

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.



Develop Emergency Response Plans. The marina Operations and Maintenance (O&M) Plan requires the marina owner/operator to develop plans of action for the following emergencies:

- ◆ Fuel/Oil Spill Prevention and Containment Plans
- ◆ Sewage Spill Prevention and Containment Plan
- ◆ Fire
- ◆ Hurricane/Severe Weather
- ◆ Emergency telephone numbers

Staff Training

During a real emergency—when time is of the essence—you will want people to know what to do and how to do it.

- ❖ Review emergency response plans and response procedures with staff at the beginning of each boating season.
- ❖ Train employees in the use of containment measures.
- ❖ Run emergency response drills at least twice annually.
- ❖ Be watchful. Involve all employees in policing your marina for waste. Encourage your staff to look for and immediately stop the following activities:
 - Colored plumes in the water where a hull is being cleaned.
 - Bilge water discharge with a sheen.
 - Uncontained sanding, painting, varnishing, or cleaning.
 - Maintenance debris being washed into the water.
 - Sewage discharges within the marina.
 - The use of environmentally harmful cleaning products.
- ❖ Develop a staff training brochure.
- ◇ Invite the U.S. Coast Guard and local fire department to demonstrate emergency response procedures at your marina.

To cover yourself in the event of an emergency, training records, even by retaining your daily calendar, may prove invaluable.

Maintain Training Records to Cover Yourself in the Event of an Emergency.

- ❖ Record training dates, topics, and names of employees and instructors.
- ❖ Keep copies of instructional material.
- ❖ Jot down on your calendar whenever you meet with staff.

Approach Polluters.

- ❖ Determine who will address boaters and contractors who are polluting. Generally speaking, this is a job for the manager. Let your staff know whether they should handle polluters themselves or report pollution incidents to the manager.

- ❖ Politely inform boaters and contractors why what they are doing is harmful. Describe a more environmentally sensitive method and ask the boater or contractor to stop work until it can be done with less environmental impact. It will be easier to get cooperation if 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.
 - Remove the problem from the dock. Charge the boater or contractor for the cost of removal and clean up.
 - Ask the tenant or contractor to leave your marina.

Inform Patrons and Independent Contractors of Marina Rules and Regulations

The marina Operations and Maintenance (O&M) Plan requires that slip renters and transient boaters be informed about pollution control practices and be required to use them. The O&M Plan is required to include marina user Rules and Regulations, as listed on page 10-2.

A copy of the DNREC approved O&M Plan is required to be distributed to all marina tenants (full time slip renters).

- ❖ Contractors should be informed of the marina rules before performing any work at the marina.

Incorporate Best Management Practices into Contracts. 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 your contracts as appropriate. For example: slip holders, liveaboards, 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 (MSDs), including Porta-Potties.

Post Signs Detailing Best Management Practices. A copy of the DNREC approved O&M Plan is required to be posted at a prominent place within the marina.

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

Remember, there are other training requirements for the Occupational Safety and Health Administration (OSHA). Contact the Delaware Department of Labor at (302) 761-8200 for further information on workplace safety requirements.

If a boater is sanding and not containing the debris, bring a vacuum sander to him or her. Explain that it collects most of the dust and allows one to work more quickly. Charge your standard rental fee for the equipment.

**Report Oil Spills to the
USCG at (800) 424-8802
and
DNREC Emergency
Response at
(800) 662-8802**

Sample signage:

Keep Fuel Out of the Water

Do Not Top Off Tank
Listen to 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.*

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 guns (*include rental information if appropriate*).
- Use drip pans with all liquids.
- Reuse solvents.
- Store waste solvents, rags, and paints in covered containers.

Do Not Discharge Sewage

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

Nutrients and pathogens in
sewage impair water quality.

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 USCG at
(800) 424-8802 and DNREC
Emergency Response at (800)
662-8802**

Pumpout Station

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

**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

Sample signage:

Recycle

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

Indicate which items you recycle and the locations 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.

Recycle Oil

This container is for

- Engine oil
- 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.

Marine Sanctuary

This marina provides food and shelter for young fish

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

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

**Thank you
for keeping
Delaware waters
clean and safe!**

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.

No Fish Scraps

Please do not discard fish scraps within the marina basin

- Use our fish cleaning station.
- Bag the scraps and dispose in dumpster or at home.
- Save and dispose over deep water.

Information Sources

Appendix I

BoatU.S. Foundation
(703) 823-9550 x3200

Delaware Department of
Natural Resources and
Environmental Control
(DNREC)

- Wetlands and
Subaqueous Lands
Section
(302) 739-9943

The Ocean Conservancy
(202) 429-5609

U.S. Coast Guard Auxiliary
(877) 875-6296

Distribute Literature to Patrons.

- ❖ Copy and distribute the Clean Boating Tip Sheets included in this Guidebook or create your own. Boater tip sheets on Vessel Maintenance, Selecting a Bottom Paint, Underwater Hull Cleaning, Petroleum Control, Boat Sewage, and Waste Disposal can be found at the end of this book (after Chapter 11).
- ❖ Send the tip sheets with monthly mailings or place in dock boxes or on vessels. Be cautious that they do not end up in the water.
- ❖ Include articles about best management practices in your newsletter.
- ❖ Get copies of clean boating materials from organizations such as the Coast Guard Auxiliary, Ocean Conservancy and BoatUS Foundation.
- ❖ Contact the United States Coast Guard Auxiliary for publications summarizing Federal boating requirements.

Make Use of Informal Communication Mechanisms.

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

Become a Delaware Clean Marina.

- ❖ Apply to the Delaware Clean Marina Initiative for recognition as a Delaware Clean Marina. Once you have satisfied the certification criteria, you may use the Delaware Clean Marina logo in your advertising and correspondence, fly a Clean Marina flag, and enjoy promotion by the Clean Marina Initiative in publications, on the Web, and at public events.
- ❖ Use your Delaware Clean Marina certification as an opportunity to prepare a press release.

Business Practices

Offer Environmental Audits for Boaters.

- ✧ Expand your business by selling environmental audits.
- ✧ Inspect engines, bilges, fuel systems, and marine sanitation devices.
- ✧ Sell biodegradable soaps and cleaners, oil absorbent pads, air/fuel separators, etc.

Consider Environmental Surcharges.

- ❖ Charge for tangible items such as tarps, vacuum sanders, and protective clothing or establish a flat “environmental surcharge” on all jobs.
- ✧ Consider donating a portion of rental fees (e.g., for vacuum sanders) to an environmental organization. The boater can feel good about controlling pollution and about the fact that a portion of his or her money is going to help conserve nature.

Be Diligent.

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