

Marina Management

Once you have adopted some of the best management practices outlined in this Guidebook tell people about it! Train your staff so that they will routinely minimize pollution. Inform boaters how their actions can affect water quality and let the public know that you are doing your part to protect the environment.

Staff Training

Stormwater Pollution Prevention Plan.

The Basic Industrial Stormwater General Permit can be easily implemented if you teach your employees about the components and goals of the stormwater pollution prevention plan.

- (5) Train your staff on the components of your stormwater pollution prevention plan. Concerning the following topics as applicable:
- Used oil management
 - Spent solvent management
 - Proper disposal of spent abrasives
 - Disposal of vessel wastewater
 - Spill prevention and control
 - Fueling procedures
 - General good housekeeping
 - Painting and blasting procedures
 - Used battery management
 - Proper use of equipment such as dustless sanders and high-volume, low-pressure paint spray guns
 - Trash receptacle, dumpster, and other waste container management

(5) Total Points for BMP

Total N/A Points

Emergency Response Plans.

As a result of the presence of hazardous materials, as well as the nature of daily activities that occur at marinas and boatyards, there is always a chance that situations may arise that require immediate response. Calling 911 may be appropriate in some instances, but additional staff response will be necessary in almost every emergency situation. Without established procedures and a handy reference guide, important steps may be overlooked. During an emergency, when time is of the essence, it is imperative that people know what to do and how to do it.

- (5) Develop marina specific plans and response procedures and review with staff at the beginning of each boating season.
- (5) Train employees in the use of containment measures.
- (1) Run emergency response drills at least twice annually.
- (1) Invite U.S. Coast Guard and local fire department officials to demonstrate emergency response procedures at your marina.

(12) Total Points for BMP

Total N/A Points

Be Watchful.

- (5) Involve all employees in checking your marina for waste. Encourage your staff to look for and immediately address the following:
 - Colored plumes in the water associated with hull cleaning
 - Bilge water discharge with a sheen
 - Unconfined sanding, painting, varnishing, or cleaning
 - Maintenance debris being washed into the water
 - Sewage discharges within the marina
 - The use of environmentally harmful cleaning products

(5) Total Points for BMP

Total N/A Points

Approach Polluters.

- (5) Determine who will address boaters and contractors who are polluting. Generally, this is a job for the manager. Inform your staff with written policy and procedures whether they should approach polluters and report the incident to the manager, or whether staff should report the activity to the manager for response.
 - Politely explain to boaters and contractors why their actions are harmful to the environment or to human health and safety. Offer a more environmentally sensitive method and ask the boater or contractor to cease their activity until it can be accomplished with less environmental impact. It is recommended that you require boaters and contractors to practice pollution prevention as a condition of their contracts.
 - If the problem persists, take these additional steps:
 - Talk to the boater or contractor again.

- Mail a written notice asking that the harmful practice stop. Keep a record of the mailing.
- If you can remove the problem from the dock yourself, do so and charge the boater or contractor for the cost of removal and cleanup.
- Ask the tenant or contractor to leave your marina.

(5) Total Points for BMP

Total N/A Points

Attend Relevant Workshops and Training.

- (5) Attend or send staff to relevant workshops such as those sponsored by the Clean Marina Program.

(5) Total Points for BMP

Total N/A Points

Maintain Training Records.

- (1) Record training dates, topics, and names of employees and instructors.
- (1) Keep copies of instructional material.

(2) Total Points for BMP

Total N/A Points

Inform Patrons and Independent Contractors

The Basic Industrial Stormwater General Permit requires that customers and contractors be informed about pollution control practices and be required to use them.

Incorporate Best Management Practices into Contracts.

- (5) In addition to being a legal document, contracts are very effective educational tools. Use the contract to inform boaters and contractors how to minimize their environmental impacts.
- Include language requiring the use of best management practices in all of your contracts: slip holders, live aboards, transients, charters, workers, contractors, and tenants.
 - Include language specifying the consequences for not using best management practices, e.g., “failure to use best management practices will result in expulsion from the marina and forfeiture of rental fees.”
 - Include information about requirements for Marine Sanitation Devices.
 - See Appendix V for sample contract language.

(5) Total Points for BMP

Total N/A Points

Post Best Management Practices Signs.

(5) Post signs at fuel docks and pumpout stations, along piers, in vessel maintenance areas, and at dumpsters and recycling stations. Be sure the signs are visible. Signs must be durable, eye catching, and appropriately sized. Post your facilities environmental policy in a conspicuous location. See samples below.

(5) Total Points for BMP

Total N/A Points

Keep Fuel Out of the Water

Do Not Top Off Tank
Listen and Anticipate When Tank is Full
Wipe up Spills Immediately

OIL SPILL RESPONSE KIT

Include name and number of person to contact at the marina in case of a spill

Be sure that a copy of the Oil Spill Response Plan is clearly visible inside the Spill Response Kit

Notice

The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into or upon the navigable waters of the United States or the waters of the contiguous zone if such discharge causes a film or sheen upon, or discoloration of, the surface water. Violators are subject to a penalty of \$5,000.

The use of soaps to disperse oil is illegal. Violators may be fined up to \$25,000 per incident.

Report Oil Spills to the National Response Center at (800) 424-8802 and NJDEP at 1-877-WARN DEP

Vessel Maintenance Area

- All major repairs (e.g., stripping, fiberglassing) must be performed in the Vessel Maintenance Area
- All blasting and spray painting must be performed within the enclosed booth or under tarps
- Use tarps or filter fabric to collect paint chips and other debris
- Use vacuum sander (include rental information if appropriate)
- Use high-volume low-pressure spray paint guns (include rental information if appropriate)
- Use drip pans with all liquids
- Reuse solvents
- Store waste solvents, rags, and paints in covered containers

Pumpout Station

- *Instructions for use*
- *Hours of operation*
- *Fee*
- *Name and number of person to call in case of malfunction*

Do Not Discharge Sewage

Please use our clean, comfortable restrooms while you are in port

Nutrients and pathogens in sewage impair water quality

Think Before You Throw

The following items may not be placed in this dumpster:

- Oil
- Antifreeze
- Paint or varnish
- Solvents
- Pesticides
- Lead batteries
- Transmission fluid
- Distress flares
- Loose polystyrene peanuts
- Hazardous waste

Recycle Oil

This container is for:

- Transmission Fluid
- Hydraulic fluid
- Gear Oil
- #2 Diesel
- Kerosene

Tailor to fit your hauler's requirements

Gasoline is STRICTLY PROHIBITED

If container is locked, include information about where to find the key or leave the oil

Recycle

Oil	Mixed Paper
Antifreeze	Newspaper
Lead batteries	Solvents
Glass	Steel
Plastic	Scrap metal
Aluminum	Tin
Corrugated cardboard	Tires
Metal fuel filter canisters	

Indicate which items you recycle and location of collection sites

Include information about local recycling services for materials that you do not collect

Recycle Antifreeze

This container is for:

- Ethylene glycol antifreeze
- Propylene glycol antifreeze

Tailor to fit your hauler's requirements

Gasoline, diesel, kerosene, and all other materials are STRICTLY PROHIBITED

If container is locked, include information about where to find the key or leave the antifreeze

Marine Sanctuary

This marina provides food and shelter for young fish

- Prevent oil spills!
- Keep bilge clean!
- Use oil absorption pads!

Help by recycling or properly disposing of used oil, antifreeze, solvents, cleaners, plastics, and other wastes.

No Fish Scraps

Please do not discard fish scraps within the marina basin

- Use our fish cleaning station
- Bag the scraps and dispose of in dumpster or at home

Environmental Policy

It is the policy of this marina to protect the health of our patrons, staff, and the environment by minimizing the discharge of pollutants to the water and air.

Thank you for keeping our waters clean and safe!

Distribute Literature to Patrons.

- (1) Copy and distribute the Clean Boating Tip Sheets included in this Guidebook or create your own. Boater tip sheets on Vessel Maintenance, Petroleum Control, Boat Sewage, and Waste Disposal can be found at the end of each associated chapter.
- (1) Send the tip sheets with monthly mailings or place in dock boxes or on vessels.
- (1) Include articles about best management practices in your newsletter.
- (1) Get free copies of clean boating materials from organizations such as the Jacques Cousteau National Estuarine Research Reserve, New Jersey Marine Sciences Consortium, New Jersey Sea Grant College Program, the Marine Trades Association of New Jersey, Clean Ocean Action, New Jersey Department of Environmental Protection, SeaLand Technology, The Ocean Conservancy, Rutgers Cooperative Extension, the Marine Environmental Education Foundation, the American Boat and Yachting Council, and Boat/U.S. Clean Water Trust.
- (1) Distribute United States Coast Guard publications summarizing Federal boating requirements to your customers.

(5) Total Points for BMP

Total N/A Points

Host a Workshop.

- (5) Include a walking tour of the facility to demonstrate best management practices.
 - Schedule the workshop to coincide with an existing marina function that is traditionally well attended.
 - Offer incentives to attendees: door prizes, discounts, product samples, food.

(5) Total Points for BMP

Total N/A Points

Marina Management

Make Use of Informal Communication Mechanisms.

- (1) Pass along pollution prevention information in conversations with patrons and contractors.
- (1) Post information about best management practices on the marina bulletin board.

(2) Total Points for BMP

Total N/A Points

Recognize Boaters.

- (1) Publicly recognize boaters who make an effort to control pollution.
- (1) Include a feature in your newsletter, post a flyer with the boater's picture on a public bulletin board, give an award, etc.

(2) Total Points for BMP

Total N/A Points

Public Relations

Publicize Your Good Deeds.

- (1) Make sure to publicize your good deeds:
- Seek free publicity with local press, magazines, television, and radio outlets.
 - Prepare news releases to highlight your innovative practices, new equipment or services, available literature, or a workshop you are sponsoring. Submit your news release to the Clean Marina Program for posting on its website.
 - Plan news releases to coincide with seasonal activities, e.g., helpful tips for winterization.
 - Start news releases with a contact person's name and phone number, the date, and a headline. The first paragraph should contain vital information: who, what, when, and where. Fill in with secondary information and support data. Conclude with a "call to action" (e.g., visit the marina for a demonstration of the new plastic media blasting system). Double-space the text, One page is best. It should be no longer than two pages. Refer to the Associated Press Style Book for additional formatting information.
 - Learn media deadlines and send releases in time to meet them.
 - Get press kits from manufacturers of environmentally sensitive products. With their permission, use their photographs and product information.

(1) Total Points for BMP

Total N/A Points

Business Practices

Offer Environmental Audits for Boaters.

- ___ ✓ (5) Offer environmental audits to your slip holders.
- Inspect engines, bilges, fuel systems, and marine sanitation devices.
 - Sell oil absorbent pads, air/fuel separators, etc.

(5) Total Points for BMP

Total N/A Points

Avoid Environmental Surcharges.

- ___ ✓ (1) Charge for tangible items such as tarps, vacuum sanders, and protective clothing rather than a flat “environmental surcharge.”

(1) Total Points for BMP

Total N/A Points

Be Diligent.

Be absolutely diligent in containing pollution; your own and that created by your staff. Boaters will notice and follow your example.

Chapter Total:

___ (65)

Chapter Total N/A Points:
