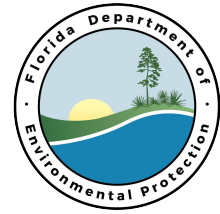




CLEAN MARINA ACTION PLAN



Before you begin this workbook, take a moment to review the following definitions to ensure your facility is eligible to participate in the program at this time. You qualify as an applicable facility in the Florida Clean Marina Program if you are a:

Marina

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

Boatyard

A facility that provides a repair or refinishing site for hull, mechanical or electrical work on vessels.

Marine Retailer

A facility that sells new or used boats and provides services.

The Clean Marina Action Plan (CMAP) is a review performed by the marina owner/facility operator on activities performed on-site 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 may be selected as “Not Applicable” (N/A). If activities are present, the category applies to your facility’s Clean Marina Action Plan. This form is a concise commitment statement by the facility describing steps currently in place to achieve a Clean Marina Designation, meeting program criterion grouped under Services, Environmental Management, Marina Environmental Quality, and Resiliency.

The CMAP must be retained before designation to serve as a record of your efforts to achieve awarded status from the Florida Clean Marina Program, and to keep your designation current. Good faith effort is demonstrated by active and continual progress in achieving the criterion of the Program. This will be especially important should your facility be inspected by regulatory agencies during your efforts to achieve designation.



CLEAN MARINA ACTION PLAN

Facility Name: _____

Reviewer Name: _____

Date Completed: _____

This is a(n): () Initial Completion

() 5-Year Renewal

SCORING:

Step 1: Check all sections that apply to your facility.

Step 2: For all selections made, please complete the attached Action Plan for those sections ONLY.

Step 3: After you have completed the CMAP for your facility, select “Yes” for all areas with completed requirements, or “No” for those in need of further review. If all qualifications have been met, you may move forward with the Florida Clean Marina application process.

Step 1: Check All That Apply	Step 2: Complete Each Applicable Section (Identified with Check in Step 1)	Step 3: Requirement Met		FOR DEP STAFF ONLY Verified with Environmental Review
SERVICES				
()	Emergencies	YES ()	NO ()	()
()	Hurricane Preparedness	YES ()	NO ()	()
()	Fire Safety	YES ()	NO ()	()
ENVIRONMENTAL MANAGEMENT				
()	Fueling	YES ()	NO ()	()
()	Storage Tanks	YES ()	NO ()	()
()	Solid Waste	YES ()	NO ()	()
()	Liquid Waste	YES ()	NO ()	()
()	Hazardous Waste	YES ()	NO ()	()
()	Engine Maintenance and Repair	YES ()	NO ()	()
()	Painting	YES ()	NO ()	()
()	Stormwater Management	YES ()	NO ()	()
()	Pressure Washing	YES ()	NO ()	()
MARINA ENVIRONMENTAL QUALITY				
()	Vessel Cleaning	YES ()	NO ()	()
()	Fish Waste	YES ()	NO ()	()
()	Sewage and Graywater	YES ()	NO ()	()
()	Sensitive Habitat/Endangered Species	YES ()	NO ()	()
RESILIENCY				
()	Marina Siting	YES ()	NO ()	()
()	Waterside Facilities	YES ()	NO ()	()
()	Landside Facilities	YES ()	NO ()	()
()	Emergency Planning	YES ()	NO ()	()
()	Evacuation Procedures	YES ()	NO ()	()
()	Stormwater Management	YES ()	NO ()	()
()	Outreach and Boater Education	YES ()	NO ()	()

CLEAN MARINA ACTION PLAN

SERVICES

EMERGENCIES

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have an Emergency Action Plan or "Panic" File on Site.	()	()	()
Receive training for emergencies/spill.	()	()	()
Prepare the marina for a spill.	()	()	()

HURRICANE PREPAREDNESS

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have a written, site specific Hurricane Preparedness Plan in place.	()	()	()
Review hurricane procedures annually with staff.	()	()	()
Acquaint subcontractors with plan.	()	()	()

FIRE SAFETY

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have fire extinguishers clearly marked and readily available throughout yard.	()	()	()
Have written Fire Safety Procedure on site or completed in "Panic File".	()	()	()
Keep all ingress and egress clear of obstacles in case of fire.	()	()	()

ENVIRONMENTAL MANAGEMENT

FUELING

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
For diesel over water, have an approved Spill Prevention Control and Countermeasures Plan prepared according to Rule 62N-16.033, F.A.C.	()	()	()
Facility has a Certificate of authorization #:			
Address fuel spills in Panic Preventer.	()	()	()
Have personnel supervise when customers are fueling.	()	()	()
Have customers avoid fuel discharges to the water by not allowing topping off.	()	()	()
Post signs for proper fueling.	()	()	()
Use absorbent materials at fuel dock.	()	()	()



STORAGE TANKS

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Register storage tanks with the State and properly display placard. Registration Number:	()	()	()
File EPCRA Tier II reporting as of March 1st, of each year.	()	()	()

SOLID WASTE

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Properly manage and dispose of all solid wastes, following state and federal regulations.	()	()	()
Provide signage and education identifying solid waste disposal practices.	()	()	()
Train marina staff in proper waste management.	()	()	()
Provide convenient trash disposal and education on marine debris to marina patrons.	()	()	()
Provide recycling facilities to marina patrons.	()	()	()
Coordinate actions to improve disposal and recycling options for waste originated by boaters and marina patrons, such as coastal cleanups.	()	()	()
Provide recognition to boaters who properly dispose of litter.	()	()	()
Store soiled rags in fire proof, labeled containers and recycled with permitted facility.	()	()	()
Ensure used batteries are stored with caps closed, on an impervious surface and protected from the weather.	()	()	()
Properly label, store, transport and recycle used batteries according to state and federal regulations.	()	()	()
Manage and dispose waste visual disperses signal (VDS) flares according to state regulations.	()	()	()
Provide education on VDS flare disposal through proper signage.	()	()	()
Organize waste flare round ups.	()	()	()
Recycle discarded fluorescent and HID lamps used in the marina according to state and federal regulations.	()	()	()
Educate boaters about the proper disposal of fluorescent HID lamps and bilge switches, with encouragement to recycle.	()	()	()

LIQUID WASTE

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Train staff about proper management and disposal of all liquid waste and response to spills.	()	()	()
Have a Spill Contingency Plan for liquids other than fuel.	()	()	()
Provide spill control materials and empty containers available for cleanup.	()	()	()
Properly label, store, transport and recycle petroleum products according to state and federal regulations.	()	()	()
Provide convenient collection for recycling and disposal of used antifreeze with properly labeled containers.	()	()	()
Properly label, store, transport and recycle refrigerants according to state and federal regulations.	()	()	()
Educate patrons on liquid waste disposal with proper signage.	()	()	()



Insert language in tenant lease/sub-contractor agreement for proper liquid waste disposal.	()	()	()
Inform repair contractors as to your marina's management/disposal procedures on liquid waste storage.	()	()	()

HAZARDOUS WASTE

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have procedures in place for the proper management and disposal of all hazardous wastes generated on-site in accordance with state and federal regulations.	()	()	()
Have an EPA ID #:	()	()	()
File EPCRA Tier II reporting as of March 1st, of each year.	()	()	()
Provide spill control material and empty container for cleanup.	()	()	()
Use snap top funnels that automatically close.	()	()	()
Have procedures in place for recycling solvents on-site or with permitted facility.	()	()	()
Provide for the convenient disposal of hazardous waste by your patrons.	()	()	()
Operate to minimize the possibility of fire, explosions or non-sudden release of hazardous waste.	()	()	()

ENGINE MAINTENANCE AND REPAIR

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Conduct engine repairs inside over an impervious surface to prevent engine maintenance/repair materials/waste from being poured down floor drains, sinks or outdoor storm drains.	()	()	()
Train mechanics to respond to accidental spills and other emergency situations, with spill response equipment and absorbent materials readily available.	()	()	()
Conduct hazardous waste determination for cleaners, solvents and soiled rags used during maintenance and repair with proper disposal procedures in place.	()	()	()
Post emergency phone numbers by the telephone.	()	()	()
Post "NO SMOKING" signs near flammable products.	()	()	()
Ensure parts cleaning units containing solvents are kept closed except during use.	()	()	()
Recycle flammable parts cleaning solvent by tolling agreement with a recycling service/contractor or recycling on site.	()	()	()
Recycle metal shavings and scraps from metal working and grinding as scrap metal.	()	()	()

PAINTING

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Employ <i>Best Management Practices</i> to minimize or eliminate emissions to the environment.	()	()	()
Conduct hazardous waste determination for paint filters (potential to contain heavy metals) and proper disposal.	()	()	()
Have procedures in place for the proper management and disposal of all paint-generated waste occurring on-site in accordance with state and federal regulations.	()	()	()



Have Air General Permit #:	()	()	()
Train employees on proper painting and spraying techniques for effective containment.	()	()	()
Keep paint and paint thinner away from trafficked areas to avoid spills, with absorbents and other cleanup items readily available for immediate cleanup.	()	()	()
Mix paints and solvents in designated area.	()	()	()
Store paint and solvents in fire proof cabinet location.	()	()	()
Allow empty paint cans to dry before disposal.	()	()	()

STORMWATER MANGEMENT

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have a National Pollution Discharge Elimination System (NPDES) stormwater permit and a Stormwater Pollution Prevention Plan (SWPPP).	()	()	()
Use stormwater management procedures to reduce the concentration of pollutants entering surface waters (ex: brick pavers, vegetation, buffers, sloped areas).	()	()	()
Use landscaping techniques that reduce stormwater pollutants.	()	()	()
Practice xeriscaping or comply with city/county landscaping requirements.	()	()	()
Follow manufacturer's instructions for fertilizers and pesticides.	()	()	()

PRESSURE WASHING

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have procedures in place for operation of closed loop pressure washing cycle in accordance with state and federal regulations.	()	()	()
Obtain permission and shows compliance with pretreatment standards of the public/private owned treatment works (POTW).	()	()	()
Show compliance with regulations and has obtained State of Florida Industrial Wastewater Permit.	()	()	()
Have a designated pressure-washing area.	()	()	()
Implement berms and/or sloped pads to contain possible contaminants and industrial wastewater in facility's pressure-washing area.	()	()	()

MARINA ENVIRONMENTAL QUALITY

VESSEL CLEANING

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Use cleaning methods that prevent the release of pollutants to surface waters.	()	()	()
Prohibit the use of cleansers that contain ammonia, petroleum distillates, sodium hypochlorite or chlorinated solvents.	()	()	()
Prohibit cleaning and scraping of hull bottoms, including barnacle scraping of running gear while vessels are in the water.	()	()	()



Check bilges and properly dispose contents 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.	()	()	()
Use filtration in drains to remove visible solids and nutrients.	()	()	()
Post signs or displays to promote proper boat cleaning methods.	()	()	()

FISH WASTE

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Promote sound fish waste management through a combination of fish-cleaning restrictions, education, and proper disposal of fish waste.	()	()	()
Provide fish cleaning station with proper signage on fish waste disposal.	()	()	()
Promote fish waste as chum bait and implement fish composting where appropriate.	()	()	()

SEWAGE AND GRAYWATER TREATMENT

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Educate boaters on impact of effluent into our waterways.	()	()	()
Provide sewage pumpouts and provide waste dump receptacles for trailerable boats.	()	()	()
Promote pumpout services to boaters with visible signage, or direct boaters to nearest pumpout facility.	()	()	()
Maintain pumpout systems in operating condition.	()	()	()
Add language into lease agreement to promote the use of pumpout and dump stations.	()	()	()
Encourage the use of shore side facilities (laundry and restrooms) to reduce gray water discharged into the water.	()	()	()

SENSITIVE HABITAT/ENDANGERED SPECIES

CLEAN MARINA, CLEAN RETAILER AND/OR CLEAN BOATYARD

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Educate boaters and marina staff about sensitive habitats and endangered species in the cruising area of the marina.	()	()	()
Provide marker or signage to restrict boating activities (ex: shallow areas, speed zones).	()	()	()
Create environmentally friendly habitat along shoreline.	()	()	()
Post daily tide charts in a visible location.	()	()	()
Provide monofilament line recycling collection boxes.	()	()	()

If you have answered **YES** to all of the qualifying questions above, **CONGRATULATIONS!** You are now eligible for Designation as a Clean Marina, Clean Boatyard and/or a Clean Retailer. 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, this will be your opportunity to address the missing 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.

Considered the gold-star standard of the Florida Clean Marina Program, the additional Resilient Marina Designation builds upon established BMPs to strengthen marinas' endurance against natural and man-made disasters. Only those facilities seeking Resilient Marina Designations are to continue completing the Clean Marina Action Plan from this point forward. If not pursuing this award, skip to page ten (10).

RESILIENCY

MARINA SITING

RESILIENT MARINA

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Conduct soil stability, or geotechnical testing before construction or expansion.	()	()	()
Determine maximum potential wind speeds on site.	()	()	()
Estimate potential wave height by determining distance wind travels over open water (or fetch).	()	()	()
Determine potential heights of elevated tidal and storm surge.	()	()	()
Determine prevailing currents.	()	()	()
Location provides shelter from water impact and storm surge.	()	()	()
Ensure that the harbor entrance channel is aligned to account for prevailing winds, waves, and currents.	()	()	()
Establish harbor's location in an area requiring a minimum of excavating, filling, and dredging.	()	()	()
Implement improvements to maximize circulation and minimize need for dredging.	()	()	()
Employ water-calming measures as appropriate.	()	()	()

WATERSIDE FACILITIES

RESILIENT MARINA

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Extend piers and docks into naturally deep waters.	()	()	()
Locate slips for deep draft boats in naturally deep waters.	()	()	()
Design dock system to allow for free exchange of water between harbor and surrounding water.	()	()	()
Design launch ramps to accommodate high volume traffic in the event of an evacuation.	()	()	()
Ensure that fuel tanks are located on-shore.	()	()	()
Ensure that channels are of adequate width to promote the safe movement of boats.	()	()	()
Design dock anchoring systems to resist storm surge, high winds, and floating debris.	()	()	()
Ensure that docks and piers can bear the load of daily traffic, as well as the increased stress of storm surge, high winds and floating debris.	()	()	()
Provide an adequate size and number of cleats or other tie-down and mooring tools for tenants.	()	()	()



LANDSIDE FACILITIES

RESILIENT MARINA

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Construct site facilities on high ground where available.	()	()	()
Construct buildings to withstand hurricane force winds and/or with flood resistant materials.	()	()	()
Minimize paved surfaces for parking.	()	()	()
Ensure safe pedestrian access.	()	()	()
Provide for emergency access.	()	()	()
Meet accessibility standards.	()	()	()
Design sanitary systems to withstand hurricanes and tropical storms.	()	()	()
Design fueling systems to withstand hurricanes and tropical storms.	()	()	()
Design electrical and communication systems to withstand hurricanes and tropical storms.	()	()	()
Ensure that dry storage areas are available for evacuation in inclement weather.	()	()	()
Ensure that dry storage racks are adequately anchored to bear hurricane force wind loads.	()	()	()
Construct covered storage structures to withstand hurricane force wind loads.	()	()	()

EMERGENCY PLANNING

RESILIENT MARINA

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have an active Emergency Preparedness Leadership Team.	()	()	()
Clearly communicate evacuation procedures to staff including wet slip procedures, dry stack procedures, and staff evacuation.	()	()	()
Establish an Employee Instruction Program for emergency preparedness.	()	()	()
Define boat owner requirements in the case of an emergency through posted signs describing emergency preparedness requirements and procedures.	()	()	()
Support boat owners as they develop their own emergency plans.	()	()	()
Require boaters to carry insurance.	()	()	()

EVACUATION PROCEDURES

RESILIENT MARINA

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Have an Action Plan for the countdown to a major storm.	()	()	()
Have the ability to mobilize large number of boats in a short time span.	()	()	()
Familiarize boaters with the marina's evacuation policies and procedures.	()	()	()
Require boaters to file a clear plan of their intentions in the event of a storm.	()	()	()
Have an established Active Hurricane Response Team (HRT) of marina employees, boat owners & other volunteers.	()	()	()
Establish wet and dry slip evacuation procedures.	()	()	()
Clearly define storm resistant tie-down procedures and responsibilities for boats that do not evacuate.	()	()	()
Define boat preparedness steps in berthing agreements.	()	()	()
Clearly identify hurricane evacuation routes.	()	()	()
Act as a, or identify nearest, Safe Harbor.	()	()	()



**STORMWATER MANAGEMENT
RESILIENT MARINA**

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Treat stormwater for pollutant removal (including sediment) onsite and/or off site.	()	()	()
Identify areas of potential stormwater pollution (including fueling areas, chemical storage areas, and maintenance locations).	()	()	()
Practice erosion control measures that employ <i>Best Management Practices</i> that work with existing soils.	()	()	()
Require erosion and sediment control plans for construction and landscape projects.	()	()	()
Use natural erosion protection, where possible, to limit damage to shoreline.	()	()	()
Employ “living shorelines”, or natural control and shoreline stabilization procedures.	()	()	()

**OUTREACH AND BOATER EDUCATION
RESILIENT MARINA**

DOES YOUR FACILITY OR STAFF:	YES	NO	N/A
Display signage and storm drain stenciling to educate boaters on stormwater pollution prevention.	()	()	()
Provide boaters with educational materials on proper boat cleaning and maintenance techniques.	()	()	()
Provide boaters with handbook for potential emergency situations.	()	()	()
Use social media to communicate Clean & Resilient practices with boaters.	()	()	()
Provide video clips for employee and boater training that demonstrate Clean & Resilient marina practices.	()	()	()
Post clearly labeled facility and vicinity maps with evacuation routes and shelter areas.	()	()	()
Provide training for boaters and owners about safe boat storage for storm events.	()	()	()
Include information on all emergency preparedness and evacuation policies and procedures in berthing agreements.	()	()	()

If you have answered **YES** to all of the qualifying questions above, **CONGRATULATIONS!** You are now eligible for Designation as a Resilient 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, this will be your opportunity to address the missing 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 Resilient Designation for your marina.



CERTIFICATION

CLEAN MARINA ACTION PLAN



In order for the facility to be recognized as actively participating in the Florida Clean Marina Program, a completed Clean Marina Action Plan and 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

Sustainable Initiatives Programs

E-Mail: Clean.Marina.Program@dep.state.fl.us

FAX: 1-866-340-4683

This is to certify that a self-assessment has been completed for _____, and for those items requiring actions, 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.

Name of Owner or staff designated to sign on owner's behalf

Signature of owner or staff designated to sign on owner's behalf

Date

Facility Address

Facility Phone Number

Facility E-Mail Address

FOR DEP STAFF ONLY: Certification of Environmental Review	
DEP Staff:	
DEP Staff Signature:	Date: