



CLEAN MARINA SITE VISIT CHECKLIST

TO BE COMPLETED BY MARINA OWNER/OPERATOR

Marina name: _____

Location (City or Township): _____

Owner: _____

Manager: _____

Address: _____

City: _____ MI, Zip: _____

Phone: () _____

Fax: () _____

Cell phone: () _____

Email 1: _____

Email 2: _____

Other Contact Information: _____

DESCRIBE YOUR FACILITY

Operation (check only one):

State operated

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): _____

TO BE COMPLETED BY CERTIFICATION SPECIALIST

Date: _____

Certification Specialist: _____

Phone: () _____

Fax: () _____

Email: _____

How to Complete This Checklist

Please answer each question by checking either "Yes", "No", or "N/A". The "N/A" (not applicable) option allows for items that may not apply to your operation. For example: If your marina is not required by the State of Michigan to have a Marina Operating Permit, you may answer "N/A". Selecting "N/A" will not be counted against you in the scoring process.

Each question on this checklist refers to a specific page number within the Michigan Clean Marina Guidebook (Guidebook) that these items are outlined. 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 and submitted prior to requesting a marina site visit by a certification specialist. Completing this checklist is a key part of the Certification Process (see below). The Michigan Clean Marina certification specialist and the Clean Marina Program committee will use this checklist to evaluate your marina according to the standards of the Clean Marina Program.

Certification Process

- Sign pledge sheet and attend workshop
- Complete checklist and marina self-evaluation, using Guidebook
- Prior to site visit, consultation with Certification Specialist
- Site visit with Certification Specialist
- Recommendations from site visit addressed by marina
- Completed checklist submitted to Clean Marina committee
- Michigan Clean Marina certification

About The Clean Marina Program

The goal of the Michigan Clean Marina Program is to reduce boating-related environmental impacts by 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 conservation of resources such clean water, fish habitat and coastal land use. Participants voluntarily adopt best management practices, compliance or technical recommendations and distribute educational material to boaters.

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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"/>	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 of 1970 (29 USC Sec. 657) stored in an office away from material storage areas? (pg. 33)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Have you received the proper permits for all past marina construction and dredging? (pg. 12)	<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? (pg. 34)
<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? (pg. 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M10. All spills must also be reported immediately to the Michigan Department of Environmental Quality. Have you posted the MDEQ phone number of (800) 292-4706 at various and appropriate areas of your marina to allow for the proper notification of a spill? (pg. 34)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M2. A marina located on an inland lake or river will likely require a marina operating permit (MOP) under Part 301 Inland Lakes and Streams of the NREPA, depending on the nature of the use. If applicable, does your marina have a MOP? (pg. 16)	<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? (pg. 36 and 37)
<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 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? (pg. 16)	<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 heads while in port? (pg. 37)
<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? (pg. 25)	<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? (pg. 40)
<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? (pg. 28)	<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? (pg. 43)
<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? (pg. 30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>	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? (pg. 33)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Have you received the proper erosion permits for all past marina construction? (pg. 20)

MANDATORY PRACTICES cont.

YES	NO	N/A		YES	NO	N/A	
<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? (pg. 20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. The installation of automatic faucets and/or toilet fixtures including waterless urinals? (pg. 12)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M16. If required, do you have a Stormwater Pollution Prevention Plan (SWPPP)? (pg. 18 and 50)				R7. Storm water runoff is precipitation that has not been absorbed by the ground. Does your best management storm water consideration include:

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? (pg. 32)	<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? (pg. 18)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R2. Do you use best management property practices such as fixed or floating piers to enhance water circulation, avoid exotic timbers or wood treated with creosote, and limit shaded areas over the water by limiting the number of covered slips? (pg. 11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Only paving necessary areas? (pg. 18)
			R3. Dry-stack storage provides various environmental benefits over adding additional wet slips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Label storm drains stating no dumping and indicating that the drain empties to the lake? (pg. 19)
<input type="checkbox"/>		<input type="checkbox"/>	A. Do you operate a dry-stack facility (pg. 13) (If no dry-stack facility, mark A-D N/A)				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"/>	B. Do you control storm water runoff from dry-stack areas? (pg. 13)	<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 one of the designated shops or a vacuum sander is used and the residue properly disposed of? (pg. 22)
<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? (pg. 13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Do you rent or loan vacuum sanders for use by tenants and contractors? (pg. 22)
<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? (pg. 13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Have you restricted the power washing of boats to a designated area within the marina? (pg. 23)
<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? (pg. 13)				D. Have you installed infrastructure improvements to your power washing area which include:
<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? (pg. 13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filtration of particles? (pg. 23)
			R6. Do you practice water conservation through the use of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recycle the wash water? (pg. 23)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Measured watering and water wise landscaping? (pg. 13)	<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? (pg. 24)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Promote hand weeding and efficient landscaping including mulch to reduce use of toxic chemicals? (pg. 14)	<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? (pg. 24)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Proper installation and maintenance of freshwater outlets? (pg. 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Have you implemented procedures for the proper and environmentally sensitive engine maintenance? (pg. 25)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Installation of "low-flow" faucets, toilets and/or shower heads? (pg. 12)				

RECOMMENDED PRACTICES

YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Do you regularly inspect and repair fuel transfer equipment? (pg. 28)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Do you participate 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? (pg. 41)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I. Do you train staff to promote environmental precautions while fueling? (pg. 28)				
<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? (pg. 29)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Track polluting incidents? (pg. 43 and 70)
<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? (pg. 30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Keep all hazardous materials on an impervious surface away from floor drains? (pg. 43)
<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? (pg. 30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Follow recommended waste disposal methods? (pg. 44-46)
<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 waste disposal? (pg. 30)				R10. Once you have adopted the best management practices, have you communicated these practices to your employees, tenants and contractors as follows:
<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? (pg. 32-33)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Do you train your employees so that they comply with your best management practices in the areas of stormwater pollution, equipment and chemical use, emergency response procedures and fuel spills or inappropriate discharges? (pg. 50)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O. Is the operation of the fuel pumps and pumpout restricted to trained personnel only? (pg. 36)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Proper training of employees with proper maintenance of training records? (pg. 50)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Is your pumpout connected to the municipal sewer? (pg. 36)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. A procedure to approach boaters or contractors who are not following the best management procedures? (pg. 50)
<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? (pg. 37)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Include language regarding best management practices in your contracts? (pg. 51)
<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? (pg. 41)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Post signs regarding your best management procedures throughout the marina? (pg. 50)
<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? (pg. 41)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Do you incorporate environmental education to your boaters and contractors through direct mail, email or other sources? (pg. 50)
			R9. In addition to the MSDS files required by OSHA and covered under question M8 of this Checklist, does your best management practices regarding hazardous materials require the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Host workshops, walking tours of the facility or use public relations and customer recognition to demonstrate and promote best management practices? (pg. 50)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Proper storage, use and disposal of hazardous materials? (pg. 24 and 43)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Utilize signage and/or other notices to warn boaters about their role in controlling the spread of Aquatic Invasive Species? (pg. 14 and 15)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Minimize your use and storage of hazardous materials? (pg. 42)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Proper disposal of plastics such as shrink wrap? (pg. 43)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Proper disposal of lead batteries? (pg. 41)				

