



## ***Clean Marina Award Checklist***

Marina Name: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Website: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

This form is designed for use by marina operators to conduct self-assessments of their facilities. This form will also be used by the Marina Technical Advisory Program and the Marina Technical and Environmental Advisory Committee to verify self-assessments. Page numbers are listed with each best management practice to provide a quick reference of the subject matter in the Virginia Clean Marina Guidebook.

Designation as a Virginia Clean Marina will be for those marinas that meet 100% in the regulatory and legal requirements (indicated in bold print and with a ■ ) and at least 80% in the program recommended areas. It is not necessary to implement all of the recommended practices as scoring is based on only those items applicable to the facility.

The 'not applicable' (N/A) option is appropriate for those items that are beyond the control of the marina or that simply do not apply to the operation of the marina. *The N/A checks are not counted against a marina in the scoring process.*

Please visit [www.virginiacleanmarina.com](http://www.virginiacleanmarina.com) for additional information and guidance documents.

Area 1: For New or Expanding Marinas

Activity	Page	Yes	No	N/A
<b>Avoid disturbing or shading submerged aquatic vegetation, wetlands and indigenous vegetation in riparian areas</b> ■	12			
<b>Control sediment from construction sites</b> ■	56			
Maintain shoreline vegetation	12			
Avoid creosote coated structures; use coated/encapsulated floatable foams	15			
Minimize the need for dredging by mooring boats at appropriate depths	15			
Practice water conservation	16			
Maintain all structures in good working order;	16			
Remove abandoned structures	16			
Employ non-structural shore erosion control measures	15			
Practice low-impact development	55			

Area 2: Marina Management

Activity	Page	Yes	No	N/A
Maintain training records	18			
Incorporate best management practices into contracts	18			
<b>Train staff on Stormwater Pollution Prevention Plans</b> ■	17			
Distribute or post signs detailing best management practices	18			

### Area 3: Emergencies

Activity	Page	Yes	No	N/A
Have accessible, current, written emergency response plans	22			
Have at least annual emergency training drills for staff	22			
Prepare for hurricanes, floods, storms	22			
Prepare for fires	22			
<b>Have an attendant present during fueling operations</b> ■	22			
<b>Provide fire extinguishers on each dock within 25' of the head of the gangway</b> ■	22			
<b>Post warning signs at fuel dock</b> ■	23			
Prepare for medical emergencies	22			
Maintain oil spill response equipment	23			
Have emergency response equipment	21			
<b>Inform local authorities what materials you store</b> ■	22			
<b>Maintain Material Safety Data Sheets for all products used at your facility</b> ■	21			

### Area 4: Petroleum Control

Activity	Page	Yes	No	N/A
Regularly inspect/repair fuel transfer equipment	27			
Have environmental controls at the pump	27			
Train staff to promote environmental & safety precautions while fueling	28			
<b>Always have a trained employee at the fuel dock to assist w/ fueling</b> ■	28			
Routinely use oil absorbent materials at your fuel dock	29			
Take precautions to minimize spills and leaks from machinery	30			
<b>Prepare a SPCC plan (if required)</b> ■	25			
Recycle oil absorbent materials or dispose of them in accordance with regulations	29			
<b>Follow state requirements for above and underground oil storage where applicable</b> ■	26			
<b>All tanks comply with NFPA 30 requirements</b> ■	26			

### Area 5: Sewage and Gray Water

Activity	Page	Yes	No	N/A
<b>Have a well maintained and accessible pumpout system</b> ■	32			
<b>Have clean, functional and ample restrooms</b> ■	33			
Ensure your on-site septic system is regularly maintained and functional	33			
Display NO DISCHARGE ZONE signs and prohibit discharge of head waste in your marina	33			
Use water saving devices (low flow shower heads, low flush toilets etc.)	34			

Area 6: Waste Containment and Disposal

Activity	Page	Yes	No	N/A
<b>Accept garbage from vessels that normally do business with you</b> ■	36			
Reduce waste in your daily operations	36			
Provide trash cans, bins, dumpsters that are covered, well-marked & convenient	36			
Conduct regular trash pick-up within marina and along shoreline	36			
Provide clearly marked solid waste recycling receptacles	36			
Control the disposal of fish scraps to not impair water quality	37			
<b>Bulk containers of liquid waste cannot be disposed of at a landfill</b> ■	37			
Provide clearly marked liquid waste recycling receptacles	37			
Minimize your use of hazardous products	38			
<b>Properly store solvents/hazardous materials in closed firesafe containers</b> ■	39			
<b>Follow recommended and required waste disposal methods</b> ■	40			

Area 7: Vessel Maintenance and Repair

Activity	Page	Yes	No	N/A
<b>Restrict maintenance activities to designated work areas at least 100' from shore</b> ■	44			
<b>Contain dust from sanding/use vacuum sanders</b> ■	48			
<b>Perform blasting only in enclosed structure</b> ■	48			
<b>Contain and manage waste waters from pressure washing activity</b> ■	46			
Prohibit In-water: pressure washing and hull scraping	44			
Paint over tarps or other impervious surface	45			
<b>Conduct engine repair &amp; maintenance over impervious surface</b> ■	49			
Recommend bottom coatings with minimal environmental impact	45			
Handle solvents appropriately	47			
Use propylene glycol antifreeze for all systems during winterization	49			

Area 8: Stormwater

Activity	Page	Yes	No	N/A
<b>Have a Stormwater Pollution Prevention Plan</b> ■	54			
Store potentially harmful materials under cover	54			
Limit the use of chemicals with integrated pest management	54			
Minimize impervious areas	55			

**Area 9: Habitat and Species**

Activity	Page	Yes	No	N/A
<b>Avoid and protect known rare and endangered species</b> ■	12			
<b>Have an approved protection plan for identified protected species</b>				
Practice proper cleaning techniques for transporting trailered boats	58			
Practice water-wise landscaping	58			
Develop and maintain vegetated areas	60			
Practice habitat and native species restoration	61			
Post guidelines for responsible vessel operation around wildlife	61			

**Area 10: Boater Education**

Activity	Page	Yes	No	N/A
Give clean boating tip sheets to your boaters	132-138			
Distribute VA Clean Boater Program information				
Provide clear signage around your marina				
Post environmental signs in highly visible area				
Encourage patrons to review contracts				

**Scoring**

**Applicable items are just yes or no, not N/A. The N/A checks are not counted against a marina in the scoring process.**

Legal: # of Yes responses \_\_\_\_\_ / # of applicable items \_\_\_\_\_ X 100      25 - N/A = # of applicable items  
 VCMP: # of Yes responses \_\_\_\_\_ / # of applicable items \_\_\_\_\_ X 100      51 - N/A = # of applicable items

<u>Your scores</u>	<u>Minimum required scores</u>
Legal & regulatory Areas _____%	<u>100 %</u>
VCMP required _____%	<u>80 %</u>

\_\_\_\_\_  
 Marina Owner/Manager Signature [Typed]

\_\_\_\_\_  
 Verified by VCMP Manager

Notes: List here any BMP's initiated or implemented since certification...