



## South Carolina Clean Marina Program Award Checklist

January 8, 2009

Marine Facility Name:

Owner/Manager:

Address:

Phone:

Email:

Marine Facility Type (Check One):

- Marina, No Boatyard
- Marina, With Boatyard
- Boatyard, No Marina
- Yacht Club
- Other \_\_\_\_\_

### **Directions**

Use this form to conduct a self-assessment of your facility and to guide you through the process of becoming certified as a South Carolina Clean Marina. This checklist should be used in conjunction with the South Carolina Clean Marina Guidebook. The guidebook and checklist are available from the South Carolina Marine Association (SCMA) at <http://www.scmarine.org/> or (843) 889-9067. The documents are also available through the SCDHEC Office of Ocean and Coastal Resource Management at [http://www.scdhec.gov/environment/ocrm/outreach/clean\\_marina.htm](http://www.scdhec.gov/environment/ocrm/outreach/clean_marina.htm).

Place a checkmark in the appropriate box (yes, no, or not applicable [N/A]) next to each question and tally your score on the last page. If you check N/A, please explain why that question does not apply to your facility in the space provided at the end of each section.

The questions are divided into the following types:

- L means required by laws or regulations**
- P means required by the Clean Marina Program for certification**
- O means optional**

To become certified as a South Carolina Clean Marina, you must answer, “yes” to:

At least 80% of the all the goals that apply to your facility and 100% all of the required goals marked with an L or P that applies to your facility.

In the column on the right, place a checkmark if this is a new practice you put into place in order to receive South Carolina Clean Marina certification or as a result of learning about the practice from the Clean Marina program. This will help us determine the impact the program is having on the usage of best management practices.

If you have achieved the necessary percentages, contact the SCMA at 843-889-9067 to schedule a confirmation visit at a mutually convenient time. If you have not yet achieved the necessary percentages, contact the SCMA to receive free technical assistance on how to achieve more goals.

### BOATER EDUCATION

DO YOU:	Type	Yes	No	N/A	New
1. Provide clear signage regarding waste facility locations? (p. 11)	O				
2. Incorporate best management practices into marina rules and user contracts? (p. 9)	O				
3. Pass on information about pollution prevention boating practices to customers, contractors, and employees? (p. 9)(for handouts contact SCDNR’s coordinator at 953-	P				
4. Have “yard rules” for customers performing debris-producing boat maintenance written into marina policy and available for facility users? (p. 10, 19)	O				

Notes:

### FACILITY MANAGEMENT

DO YOU:	Type	Yes	No	N/A	New
5. Comply with the whitebead foam encapsulation regulation? (p. 17)	L				
6. Ensure you are in compliance with laws and permits concerning submerged and submersible land construction, fill, and/or dredging? (p. 35)	L				
7. Avoid use of creosote-treated timber? (p. 17)	O				
8. Have any necessary SCDHEC water quality discharge permits? (p. 19)	L				
9. Follow “good housekeeping” techniques to keep potential pollutants from entering stormwater runoff? (p. 19)	O				
10. Have a vegetated buffer between impervious surface (pavement) and the marina basin, where practical and avoid invasive species? (p. 20, 29)	O				
11. Minimize impervious areas and/or direct roof runoff to drywells or vegetated areas? (p. 20)	O				

12. Have mechanical or treatment devices that treat stormwater, such as oil/water separators, swales, or filters? (p. 20)	O				
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FACILITY MANAGEMENT, CONT.

DO YOU:	Type	Yes	No	N/A	New
13. Maintain stormwater or wastewater treatment devices, per appropriate maintenance schedule? (p. 20)	P				
14. Comply with the legal requirements for sewage disposal? (p. 21)	L				
15. Specify how wastewater is to be handled and have policies in place regarding the discharge of black water or gray water? (p. 21)	P				
16. Communicate the marina wastewater policy to marina users and discourage discharge from MSDs? (p. 21)	P				
17. Offer affordable, convenient pumpout and/or dump station facilities to customers and/or the general public? (p. 22)	O				
18. Keep your pumpout and/or dump station in good working order? (p. 22)	P				
19. Provide adequate numbers of clean bathrooms for customers? (p. 22)	L				
20. Prohibit discharge of treated or untreated human and pet waste within the marina basin and grounds? (p. 22)	P				
21. Keep emergency response equipment maintained, accessible, and near potential sources of accidents? (p. 23, 91)	O				
22. Prohibit open burning, except where permitted? (p. 25)	L				
23. Control litter and have a regular schedule for picking up stray trash? (p. 25)	P				
24. Keep trash containers, bins, or dumpsters covered and in convenient locations away from the water? (p. 25)	O				
25. Provide clearly marked recycling containers for customers and staff to use, particularly for plastic, glass, and metal food/beverage containers? (p. 26)	P				
26. Reduce the use of toxic cleaners for cleaning your facility by changing practices or products? (p. 27)	O				
27. Minimize use of fertilizers and pesticides and/or use	O				

compost on landscaping? (p. 29)					
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FACILITY MANAGEMENT, CONT.

DO YOU:	Type	Yes	No	N/A	New
28. Have the facility's hazardous waste generator status determined and comply with corresponding regulations? (p. 30)	L				
29. Conduct hazardous waste determinations? (p. 30)	L				
30. Comply with the Emergency Planning and Community Right-to-Know Act? (p. 30, 100)	L				
31. Keep liquid wastes separate and not dispose of them into the trash, down drains, onto the ground, or into the water? (p. 30)	L				
32. Label the contents of hazardous waste container(s), including the accumulation start dates, and manage hazardous waste per regulations? (p. 30)	L				
33. Have procedures to reduce or eliminate the use of toxic solvents and other chemicals put in place? (p. 31)	O				
34. Store hazardous waste on an impervious surface with containment able to retain 110% of the volume of the largest container? (p. 31)	O				
35. Follow recommended disposal methods for potential hazardous waste streams? (p. 31, 107)	O				
36. Ensure floor drains are sealed or connected to a sanitary sewer? (p. 32)	O				
37. Prohibit disposal of fish waste in the marina basin and grounds, and/or provide for proper disposal of fish waste? (p. 33)	O				
38. Encourage customers to clean up after their pets by posting signs and/or providing bags to scoop up wastes? (p. 34)	O				
39. Investigate alternatives to maintenance dredging? (p. 35)	O				

Notes:

## FACILITY MAINTENANCE, CONT.

DO YOU:	Type	Yes	No	N/A	New
40. Provide an oil/water separation service to remove oil from bilge water? (p. 41)	O				
41. Encourage customers not to place oil absorbent materials in boat bilges as a standard maintenance practice? (p. 41)	O				
42. Provide staff training and/or customer education on bilge cleaning? (p. 42)	O				
43. Collect and treat pressure washwater, as described in the Pressure Washing section? (p. 43, 44)	P				

Notes:

## FUELING

DO YOU:	Type	Yes	No	N/A	New
44. Comply with the National Fire Protection Association's standards for oil storage and fuel station management? (p. 49)	L				
45. Report petroleum spills as required? (p. 50)	L				
46. Have oil absorbent material available for fuel dock staff and customers to clean up drips and small spills? (p. 50)	P				
47. Carry vent line whistles, fuel/air separators, absorbent fuel collars or other fuel spill preventative devices in your store? (p. 50)	O				
48. Regularly inspect and repair fuel transfer and storage equipment? (p. 50, 52)	P				
49. Train fuel dock staff to prevent drips and spills at the fuel dock? (p. 50)	P				
50. Comply with the requirements for your Underground Petroleum Storage tanks? (p. 51)	L				
51. Comply with the requirements for your Aboveground Petroleum Storage tanks? (p. 52)	L				

Notes:

### MECHANICAL ACTIVITIES

DO YOU:	Type	Yes	No	N/A	New
52. Send used oil to an approved recycling facility or reuse on site? (p. 113)	L				
53. Label all used oil stored in tanks or containers “used oil”? (p. 114)	L				
54. Store used oil in a manner that does not allow releases to the environment? (p. 57, 113-115)	L				
55. Thoroughly drain oil filters prior to disposal? (p. 57)	P				
56. Offer spill proof oil changes with non-spill vacuum-type systems? (p. 57)	O				
57. Have oil absorbent materials available when doing boat maintenance? (p. 58)	P				
58. Promote the use of less toxic propylene glycol antifreeze? (p. 59)	O				
59. Store used antifreeze in separate, labeled and coverable containers and provide secondary containment? (p. 59, 60)	P				
60. Recycle used antifreeze? (p. 60)	O				
61. Minimize contamination of rags and manage used rags appropriately? (p. 61, 62)	P				
62. Use water-based, non-VOC cleaners instead of solvent-based degreasers and part washers? (p. 63)	O				
63. Recycle used batteries and follow applicable legal requirements? (p. 65)	L				
64. Store spent lead acid batteries in a covered area, layered with wood, if stacked? (p. 66)	O				

Notes:

**PAINTING AND FIBERGLASS REPAIR**

DO YOU:	Type	Yes	No	N/A	New
65. Conduct boat scraping, sanding, and other debris-producing maintenance in a designated upland maintenance area, where feasible? (p. 75)	P				
66. Put tarps or drop cloths under boats to catch chips and drips while scraping, sanding, and painting boats on the upland? (p. 75)	O				
67. Disallow in-water hull scraping or any process that occurs underwater which removes paint from the boat hull? (p. 75)	P				
68. Reduce use of solvent-based paint strippers by changing practices or product? (p. 77)	O				
69. Recommend less environmentally damaging bottom coatings? (p. 78)	O				
70. Mix paint within a covered area and use secondary containment? (p. 79)	O				
71. Use alternatives to abrasive blasting onsite, such as vacuum sanders or contracting work offsite? (p. 82)	O				
72. Conduct all paint spraying in a protective enclosure, where practical? (p. 83)	O				
73. Use spray equipment with high transfer efficiency such as HVLP or HELP spray guns? (p. 83)	O				
74. Use alternative varnishes and teak cleaners that are less harmful? (p. 86, 87)	O				

Notes:

## EMERGENCY PLANNING

DO YOU:	Type	Yes	No	N/A	New
76. Have a Spill Prevention, Control, and Countermeasure (SPCC) Plan, if it is required? (p. 91, 125)	L				
77. Have an emergency response plan for potential accidents or emergencies? (p. 92)	P				
78. Have spill response numbers posted? (p. 92)	O				
79. Train employees on emergency response every year? (p. 92)	O				
80. Have a spill contingency plan even if you are not required to have a SPCC Plan? (p. 93, 125)	P				

Notes:

### EXTRA CREDIT SECTION

List any additional operating practices that your facility uses that have reduced waste or otherwise reduced pollution. (Note: Each practice is worth the same as one question.)

CALCULATE YOUR SCORE:

<p>Total # of “yes” answers: _____</p> <p>Total applicable items: _____</p> <p>Total Percentage [(# yes / # applicable)*100]= _____%</p>
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If you answered “yes” to all the required items (marked with an L or P) that apply to your facility and received a score of 80% or higher out of the total applicable items (L, P, and O), then you are eligible to be certified as a South Carolina Clean Marina.

Verified by South Carolina Clean Marina Program Representatives:

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Name and Affiliation Date

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Name and Affiliation Date

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Name and Affiliation Date

