containers are provided for cleanup.			
14	Hazardous Waste – Snap-top funnels that automatically close are used.			
15	Hazardous Waste – Contract is in place with an approved hazardous waste hauler.			
16	Hazardous Waste – Convenient disposal of hazardous waste is provided for patrons.			
17	Flares – Signs warning that the disposal of flares is prohibited are posted near solid waste receptacles.			
18	Flares – Waste flare collection events are organized.			
19	Mercury – Boaters are educated about proper disposal of fluorescent HID lamps and bilge switches.			
20	Mercury – Staff are trained how to handle bulbs without breaking them and place them in proper containers.			
21	Recycled Liquid Waste – Signs are posted or other measures taken to direct facility patrons about the proper disposal of all liquid waste.			
22	Recycled Liquid Waste – Staff are trained on properly managing and disposing of all liquid waste and responding to spills.			
23	Recycled Liquid Waste – Storage unit is locked except when a facility employee is available to monitor waste disposal activities.			
24	Recycled Liquid Waste – Tenant/subcontractor lease has language in the agreement for proper liquid-waste disposal.			
25	Recycled Liquid Waste – Spill-control materials and empty containers are available for cleanup.			
26	Recycled Liquid Waste – Used oil containers are stored on an oil-impermeable surface.			
27	Recycled Liquid Waste – Used oil or diesel fuel filters are drained and properly labeled.			
28	Painting – Marina employs best practices to minimize or eliminate emissions to the environment.			
29	Painting – Marina prohibits spray painting during windy conditions.			
30	Painting – Absorbents and other cleanup items are readily available for immediate cleanup.			

31	Painting – Paint and solvents are kept away from traffic areas to avoid spills.			
32	Painting – Paints and solvents are mixed in designated areas.			
33	Painting – Empty paint cans are completely dry before being placed in dumpster.			
34	Painting – Marina staff are trained on proper painting and spraying techniques.			
35	Sandblasting – Covers, drains, trenches and drainage channels prevent entry of blasting debris into the stormwater system.			
36	Sandblasting – Staff, subcontractors and do-it-yourselfers are required to use tarps or impervious surfaces.			
37	Sandblasting – All waste from blasting or sanding over water is captured or contained for proper disposal.			
38	Engine Maintenance/Repair – Repairs are done indoors over an impervious surface or in a designated area.			
39	Engine Maintenance/Repair – Mechanics are trained to respond to accidental spills and other emergencies.			
40	Engine Maintenance/Repair – Parts-cleaning units containing solvents are kept closed except when in use.			
41	Engine Maintenance/Repair – Used engine fluids are separated to prevent cross contamination.			
42	Boat Cleaning – Marina prohibits use of cleaners that contain ammonia, petroleum, distillates, sodium hypochlorite or chlorinated solvents.			
43	Boat Cleaning – Marina prohibits cleaning and scraping hull bottoms, including barnacle scraping of running gear, while vessels are in the water.			
44	Boat Cleaning – Marina uses filtration in drains to remove visible solids.			
45	Pressure Washing – Facility has a clearly marked designated pressure-washing area.			
46	Pressure Washing – Facility collects rinse/waste water for reuse and/or proper disposal.			
47	NPDES – Facility uses stormwater management procedures to reduce the concentration of pollutants entering surface waters (e.g., brick pavers, vegetation, buffers, sloped areas).			
48	Solid Waste – Signs on dumpsters instruct patrons to not place hazardous waste, used oil, lead, batteries, old gasoline or diesel in dumpster, and direct them to marina contact person or nearest hazardous waste collection site.			
49	Solid Waste – Staff is trained on proper waste management.			
50	Solid Waste – Convenient trash disposal is provided for marina patrons.			
51	Solid Waste – Recycling bins are provided for marina patrons.			
52	Sewage and Gray Water – Marina provides pumpout service to boaters, or if services are not available, marina directs boaters to nearest pumpout facility.			
53	Sewage and Gray Water – Marina encourages using shore-side facilities to reduce gray water discharges into the water.			
54	Sewage and Gray Water – Marina maintains pumpout systems in operating condition.			
55	Fish Waste – Marina educates boaters about the importance of proper fish cleaning.			
56	Fish Waste – Marina provides proper fish-cleaning station with trash receptacles and wastewater hookups.			
57	Fish Waste – Marina uses a macerator for fish-waste disposal to the central sewer.			
58	Fish Waste – Marina promotes use of fish waste as chum bait.			

59	Fish Waste – Marina posts signage on proper fish waste disposal.			
60	Sensitive Habitats – Facility provides marker or signage to restrict boating activities (e.g., shallow areas, speed zones).			
61	Sensitive Habitats – Marina posts daily tide charts in a visible location.			
62	Sensitive Habitats – Marina educates boaters and marina staff about sensitive habitats in the cruising area of the facility.			
63	Sensitive Habitats – Marina creates environmentally friendly habitat along shoreline.			
64	Sensitive Habitats – Facility provides monofilament line recycling collection boxes.			
		Total Yes	Total No	Total N/A

CMAP CHECKLIST – PART 2 CONTINUED

Regulatory Requirement Practices		Yes	No	N/A
1	Emergency Planning – Hurricane Preparedness – Does the facility have a written, site-specific hurricane preparedness and evacuation plan in place? The Clean Marina Program requires that a facility be prepared for any type of emergency.			
2	Emergency Planning - Fire Safety – Does the facility provide the necessary number of clearly marked fire extinguishers and are they readily available throughout the yard as required by the National Fire Protection Association?			
3	Storage Tanks - Does the facility have a certified Spill Prevention Control and Countermeasure (SPCC) Plan prepared and implemented? The U.S. Environmental Protection Agency requires that facilities have a SPCC plan to prevent any discharge if they store more than 1,320 gallons (above ground) or have a total of 42,000 gallons (underground) of oils of any type and in any form. 40 C.F.R. part 112 Oil Pollution Prevention Regulation specifies requirements for prevention of, preparedness for and response to oil discharges. Visit EPA.gov/oil-spills-prevention-and-preparedness-regulations .			
4	Storage Tanks – Does the facility have registered storage tanks? Chapter 62-761, F.A.C., Underground Storage Tank Systems (USTs) greater than 110 gallons and Chapter 62-762, F.A.C., Aboveground Storage Tank Systems (ASTs) greater than 550 gallons must comply, must be registered with DEP and must properly display placard . Registration # _____ Visit FloridaDEP.gov/waste/storage-tank-compliance			
5	Diesel Fueling – Have you provided Florida DEP with the information on your contingency/SPCC plan and been issued a discharge prevention and response certificate (DPRC), per Chapter 62S-6.032? A facility must meet the requirements of Chapter 62S-6.033, F.A.C., Pollutant Discharge Act and provide the department a copy of its SPCC or contingency plan to be issued a DPRC. Terminal facilities are defined as capable of pumping, storing, handling or transferring pollutants over, under or across water. For DEP contacts in your area, visit FloridaDEP.gov/Districts .			
6	Hazardous Waste – Does your facility have a hazardous waste permit? DEP's Hazardous Waste Management Program is responsible for compliance, enforcement and permitting under Chapter 62-. Anyone in the process of treating, storing or disposing of hazardous waste in Florida must apply for a permit and meet the rule requirements. The Recovery Conservation and Resource Act (RCRA) lists hazardous waste. Hazardous Waste Permit # _____ Visit FloridaDEP.gov/waste/permitting-compliance-assistance/content/hazardous-waste-permit-application-checklists			
7	Hazardous Waste – Have you filed your Tier II for this year? Federal Emergency Planning and Community Right-to-Know-Act (EPCRA) – Sections 311 and 312: Facilities handling, storing or manufacturing any hazardous chemicals more than a 24-hour period at any time during the			

	previous calendar year must file an annual Tier II report by March 1 of each year to their SERC, LEPC and local fire department. Visit FloridaDisaster.org/dem/response/technological-hazards/epcra/			
8	<p>Hazardous Waste Generators – Categories are based upon the quantity of hazardous waste generated per month according to 40 C.F.R. Parts 260 to 271. Check which applies to your facility.</p> <p>Very Small Quantity Generators (VSQGs) generate less than 220 lbs. of hazardous waste per month</p> <p>Small Quantity Generators (SQGs) generate 220 to 2,200 lbs. of hazardous waste per month</p> <p>Large Quantity Generators (LQGs) generate 2,200 lbs. or more of hazardous waste per month</p> <p>All generators must perform a hazardous waste determination. SQGs and LQGs must have an EPA identification number. EPA # _____.</p> <p>Visit FloridaDEP.gov/waste/permitting-compliance-assistance/content/hazardous-waste-compliance-and-enforcement</p>			
9	Hazardous Waste Identification – Are containers properly labeled with start dates? According to 40 C.F.R. 261, you must clearly identify all containers and their contents with appropriate accumulation start date.			
10	Hazardous Waste Record Keeping – Do you maintain facility records for three years? According to 40 C.F.R. 262.40, you must maintain copies of all hazardous waste recycling and disposal records at the facility for a minimum of three years.			
11	Hazardous Waste Emergency Numbers – Do you post emergency contact phone numbers? According to 49 C.F.R. 172, emergency contact numbers must be posted for transporting, storing and handling hazardous wastes.			
12	Distress Signal Flares – Does your facility properly manage and dispose of waste flares according to Rule 62-730.320 F.A.C.?			
13	Battery Management Storage and Disposal – If lead acid batteries are collected at your facility, are they properly stored? If a marina collects used engine batteries from boats, they must be stored with caps closed on an impervious surface and protected from weather.			
14	Battery Management Recycling – Are batteries sent off-site for recycling?			
15	Battery Management Records – Do you maintain records of proper battery disposal/recycling?			
16	Spent Mercury – If your marina collects mercury-based devices, do you provide water-tight containers located in secure areas in which the public can place unusable mercury items? (Rule 62-737, F.A.C. Management of Spent Mercury Containing Devices)			
17	Recycled Liquid Waste – Used Antifreeze Storage and Disposal – Are you properly storing and disposing of used antifreeze if it is collected at your facility? Containers must be in good condition and properly labeled “Used Antifreeze.” Prior to disposing of used antifreeze, a waste determination is required. If any contaminants are detected above the regulatory limits found in 40 C.F.R. 262.11, the used antifreeze must be managed and disposed of as hazardous waste.			
18	Recycled Liquid Waste – Used Antifreeze Recycling – Is used antifreeze on-site sent to a permitted facility for recycling?			
19	Recycled Liquid Waste – Are storage buildings constructed with berms and roofs to keep rainwater from filling the containment structure?			
20	Recycled Liquid Waste – Are the containers used to store petroleum products double-walled or do they have a form of secondary containment?			
21	Recycled Liquid Waste – Refrigerants – If your facility handles refrigerants, are you using approved equipment to recover refrigerants from systems?			
22	Painting – If your facility uses paints that contain tributyltin (TBT), are you certified? TBT is a pesticide used as an antifouling agent in boat paints (antifouling paints prevent organisms from attaching to the boat’s hull). The TBT in the paint is toxic and its use is restricted. Using these paints requires certification by the Florida Department of Agriculture and Consumer Services.			

23	Sandblasting/Scraping – Are you capturing the particles and do you test for toxins such as tributyltin in antifouling bottom paint? The paint that is being removed from the boat during sandblasting or scraping could be contaminated.			
24	National Pollutant Discharge Elimination System – Do you have a Stormwater Pollution Prevention Plan (SWPPP) prepared? NPDES Stormwater Program regulates point source discharges under 62-621 F.A.C. There are three potential sources: municipal separate storm sewer systems (MS4s), construction activities and industrial activities. If you have any construction activities or have stormwater discharges to surface waters of the state, you may need a permit. If a permit is needed, you must develop and implement a SWPPP, which is required prior to getting a permit. NPDES Permit # _____ Visit FloridaDEP.gov/Water/Stormwater			
25	Pressure Washing – Does your facility have a closed loop pressure-washing system? If yes, has your facility contacted 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 to show facility complies with proper maintenance habits by maintaining records of proper filter and sludge disposal from pressure-washing activities by a licensed, industrial waste hauler.			
26	Pressure Washing – If the facility has filtration or chemical treatment discharge to sewer system, has the facility obtained permission from DEP and shown compliance with pretreatment standards, if any, of the publicly/private owned treatment works?			
27	Pressure Washing – If the facility has surface water discharges , is it compliant with regulations under Chapter 62-620, F.A.C., and has the facility obtained a state of Florida Industrial Wastewater Permit or does it have a letter of exemption?			
28	Pressure Washing – If your facility has ground water discharges , have you shown compliance with regulations under Chapter 62-522, F.A.C. and Chapter 62-520, F.A.C., and have you obtained a state of Florida Industrial Wastewater Permit or a letter of exemption?			
29	Engine Maintenance/Repairs – Does your facility properly manage/dispose of corrosive carburetor cleaner as hazardous waste?			
30	Sewage Pumpout – Does your facility have a pumpout unit? The Clean Boating Program requires the facility to have a pumpout unit. If you don’t have one, you can apply for grant funds to get a pumpout unit at FloridaDEP.gov/rcp/cva .			
31	Landscaping – Does your facility follow manufacturer instructions for fertilizers and pesticides?			
		Total Yes	Total No	Total N/A

SCORING SECTION FOR CLEAN FACILITY

Recommended Practices	Score	Regulatory Requirement Practices	Score
Total Questions	64	Total Questions	31
Total N/A Questions		Total N/A Questions	
Total Net Questions		Total Net Questions	
Total Yes Answers		Total Yes Answers	
To achieve designation you must have 60% or higher.		To achieve designation you must have 100%.	

Preparer Name:

Signature:

Date:

Part 3: Clean & Resilient Marina Checklist		Yes	No	N/A
MARINA DESIGN & MAINTENANCE				
Marina Siting				
1	Does facility conduct soil stability or geotechnical testing before construction or expansion?			
2	Has facility determined maximum potential wind speeds at site?			
3	Has facility estimated potential wave height by determining distance wind travels over open water (or fetch)?			
4	Has facility determined potential heights of elevated tidal and storm surge?			
5	Has facility determined prevailing currents?			
6	Does location provide shelter from water impact and storm surge?			
7	Is harbor entrance channel aligned to account for prevailing winds, waves and currents?			
8	Is facility located in area requiring a minimum of excavating, filling and dredging?			
9	Have improvements been made to maximize circulation and minimize need for dredging?			
10	Are water-calming measures employed as appropriate?			
Waterside Facilities				
11	Do piers and docks extend into naturally deep waters?			
12	Are slips for deep draft boats located in naturally deep waters?			
13	Is dock system designed to allow for free exchange of water between harbor and surrounding water?			
14	Are fuel tanks located on shore?			
15	Are channels of adequate width to promote safe movement of boats?			
16	Are dock anchoring systems designed to resist storm surge, high winds and floating debris?			
17	Can docks and piers bear the load of daily traffic as well as the increased stress of storm surge, high winds and floating debris?			
18	Does facility provide adequate size and number of cleats or other tie-down and mooring tools for tenants?			
Landside Facilities				
19	Are site facilities on high ground where available?			
20	Are buildings constructed to withstand hurricane-force winds?			
21	Are buildings constructed with flood-resistant materials?			
22	Are paved surfaces for parking minimized?			
23	Is safe pedestrian access ensured?			
24	Does facility provide for emergency access?			
25	Does facility meet accessibility standards?			
26	Are sanitary systems designed to withstand hurricanes and tropical storms?			
27	Are fueling systems designed to withstand hurricanes and tropical storms?			
28	Are electrical and communications systems designed to withstand hurricane and tropical storms?			
29	Are dry storage racks adequately anchored to bear hurricane-force wind loads?			

30	Are covered storage structures built to withstand hurricane-force wind loads?			
EMERGENCY PLANNING				
31	Does facility have an active emergency preparedness leadership team?			
32	Are boat owner requirements defined in the case of an emergency?			
33	Does facility have an employee instruction program for emergency preparedness?			
34	Are evacuation procedures clearly communicated to staff, including wet slip procedures, dry stack procedures and staff evacuation?			
35	Does facility support boat owners as they develop their own emergency plans?			
36	Are signs posted describing emergency preparedness requirements and procedures?			
37	Are boaters required to carry insurance?			
EVACUATION PROCEDURES				
38	Does facility have an active evacuation plan for hurricanes or other disasters?			
39	Does facility have action plan for the countdown to a major storm?			
40	Does facility have the ability to mobilize large number of boats in a short time span?			
41	Are boaters familiar with the marina's evacuation policies and procedures?			
42	Do boaters file a clear plan of their intentions in the event of a storm?			
43	Does facility have an active hurricane response team of marina employees, boat owners and volunteers?			
44	Are there established wet slip evacuation procedures?			
45	Are there established dry dock evacuation procedures?			
46	For boats that do not evacuate, are storm-resistant tie-down procedures and responsibilities clearly defined?			
47	Are boat preparedness steps defined in berthing agreement?			
48	Are there clearly identified hurricane evacuation routes?			
49	Are safe harbors identified?			
STORMWATER MANAGEMENT				
50	Is stormwater treated for pollutant removal (including sediment) on-site?			
51	Is stormwater treated for pollutant removal (including sediment) off-site?			
52	Have areas of potential stormwater pollution been identified (including fueling areas, chemical storage areas and maintenance locations)?			
53	Do erosion control measures employ BMPs that work with existing soils?			
54	Is facility housekeeping completed on a regular basis?			
55	Are erosion and sediment control required for construction and landscape projects?			
56	Is natural erosion protection used where possible to limit damage to shoreline?			
57	Are living shoreline - or natural control and stabilization procedures - employed?			
OUTREACH & BOATER EDUCATION				
58	Do signage and storm-drain stenciling educate boaters on stormwater pollution prevention?			
59	Does signage clearly define no-wake zones?			
60	Are no-wake zones described in contracts and rental agreements?			

61	Are boaters provided with educational materials on proper boat cleaning and maintenance techniques?			
62	Are boaters provided with handbook for potential emergency situations?			
63	Does facility use social media to communicate Clean & Resilient practices with boaters?			
64	Does facility provide employees and boaters with video clips that demonstrate Clean & Resilient Marina practices?			
65	Are phone numbers posted at marina for emergency situations?			
66	Are clearly labeled facility and vicinity maps posted with evacuation routes and shelter areas?			
67	Does facility provide training for boaters and owners about safe boat storage for storm events?			
68	Does facility include information on all emergency preparedness and evacuation policies and procedures in berthing agreements?			
		Total Yes	Total No	Total N/A

SCORING SECTION FOR CLEAN & RESILIENT MARINA

Resilient	Total Yes
Total Questions	68
N/A Questions	
Net Questions	
Total Yes Answers	
To achieve designation you must have 50% or higher.	

Preparer Name

Signature

Date