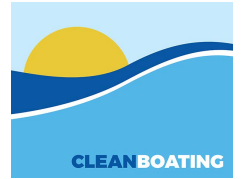




Florida Department of Environmental Protection

Clean Marina Action Plan Checklist



The Clean Marina Action Plan (CMAP) checklist is for you to use while you are conducting a self-assessment of your facility during your initial or 5-year review. The checklist includes marina activities with associated *Best Management Practices (BMPs)*; efforts to communicate the standards and procedures effectively 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. This form is a concise commitment statement by the facility describing steps currently in place to achieve a Clean Marina designation.

Before you begin this checklist, take a moment to review the definitions to ensure your facility is eligible to participate in the program. You qualify as an applicable facility if you are a:

- Marina – A facility that provides docking 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 – Complements Best Management Practices already in place by CPs and provides additional recommendations to strengthen facilities' ability to withstand natural and man-made disasters.

The CMAP should 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 Checklist

Facility Name:		Date:
Facility Address:		
Facility Contact:		
Check one:	This is an initial review	This is a 5-Year review

Directions for completing the CMAP Checklist

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

Step 2: Go to the sections that were checked in Step 1 and complete these areas ONLY of the checklist.

Step 3: After you have completed the checklist 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, Congratulations, you are ready to become a designated facility or complete the renewal process.

Step 1	Check all that apply	Step 2 Complete checked sections identified in Step 1	Step 3 Requirement Met		Staff Name: For DEP Staff Only Check if Verified
1.		Emergencies	Yes	No	
2.		Hurricane Preparedness	Yes	No	
3.		Fire Safety	Yes	No	
4.		Fueling	Yes	No	
5.		Storage Tanks	Yes	No	
6.		Hazardous Waste	Yes	No	
7.		Liquid Waste	Yes	No	
8.		Solid Waste	Yes	No	
9.		Fish Waste	Yes	No	
10.		Engine Maintenance and Repair	Yes	No	
11.		Painting	Yes	No	
12.		Pressure Washing	Yes	No	
13.		Stormwater Management (NPDES)	Yes	No	
14.		Vessel Cleaning	Yes	No	
15.		Sewage and Graywater Treatment	Yes	No	
16.		Sensitive Habitat / Endangered Species	Yes	No	
Remainder Sections pertain to Resiliency					
17.		Marina Siting	Yes	No	
18.		Waterside Facilities	Yes	No	
19.		Landside Facilities	Yes	No	
20.		Emergency Planning	Yes	No	
21.		Evacuation Procedures	Yes	No	
22.		Stormwater Management (NPDES)	Yes	No	
23.		Outreach and Boater Education	Yes	No	

Please Note: Each section of this checklist is asking the question:
Does your facility or staff?

1. EMERGENCIES:	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?			

2. HURRICANE PREPAREDNESS:	Yes	No	N/A
Have a written, site specific Hurricane Preparedness Plan in place?			
Review hurricane procedures annually with staff?			
Acquaint subcontractors with plan?			

3. FIRE SAFETY:	Yes	No	N/A
Have fire extinguishers clearly marked and readily available throughout yard?			
Have written Fire Safety Procedures on site or completed in Panic File?			
Keep all ingress and egress clear of obstacles in case of fire?			

4. FUELING:	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 File?			
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 the fuel dock?			

5. STORAGE TANKS:	Yes	No	N/A
Register storage tanks with the State and properly display placard?			
Registration number?			
File EPCRA Tier II reporting as of March 1 st each year?			

6. HAZARDOUS WASTE:	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 1 st 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?			

7. LIQUID WASTE:	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 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?			

8. SOLID WASTE:	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 cleanup?			
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 / or recycle used batteries according to state regulations?			

9. FISH WASTE:	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 clean station with proper signage on fish waste disposal?			
Promote fish waste as chum bait and implement fish composting where appropriate?			

10. ENGINE MAINTENANCE AND REPAIR:	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 areas?			
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?			

11. PAINTING:	Yes	No	N/A
Employ <i>Best Management Practices</i> to minimize or eliminate emissions to the environment?			
Conduct hazardous waste determination for paint filers (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, which absorbents and other cleanup items readily available for immediate cleanup?			
Mix paints and solvents in designated area?			
Store paints and solvents in fire proof location?			
Allow empty paint cans to dry before disposal?			

12. PRESSURE WASHING:	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 show compliance with pretreatment standards of the public / private owned treatment works (POTW)?			
Show compliance with regulations and has obtained State of Florida Industrial Wasterwater Permit?			
Have designated pressure-washing area?			
Implement berms and / or sloped pads to contain possible contaminants and industrial wastewater in facility's pressure-washing area?			

13. STORMWATER MANAGEMENT (NPDES):	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?			

14. VESSEL CLEANING:	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, 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?			

15. SEWAGE AND GRAYWATER TREATMENT:	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 to 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 discharge into the water?			

16. SENSITIVE HABITAT / ENDANGERED SPECIES:	Yes	No	N/A
Educate boaters and marina staff about sensitive habitats and endangered species in the cruising area of the marina?			
Provide markers 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?			

RESILIENCY

17. MARINA SITING:	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?			
Locations 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?			

18. WATERSIDE FACILITIES:	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?			

19. LANDSIDE FACILITIES:	Yes	No	N/A
Construct site facilities on high ground where available?			
Construct building 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 winds loads?			
Construct covered storage structures to withstand hurricane force wind loads?			

20. EMERGENCY PLANNING:	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?			

21. EVACUATION PROCEDURES:	Yes	No	N/A
Have an Action Plan for the countdown to major storm?			
Have the ability to mobilize a 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, and 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?			

22. STORMWATER MANAGEMENT:	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?			

23. OUTREACH AND BOATER EDUCATION:	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?			



Clean Facility 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 Florida Department of Environmental Protection. Send completed and signed form to:

Florida Department of Environmental Protection
Clean Marina Program
E-Mail to: 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 (18) months.

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

Signature of Owner or Staff designated to on owner's behalf

Date

Facility Address

Facility Phone Number

Facility E-Mail

FOR DEP STAFF ONLY: Certification of Environmental Review

DEP Staff:

DEP Staff Signature:

Date: