



CERTIFICATION CHECKLIST

TO BE COMPLETED BY MARINA OWNER OR OPERATOR

Marina name: _____

Owner: _____

Manager: _____

Address: _____

City: _____ MI, Zip: _____

Phone: () _____

Fax: () _____

Cell phone: () _____

Email 1: _____

Email 2: _____

Other Contact Information: _____

DESCRIBE YOUR FACILITY

OPERATION (CHECK ONLY ONE):

- Operated by state or municipal government
- Privately owned/operated

TYPE OF FACILITY (CHECK ONLY ONE):

- Harbor of Refuge (limited services)
- Full service marina (dockage, pump-out, boat maintenance, etc.)
- Other (describe): _____

CHECK ITEMS BELOW THAT APPLY TO YOUR FACILITY

BOAT STORAGE:

- Seasonal in-water slips, number: _____
- Transient in-water slips, number: _____
- Rack in-and-out service, number: _____
- Outside winter storage
- Inside cold winter storage
- Inside heated winter storage

MARINA AMENITIES:

- On-site management
- Security at marina entrance
- Swimming pool
- Children's playground equipment
- Clubhouse or pavilion
- Restaurant
- Banquet facilities
- Tennis court
- Basketball court
- Fish cleaning station
- Cable TV
- WiFi

INFRASTRUCTURE:

- Paved roadways
- Storm drains
- Green belts between roadways, lake and canals
- Bottom wash filtration
- Bottom wash water recycled
- Bottom wash discharged to sewer
- Floating docks
- Fixed docks
- Bulkheads
- Petroleum storage, above ground, gallons: _____
- Petroleum storage, under ground, gallons: _____

ON-SITE MARINA SERVICES:

- New boat sales
- Used boat sales
- Brokered boat sales
- Diesel fuel pumps
- Gasoline fuel pumps
- Pump-out facilities
- Sundries store
- Mechanical / engine shop
- Canvas shop
- Fiberglass repair shop
- Boat bottom washing
- Hoist service
- Launch ramp for trailerable boats

OUTSIDE CONTRACTORS ALLOWED ON-SITE TO PERFORM:

- Oil changes
- Winterization
- Other mechanical or engine work
- Bottom sanding and painting
- Fiberglass repairs
- Canvas work

OTHER:

- _____
- _____
- _____
- _____
- _____

TO BE COMPLETED BY CERTIFICATION SPECIALIST

Date: _____

Certification Specialist: _____

Phone: () _____

Fax: () _____

Email: _____

CLEAN MARINA OPERATIONS COMMITTEE

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HOW TO COMPLETE THIS CHECKLIST

Please answer each question by checking either “Yes,” “No,” or “N/A” (not applicable). The “N/A” option allows for items that may not apply to your operation. Selecting “N/A” will not be counted against you in the scoring process.

There are two main sections to this checklist: the mandatory practices section (M1 – M16) and the recommended practices section (R1 – R10). To the extent possible, compliance with all mandatory practices is required. **Note:** it is not necessary to implement all of the recommended practices to be certified as a Michigan Clean Marina.

This checklist must be completed, signed and submitted to MBIA prior to requesting a marina site visit by a certification specialist. Completing this checklist is a key part of the certification process outlined below. This form is intended to be used by marine operators to conduct self assessments of their facilities. The Clean Marina certification specialist and the Clean Marina Operations Committee will also use this checklist to evaluate your marina according to the standards of the Michigan Clean Marina Program.

ABOUT THE CLEAN MARINA PROGRAM

The goal of the Michigan Clean Marina Program is to reduce boating related environmental impacts by promoting informed decision-making. The program focus is on training and support for marina and boatyard operators in protecting natural resources. Program participants promote the protection and conservation of resources, such as clean water and fish habitat. Participants voluntarily adopt best management practices, compliance or technical recommendations and distribute educational materials to boaters.

10-STEPS TO CERTIFICATION

STEP 1

Marina contacts a Michigan Clean Marina representative.

STEP 2

Marina enrolls in program through Clean Marina website, signs pledge statement, pays training fee, and begins self-paced training program (Clean Marina Classroom).

Online Training: Designed for marina owners and operators, the Clean Marina Classroom focuses on best management practices about petroleum control, sewage handling, stormwater management and other issues that impact water quality. This course is a key step in the process to becoming a certified Clean Marina.

STEP 3

Marina completes Clean Marina Classroom training and receives classroom certificate from Michigan Sea Grant.

STEP 4

Marina performs self-evaluation using Clean Marina certification checklist form and sends a copy to Michigan Boating Industries Association (MBIA).

STEP 5

Marina contacts MBIA to schedule a site visit and pays fee for Clean Marina certification specialist to perform an evaluation of the facility.

STEP 6

Certification specialist completes a final checklist and may include recommendations.

STEP 7

Marina incorporates recommendations from certification specialist noted on final checklist. Certification specialist sends final checklist to MBIA.

STEP 8

Clean Marina Operations Committee recommends certification after reviewing final checklist and certification specialist’s recommendations.

STEP 9

Marina receives official notice of certification and benefits as a certified Michigan Clean Marina.

STEP 10

Recertification at the third-year anniversary, and then every five years. MBIA will send a reminder notice of recertification date to marina.

MANDATORY PRACTICES

YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M1. Marina development and expansion projects along the Great Lakes, including dredging, will require a joint permit from the U.S. Army Corps (USACE) and the Michigan Department of Environmental Quality (MDEQ). These two agencies will ensure that marina construction and dredging will be done in an environmentally sensitive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M7. Have you provided the required number of fire extinguishers for all marina buildings and facilities and provided for annual inspections as required by the National Fire Protection Association's standards for marinas and by the local fire authorities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Have you received the proper permits for all past marina construction and dredging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M8. Do you keep a file of Material Safety Data Sheets (MSDS) for all products used at your facility, as required by the Occupational Safety and Health Act (OSHA) of 1970 (29 USC Sec. 657) stored in an office away from material storage areas?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you pledge that proper permits will be obtained for all future marina construction and dredging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M9. Because of the harm associated with petroleum, the discharge of oil is absolutely prohibited. The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into or upon the navigable waters of the United States. The United States Coast Guard must be notified any time a spill produces a sheen on the water. Have you posted the National Response Center phone number of (800) 424-8802 at various and appropriate areas of your marina to allow for the proper notification of a spill?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M2. Proper fuel storage is critical, particularly for marinas with above ground fuel systems that are on or near bodies of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M10. All spills must also be reported immediately to the MDEQ. Have you incorporated this step in your protocol for spill response?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Do you have a secondary containment system that would prevent accidental fuel releases if your fuel system does not have a double-walled configuration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M11. Michigan is a "No Discharge" state (effective on all freshwater bodies). It is illegal to discharge raw and/or treated sewage from a watercraft within the water of the state. Michigan law, NREPA Act 451, Part 95, requires that all docking facilities provide pumpout stations or have a signed agreement with another facility to accommodate pumpouts for their vessels. Does your marina have a signed agreement or provide a pumpout which will empty boat holding tanks and porta-potties and dispose of the waste in an acceptable manner?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you have appropriate barriers (guard posts) to protect storage tanks and dispensing systems from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M12. Does your marina provide clean, functional restrooms which are open 24 hours a day to encourage people not to use their boat's bathroom while in port?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Are your tanks properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M13. It is illegal to dispose of fish waste in the waters of the state. Does your marina provide a fish cleaning station or contractually bind your customers to the proper disposal of fish waste?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M3. A marina located on Great Lakes public trust bottomlands will require authorization from the MDEQ in the form of a lease under Part 325, Great Lakes Submerged Lands of the Natural Resources and Environmental Protection Act (NREPA). The lease requires an annual fee be paid to the MDEQ and will contain conditions for the use and occupancy of the subject bottomlands. If applicable, does your marina have a valid lease with the MDEQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M14. The dumping of pet waste into the water is illegal. Does your marina provide dog walks or contractually bind your customers to the proper disposal of pet waste?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M4. The use of ethylene glycol antifreeze for winterization is prohibited. Do your best management practices require the use of a non-toxic antifreeze such as propylene glycol?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M5. At your marina fuel dock, have you removed all fuel nozzle holding clips and installed automatic back pressure shutoff nozzles on fuel pump discharge hoses in accordance with Michigan law?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M6. The U.S. Environmental Protection Agency's (EPA) Oil Pollution Prevention Regulation requires that marinas prepare and implement a plan to prevent any discharge of oil into navigable waters or adjoining shorelines if the facility has an aggregate above ground oil storage capacity greater than 1,320 gallons. If your marina falls under these guidelines, have you prepared a Spill Prevention, Control, and Countermeasure (SPCC) Plan?				

MANDATORY PRACTICES CONT.

YES	NO	N/A		YES	NO	N/A	
			M15. To protect the waters of the state by minimizing erosion and controlling sediment, NREPA Act 451, Part 91 requires a permit for any earth change that disturbs one or more acres, or is within 500 feet of a lake or stream.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Installation of "low-flow" faucets, toilets and/or shower heads?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Have you received the proper erosion permits for all past marina construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Installation of automatic faucets and/or toilet fixtures including waterless urinals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you pledge that proper erosion permits will be obtained for all future marina construction?				R7. Stormwater runoff is precipitation that has not been absorbed by the ground. Do your best management practices include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M16. If required, do you have a Stormwater Pollution Prevention Plan (SWPPP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cultivated vegetated areas particularly as buffers between parking lots, roads, upland property and the water's edge?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Only paving necessary areas?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Labeling storm drains stating "no dumping" and indicating that the drain empties to the lake?

RECOMMENDED PRACTICES

YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R1. Do you have a current, written emergency response plan which is readily accessible to trained staff?				R8. Your best management practices also apply to any of the services which you may sublease at your marina. You may not answer "N/A" to any of the questions which apply to service tenants. You must at a minimum tie your best management practices into those lease agreements. Do your best management practices for boat repair and maintenance include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2. Do you use best management practices, such as fixed or floating piers to enhance water circulation, avoid using exotic timbers or wood treated with creosote, and limit the number of covered slips to reduce shaded areas of water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. No sanding or blasting work of any sort carried out by individual boat owners or their contractors, unless it is done inside a designated shop or a vacuum sander is used and the residue properly disposed?
			R3. Dry-stack storage provides various environmental benefits over adding additional wet slips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Renting or loaning vacuum sanders for use by tenants and contractors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Do you operate a dry-stack facility (If no dry-stack facility, mark "N/A" on A-D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Restricting the power washing of boats to a designated area within the marina?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you control stormwater runoff from dry-stack areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Have you installed infrastructure improvements to your power washing area which include: Filtration of particles? Recycling the wash water?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Do you keep your dry-stack forklifts well-tuned to prevent grease or oil from dripping onto staging areas or into the water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Have you restricted spray painting, spraying of fiberglass or other chemicals, unless it is done inside of a designated shop?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Do you have provisions in place to handle accidental spills and absorbent booms to collect any grease or oil in the dry-stack launching and retrieval area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Have you restricted painting outside of designated shops to the use of rollers and brushes, with proper use of tarps and tenting to protect the surrounding area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R4. If your marina owns any upland property, have you used this property to locate service operations, parking and boat storage away from the water where feasible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Have you implemented procedures for proper and environmentally sensitive engine maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R5. If the marina owns sensitive adjacent land, have you placed or explored the protection of this land in a conservation trust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Do you regularly inspect and repair fuel transfer equipment?
			R6. Do you practice water conservation through the use of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I. Do you train staff to promote environmental precautions while fueling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Measured watering and water-wise landscaping (e.g., watering deeply and infrequently, selecting native plants, only watering "thirsty" plants)?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Promoting hand weeding and efficient landscaping including mulch to reduce use of toxic chemicals?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Proper installation and maintenance of freshwater outlets?				

RECOMMENDED PRACTICES

YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Have you implemented procedures for the proper and environmentally sensitive operation of the fuel dock facility?				R10. Once you have adopted the best management practices, have you communicated these practices to your employees, tenants and contractors by:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Do you offer spill-proof oil changes or have a recycling center for used oil for boaters who perform their own oil changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Properly training your employees so that they comply with your best management practices including stormwater pollution, equipment and chemical use, emergency response procedures and fuel spills or inappropriate discharges?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Do you perform regular maintenance on your yard equipment (forklifts, tugs, trailers, hoists, etc.) and machinery, taking precautions to minimize any grease or oil spills and leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Maintaining training records?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. Do you provide for oil filter disposal, preferably with a oil filter crusher, to reduce the size of the disposal waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Developing a procedure to approach boaters or contractors who are not following the best management practices?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N. Do you store oil spill response equipment in readily accessible locations such as the fuel dock and any launch areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Including language regarding best management practices in your contracts?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O. Is the operation of the fuel pumps and sewage pumpout restricted to trained personnel only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Posting signs regarding your best management practices throughout the marina?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Is your pumpout connected to the municipal sewer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Incorporating ongoing education for your boaters and contractors through direct mail, email or other sources?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q. If you are not connected to public sewer, is your septic or private sewage treatment system regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Hosting walking tours of the facility or using public relations and customer recognition to demonstrate and promote best management practices?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Do you provide convenient, adequate and screened dumpsters which are away from the water to avoid tossed or blown trash from ending up in the water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Using signage and/or other notices to inform boaters about their role in controlling the spread of aquatic invasive species?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Do you require your employees to be involved in policing the marina grounds, waters and shoreline for trash and litter?				
			R9. In addition to the MSDS files required by OSHA and covered under question M8 of this Checklist, do your best management practices regarding hazardous materials require the following:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Proper storage, use and disposal of hazardous materials?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Minimizing your use and storage of hazardous materials?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Proper disposal of plastics such as shrink-wrap?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Proper disposal of lead batteries?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Working with your local trash hauler to participate in any recycling programs which the hauler may make available in order to promote solid and liquid waste recycling (e.g., paper, glass, metal)?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Tracking incidents of pollution?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Keeping all hazardous materials on an impervious (non-porous) surface, away from floor drains?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Following recommended waste disposal methods?				

TO BE COMPLETED BY MARINA OWNER OR OPERATOR

I certify that the answers to this form are accurate and answered to the best of my abilities.

Marina Owner, Operator or Manager Signature Check box to digitally sign

Date



