

Delaware Clean Marina Award Checklist

Marine Facility Name: _____	<u>Marine Facility Type</u>
Owner/Manager: _____	_____ Marina, no boatyard
Address: _____	_____ Marina w/boatyard
_____	_____ Boatyard/boat builder, no slips
_____	_____ Boat dealer
Phone: _____ e-mail: _____	_____ Other _____

This form is intended to be used by marina operators to conduct self-assessments of their facilities. Ultimately, it will also be used by representatives of the Delaware Clean Marina Initiative to verify self-assessments. A diamond (♦) before an entry indicates that the reader should refer to the *Guidebook* for specific regulatory and legal requirements. The *Delaware Clean Marina Guidebook* is available from the Clean Marina Program by calling (302) 739-9909.

Clean Marina Awards will be presented to those marinas that score a minimum score per subject area (see back page). Scoring is based on applicable items only. Please note, it is not necessary to implement all of the recommended practices to be recognized as a Delaware Clean Marina. **It is necessary, however, to be in compliance with all applicable laws and regulations, including all items marked with a diamond (♦).**

The "not applicable" (N/A) option is offered so that items which are beyond your control or which simply do not apply to your operations will not be counted against you in the scoring process. For example, if your facility is not required to obtain a General Stormwater Permit, mark N/A for Chapter 4 numbers 2 and 3. Likewise, if you do not have a septic system, check N/A for Chapter 7 number 6. There is space at the end of this form to clarify any of your answers or to tell us about other items you would like the reviewers to take into consideration.

Chapter 1: INTRODUCTION - No checklist

Chapter 2: SITING CONSIDERATIONS FOR NEW AND EXPANDING MARINAS - No checklist

Chapter 3: MARINA DESIGN AND MAINTENANCE

DO YOU:

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. (♦) have an approved Operations and Maintenance (O&M) Plan that addresses design and maintenance issues as called for in the Marina Regulations? pp. 10-2 & 10-3	___	___	___
2. use environmentally neutral materials? p. 3-6	___	___	___
3. employ nonstructural shore erosion control measures? p. 3-7	___	___	___
4. practice water conservation? p. 3-8	___	___	___
5. maintain your property using best management practices similar to those for vessels? p. 3-8	___	___	___
6. use upland and inland areas for storage and maintenance? p. 3-8	___	___	___
7. have a conservation easement on your property? p. 3-8	___	___	___
8. avoid toxic lawn and garden chemicals to the greatest extent possible? pp. 3-9 & 3-10	___	___	___

CHAPTER 3 SCORE: [___ "Yes" responses + ___ Number of applicable items] x 100 = ___ %

Chapter 4: STORMWATER MANAGEMENT

DO YOU:

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. (♦) have an approved Operations and Maintenance (O&M) Plan that addresses stormwater management? pp. 4-2, 10-2, & 10-3	___	___	___
2. (♦) have maintenance activity, AND have submitted a Notice of Intent (NOI) to obtain a General Stormwater Permit (SWP)? p. 4-2	___	___	___
3. cultivate vegetated areas to serve as pollution filters? p. 4-3	___	___	___
4. have limited paved areas? p. 4-3	___	___	___
5. limit the use of chemicals for landscaping? p. 4-4.	___	___	___

- 6. implement one or more practices recommended by DNREC stormwater sediment program?
p. 4-5 — — —
- 7. stencil storm drains? p. 4-6 — — —

CHAPTER 4 SCORE: [___ "Yes" responses ÷ ___ Number of applicable items] x 100 = ___ %

Chapter 5: VESSEL MAINTENANCE AND REPAIR **YES NO N/A**

DO YOU:

- 1. (♦) have an approved Operations and Maintenance (O&M) Plan that addresses vessel maintenance and repair issues as called for in the DE Marina Regulations? pp. 10-2 & 10-3 — — —
- 2. (♦) have all drains from maintenance areas lead to a sump or holding tank from which the wastes can later be extracted for treatment and/or disposal by approved methods? p. 5-1 — — —
- 3. restrict maintenance activities to designated work areas? p. 5-2 — — —
- 4. contain dust from sanding? p. 5-3 — — —
- 5. (♦) collect debris, characterize it, and have it disposed of in accordance with State and Federal regulations? p. 5-3 — — —
- 6. minimize impacts of pressure washing? p. 5-4 — — —
- 7. minimize impacts of paints and painting operations? p. 5-6 — — —
- 8. handle solvents appropriately? p. 5-6 — — —
- 9. minimize environmental impacts from engine repair and maintenance? p. 5-7 — — —
- 10. minimize environmental impacts from winterization work? p. 5-7 — — —
- 11. encourage your customers and contractors to conduct maintenance wisely? p.5-8 — — —

CHAPTER 5 SCORE: [___ "Yes" responses ÷ ___ Number of applicable items] x 100 = ___ %

Chapter 6: PETROLEUM CONTROL Both commercial and non-public use **YES NO N/A**

DO YOU:

- 1. (♦) have an approved Operations and Maintenance (O&M) Plan that addresses petroleum control? pp. 10-2 & 10-3 — — —
- 2. (♦) comply with regulations for underground storage tanks? p. 6-2 — — —
- 3. (♦) have a Spill Prevention, Control and Countermeasure (SPCC) plan? p. 6-2 — — —
- 4. have an oil spill emergency kit, stored in a convenient, readily accessible location? p. 6-4 — — —
- 5. comply with the environmental NFPA recommendations for aboveground storage tanks found in Chapter 6? p. 6-6 — — —
- 6. regularly inspect/repair fuel transfer equipment? p. 6-7 — — —
- 7. (♦) have fuel pump nozzles without holding clips? p. 6-7 — — —
- 8. supervise fueling to promote environmental precautions and safety precautions while fueling? p. 6-8 — — —
- 9. routinely use oil absorbent materials at your fuel dock? p. 6-9 — — —
- 10. offer spill-proof oil changes? p. 6-10 — — —
- 11. take precautions to minimize spills and leaks from machinery? p. 6-10 — — —

CHAPTER 6 SCORE: [___ "Yes" responses ÷ ___ Number of applicable items] x 100 = ___ %

Chapter 7: SEWAGE HANDLING **YES NO N/A**

DO YOU:

- 1. (♦) have an approved Operations and Maintenance (O&M) Plan that addresses sewage handling? pp. 7-1, 10-2, & 10-3 — — —
- 2. (♦) have a well-maintained pumpout system or provide convenient access to one? pp. 7-2 to 7-5 — — —
- 3. (♦) have a dump station or a wand attachment to empty portable toilets? pp. 7-2 & 10-4. — — —
- 4. discourage discharge from Type I and Type II MSD's at the slip or mooring? p. 7-5 — — —
- 5. have clean, convenient, functional restrooms available 24 hours a day? p. 7-6 — — —
- 6. keep your septic system regularly maintained and functional? p. 7-6 — — —
- 7. address the special sewage handling needs of liveaboards? p. 7-6 — — —

CHAPTER 7 SCORE: [____ "Yes" responses ÷ ____ Number of applicable items] x 100 = ____ %

Chapter 8: WASTE CONTAINMENT AND DISPOSAL

YES NO N/A

DO YOU:

- | | | | |
|--|-----|-----|-----|
| 1. (♦) have an approved Operations and Maintenance (O&M) Plan that addresses waste containment and disposal? pp. 10-2 & 10-3 | ___ | ___ | ___ |
| 2. (♦) store, use, and dispose hazardous waste, including solvents, in accordance with federal and state regulations? pp. 8-1 to 8-3 | ___ | ___ | ___ |
| 3. reduce waste in your daily operations? p. 8-3 | ___ | ___ | ___ |
| 4. provide means to dispose of trash such as trash cans, bins, dumpsters, etc. that are covered, well-marked and convenient? p. 8-4 | ___ | ___ | ___ |
| 5. conduct daily trash pick-up within your marina and along shoreline? p. 8-4 | ___ | ___ | ___ |
| 6. provide or promote solid and liquid waste recycling? p. 8-5 | ___ | ___ | ___ |
| 7. minimize your use of hazardous products? p. 8-6 | ___ | ___ | ___ |
| 8. prohibit or control the disposal of fish scraps to areas/methods which will not impair water quality? p. 8-6 | ___ | ___ | ___ |
| 9. follow recommended waste disposal methods? pp. 8-7 to 8-9. | ___ | ___ | ___ |
| 10. track pollution incidents? p. 8-9 | ___ | ___ | ___ |

CHAPTER 8 SCORE: [____ "Yes" responses ÷ ____ Number of applicable items] x 100 = ____ %

Chapter 9: MARINA MANAGEMENT

YES NO N/A

DO YOU:

- | | | | |
|--|-----|-----|-----|
| 1. (♦) have an approved Operations and Maintenance (O&M) Plan that addresses emergency planning, boater rules and regulations, and other management issues as called for in the Marina Regulations? pp. 9-1, 9-2, 10-2, & 10-3 | ___ | ___ | ___ |
| 2. train and regularly review emergency response procedures with staff? p. 9-1 | ___ | ___ | ___ |
| 3. train employees to watch for inappropriate discharges? p. 9-1 | ___ | ___ | ___ |
| 4. maintain training records? p. 9-1 | ___ | ___ | ___ |
| 5. have a predetermined procedure for approaching polluters? p. 9-1 | ___ | ___ | ___ |
| 6. inform contractors of marina rules and regulations prior to doing work? p. 9-2 | ___ | ___ | ___ |
| 7. incorporate best management practices into contracts? p. 9-2 | ___ | ___ | ___ |
| 8. post signs detailing best management practices? p. 9-2 | ___ | ___ | ___ |
| 9. incorporate environmental education messages in your daily customer interactions? p. 9-5 | ___ | ___ | ___ |
| 10. encourage and recognize boaters who try to prevent pollution? p. 9-5. | ___ | ___ | ___ |

CHAPTER 9 SCORE: [____ "Yes" responses ÷ ____ Number of applicable items] x 100 = ____ %

Chapter 10: LAWS AND REGULATIONS - No checklist

Chapter 11: BOATER EDUCATION

DO YOU:

- | | | | |
|--|-----|-----|-----|
| 1. (♦) post the full approved marina O&M plan in a prominent place within the marina and distribute the O&M plan's rules and regulations for marina users to all marina tenants? pp. 10-2 & 10-3 | ___ | ___ | ___ |
| 2. (♦) inform boaters of rules and regulations? p. 11-2 | ___ | ___ | ___ |
| 3. distribute clean boating sheets to boaters? p. 11-2 | ___ | ___ | ___ |
| 4. provide clear signage around your marina? p. 11-2 | ___ | ___ | ___ |
| 5. post environmental information in clearly marked places (bulletin board)? p. 11-2 | ___ | ___ | ___ |

CHAPTER 11 SCORE: [____ "Yes" responses ÷ ____ Number of applicable items] x 100 = ____ %

SCORING

1. Enter your scores for each chapter on the lines below and compare your scores to the minimum required scores.

<u>Your scores</u>	<u>Comments</u>	<u>Minimum required scores</u>
Ch. 3 _____ %	_____	Ch. 3 <u>80</u> %
Ch. 4 _____ %	_____	Ch. 4 <u>80</u> %
Ch. 5 _____ %	_____	Ch. 5 <u>80</u> %
Ch. 6 _____ %	_____	Ch. 6 <u>75</u> %
Ch. 7 _____ %	_____	Ch. 7 <u>80</u> %
Ch. 8 _____ %	_____	Ch. 8 <u>75</u> %
Ch. 9 _____ %	_____	Ch. 9 <u>70</u> %
Ch. 11 _____ %	_____	Ch. 11 <u>80</u> %

		Number of "Yes" Responses										
		1	2	3	4	5	6	7	8	9	10	11
Number of Applicable Questions	1	100%										
	2	50%	100%									
	3	33%	67%	100%								
	4	25%	50%	75%	100%							
	5	20%	40%	60%	80%	100%						
	6	17%	33%	50%	67%	83%	100%					
	7	14%	29%	43%	57%	71%	86%	100%				
	8	13%	25%	38%	50%	63%	75%	88%	100%			
	9	11%	22%	33%	44%	56%	67%	78%	89%	100%		
	10	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
	11	9%	18%	27%	36%	45%	55%	64%	73%	82%	91%	100%

2. If your score for each area is equal to or greater than the minimum required for each applicable section, call or email the Delaware Clean Marina Program to schedule a confirmation visit, (302) 739-9403 or alex.hense@state.de.us.

Please use this space for any additional comments or explanations you would like us to consider (attach additional sheets if necessary):

Verified by Delaware Clean Marina Committee Representatives:

(Sign) (Date)

(Sign) (Date)

(Print name)

(Print name)