



Ohio Clean Marinas *Program Checklist*

Marine Facility Name _____ Owner/Manager _____ Address _____ _____ Phone (____) _____ e-mail _____	Marine Facility Type <input type="checkbox"/> Marina, no boatyard <input type="checkbox"/> Marina, w boatyard <input type="checkbox"/> Yacht Club <input type="checkbox"/> Boat dealer <input type="checkbox"/> Other _____ _____
Reviewer Name(s) _____ _____ _____	Site Review Date _____ <input type="checkbox"/> Preliminary <input type="checkbox"/> Certification

This form is intended to be used by marine facility operators to conduct self assessments of their facilities. It will also be used by a team from the Clean Marinas Program Advisory Board to verify self assessments. The designations in the status column of the table are:

- = Law or Regulation indicates that the reader should refer to the Guidebook for specific regulatory or legal requirements; these are required.
- ❖ = Required BMP means that a goal using one or more best management practices (BMPs) in the Guidebook is required by the Program; in most cases these are goals required for approval of Ohio's Coastal Management Program.
- ⚙ = Recommended BMP means that a goal using one or more BMPs in the Guidebook is recommended

In many cases a goal can be achieved by selecting one or more BMPs from a larger set in that section of the Guidebook, in other cases a goal refers to a single BMP. The Ohio Clean Marinas Program Guidebook is available from the program coordinator at 419-609-4120 or orlando.42@osu.edu, or from ohioseagrant.osu.edu or watercraft.ohiodnr.gov/cleanmarinas

Ohio Clean Marina awards will be presented to those marine facilities that are in compliance with all applicable laws and regulations (•), all required goals (❖), and 50 percent of the recommended goals (⚙).

The “not applicable” (N/A) option is offered so that items which do not apply to your operation will not be counted against you in the scoring process. For example, if your facility has an underground fuel storage tank, simply mark N/A for the above ground storage tank rule. Chapter 16 applies only to new marinas or those undergoing a significant expansion. In Chapter 17, the legal requirements apply only to new or expanding marinas or to those replacing docks, while the erosion control BMPs are potentially applicable to all marinas.

Chapter 1. Introduction	Status	Yes	No	N/A
No checklist				
Chapter 2. Used Chemicals and Wastes	Status	Yes	No	N/A
1. You have evaluated your waste stream, determined your hazardous waste generator status and are in compliance with the regulations that apply to your status.	•			
2. You require that all maintenance work is performed in a work area designed to contain waste materials.	❖			
3. You store hazardous wastes and materials in appropriate and separate containers to minimize spills, leaks or releases.	•			
4. You winterize only with less toxic propylene glycol antifreeze.	❖			
5. You dispose of antifreeze by approved methods.	•			
Chapter 3. Air Permits, Painting and Coating Operations	Status	Yes	No	N/A
1. Your air permits are up to date and you are in compliance with the terms and conditions of your permits.	•			
2. You contain and collect all debris/dust from stripping, sanding and painting and dispose of it properly.	•			
3. You conduct all spray painting on land, in a spray booth or under a tarp; if a spray booth, you have approval of the local fire department and local building code authority.	•			
4. If you apply TBT paints, you have a limited commercial license from the Ohio Department of Agriculture.	•			
5. You have a painting policy to minimize environmental impacts of painting operations; you require all stripping and sanding in a designated area (see also Ch. 2).	⚙			
Chapter 4. Used Oil and Oil Filters	Status	Yes	No	N/A
1. You have appropriate procedures for the collection, storage and recycling or disposal of used oil	•			
2. You offer spill-proof oil changes.	⚙			
3. You store and manage your machinery to prevent oil spills and leaks.	•			
Chapter 5. Burning Used Oil in Space Heaters	Status	Yes	No	N/A
1. You have a permit from Ohio EPA to install and operate a used oil burning space heater or you qualify for the de minimus exemption.	•			
Chapter 6. Handling Spent Lead Acid Batteries	Status	Yes	No	N/A
1. You have appropriate procedures for the collection, storage and disposal of spent lead acid batteries	•			
Chapter 7. Freon Recovery	Status	Yes	No	N/A
1. You use U.S. EPA certified technicians to recover and properly dispose of Freon.	•			
Chapter 8. Oil Spill Prevention	Status	Yes	No	N/A
1. You have a Spill Prevention Control and Countermeasure (SPCC) plan, the required containment area if the storage tank(s) are above ground, and the plan has been certified by a professional engineer.	•			
2. You maintain enough oil spill response equipment to contain the greatest potential spill at your facility.	❖			
3. Your oil response equipment is stored where it is convenient and accessible to the most likely location of a spill.	⚙			

4. You make available and promote the use of oil absorbent materials during oil changes (Ch. 4), fueling (Ch. 10) and in the bilge areas of all boats with inboard engines.	❖			
5. You recycle oil absorbent materials if possible or dispose of them in accordance with petroleum disposal regulations (see also Chs. 4 and 10).	•			
6. You report oil spills to the National Response Center at 1-800-424-8802 (U.S. Coast Guard), the Ohio EPA at 1-800-282-9378 and your local fire department; and are in compliance with multiple discharge rules.	•			
Chapter 9. Fuel Management and Storage Tanks	Status	Yes	No	N/A
1. You have the necessary permits and meet all the requirements of the fire code for spill prevention and for fuel containment to operate a commercial Above Ground Storage Tank (AST) containing flammable or combustible liquids.	•			
2. You meet the requirements of BUSTR (Bureau of Underground Storage Tank Regulations) and PUSTRCB (Petroleum Underground Storage Tank Release Compensation Board) for monitoring and registration of your commercial Underground Storage Tank (UST) containing flammable or combustible liquids.	•			
Chapter 10. Fuel Dispensing Procedures	Status	Yes	No	N/A
1. Your marine service station has an attendant or supervisor on duty whenever the station is open for business.	•			
2. You do not use holding clips on fuel nozzles.	•			
3. You have automatic back pressure shut-off nozzles on fuel pump discharge hoses to automatically stop the flow of fuel into a boat's fuel tank when sufficient reverse pressure is created.	❖			
4. Your fuel station attendants are trained in marina fueling procedures which minimize the likelihood of fuel spills.	⚙			
5. You post signage for boaters about clean boater fueling practices at your marina.	⚙			
6. Your fuel station attendants are trained to remind boaters of fueling practices at your marina.	⚙			
7. You meet the National Fire Protection Association and State Fire Code standards for fire protection at marinas.	•			
8. You keep a file of Material Safety Data Sheets (MSDS) for all products used at your facility and Inform the SERC, LEPC and fire department what materials you store and if you have a spill.	•			
Chapter 11. Handling Trash, Plastic and Fish Waste	Status	Yes	No	N/A
1. You prohibit the dumping of plastic, paper, rags, glass, metal, crockery, dunnage (lining and packing material, nets, lines, etc.), and food into the water.	•			
2. You provide leakproof solid waste containers with effective covers conveniently throughout the marina for storage of solid waste prior to disposal, and empty and clean them on a timely basis.	•			
3. You post signs directing people to trash receptacles if they are not in plain view and indicate what may be placed in each receptacle.	⚙			
4. You have contacted a waste hauler or your local solid waste recycling coordinator to learn what materials are collected in your area.	❖			

5. You provide collection bins for solid recyclables in convenient locations and encourage patrons to recycle.	☼			
6. You have a posted fish cleaning station and require patrons to clean fish at the station or at home and to dispose of fish waste properly.	❖			
7. You inform boaters about procedures to prevent the spread of zebra and quaga mussels, aquatic plants and other aquatic nuisance species when leaving a body of water.	☼			
Chapter 12. Sewage Handling	Status	Yes	No	N/A
1. You have a pumpout or dump station that is appropriate for your facility.	•			
2. You do not allow waste from your pumpout or dump station to drain into receiving waters.	•			
3. You prohibit discharge of head waste in your marina as a condition of your lease agreements.	❖			
4. You post signs prohibiting the discharge of head waste and directing people to use shoreside restrooms.	☼			
5. You provide clean, functional restrooms 24 hours per day and post signs showing their location.	❖			
6. If your marina uses a septic system, you have developed a policy to maintain the septic system and posted signs about what patrons can and cannot put into the system.	•			
7. If your marina is located within a No Discharge Zone, at present any waterway other than Lake Erie, the Ohio River or the Muskingum River, you require that boaters secure their Type I and Type II MSDs, e.g., lock the door to the head or disable the seacock.	•			
*Chapter 13. Wastewater Discharges	Status	Yes	No	N/A
1. You have Identified all process-related wastewater discharges.	•			
2. You have obtained an NPDES permit from Ohio EPA and/or permission from the POTW for all of your wastewater related discharges.	•			
3. You prohibit the discharge or disposal of chemicals, or other wastes into an underground injection well (this includes floor drains that lead to an on-site septic system).	•			
4. You properly contain and manage waste waters from your pressure washing activities.	•			
*Chapter 14. Storm Water Management	Status	Yes	No	N/A
1. You have obtained a storm water permit from Ohio EPA.	•			
2. You have developed a storm water pollution prevention plan (SWP3) for your site which meets Ohio EPA requirements.	•			
3. Your storm water management structures are appropriate for your property, are maintained for effective operation and are inspected and cleaned on a systematic schedule.	•			
4. You have a low-impact system for storm water runoff.	☼			
5. You use vegetated buffers and wetlands to slow storm water runoff and remove pollutants.	☼			
6. You use pervious surfaces for parking lots, sidewalks, etc., or have a plan to reduce the amount of impervious area at your marina as you replace these surfaces.	☼			

Chapter 15. On-site Drinking Water Systems	Status	Yes	No	N/A
1. If you have a public drinking water system, you have obtained approval and operating license for your drinking water system from Ohio EPA.	•			
2. You monitor your public water system and have samples tested in accordance with Ohio EPA rules.	•			
3. You maintain the area surrounding your drinking water well to prevent pollution from a septic system, unused wells, etc.	•			
Chapter 16. Site Selection, New or Expanding Marinas	Status	Yes	No	N/A
1. You plan new facilities in previously-developed waterfront sites.	⚙			
2. You have complied with all federal and state laws for threatened or endangered species.	•			
3. You have avoided disturbance or development of Category III (high quality) wetlands, and avoided or mitigated disturbance of Categories I and II wetlands and riparian areas.	•			
4. You have scheduled construction to avoid critical migration, nesting, and spawning periods of important species of fish and wildlife.	•			
5. You have designed your marina to facilitate flushing.	⚙			
6. You have performed preconstruction inspection, assessment, monitoring and/or modeling for water quality conditions.	❖			
7. You make provision to systematically monitor water quality at your marina during operations.	❖			
8. You do not use asphalt near water surfaces.	❖			
9. You locate buildings, workshops, waste storage facilities, parking, vessel storage, and vessel repair facilities away from the water to the extent possible.	⚙			
Chapter 17. Marina Design, Redesign and Maintenance	Status	Yes	No	N/A
1. You leave an open gap at the shoreward end of crib docks to facilitate littoral transport of sand and gravel past the structure and prevent stagnant areas. The gap length should be determined site specifically by the project engineer.	•			
2. You use environmentally neutral materials for pilings and other construction and fill. Cadmium chromium arsenate (CCA) treated lumber or creosote treated lumber and asphalt or other petroleum-based substances are prohibited below the ordinary high-water mark.	•			
3. You minimize the impacts of dredging by not dredging during critical migration or spawning periods, by avoiding colonial waterbird nesting areas and historic waterfowl staging and concentration areas, and selecting an appropriate disposal site and containment design.	•			
4. Your shore erosion control measures give preference to non-structural measures, such as beach nourishment, native grasses, marsh creation, and other methods that encourage the preservation of the natural environment.	❖			
5. You minimize the adverse effects of erosion control projects on adjacent properties (stream banks and shorelines), navigation, threatened or endangered species, and significant historic or archaeological resources.	❖			

6. If non-structural measures alone are not sufficient to control erosion, structural measures may be used to stabilize and ensure the long-term viability of the non-structural controls.	☼			
7. In areas where existing protection methods are being flanked or are failing, you implement properly designed and constructed shore erosion control methods such as returns or return walls, toe protection, and proper maintenance or total replacement.	❖			
8. You protect sensitive habitat using waterwise landscaping practices such as watering deeply and infrequently, selecting plants requiring less care, mulching, or using gray water and rain water.	☼			
9. You protect sensitive habitat using integrated pest management techniques such as selecting disease and insect resistant plants, mowing lawns and pulling weeds to reduce reliance on herbicides, fostering natural predators, or as a last resort using least toxic chemicals applied at times to minimize leaching into the water.	☼			
10. You protect sensitive habitat by planting and maintaining vegetated buffers, using native plants that require little care, choosing plants that attract birds, small mammals and other wildlife.	❖			
Chapter 18. Marina Management	Status	Yes	No	N/A
1. You include language requiring the use of best management practices in all of your contracts: slip holders, liveaboards, transients, charters, workers, contractors, and tenants.	☼			
2. You post a sign informing boaters of Ohio's no wake law near marinas.	❖			
3. You post signs informing boaters of marina environmental policies and locations of receptacles, fish cleaning, etc.	☼			
4. You provide information (brochures, fact sheets, workshops, tours) to boaters about your marina and best boating practices.	☼			
5. You offer environmental audits for boaters.	☼			

	Applicable #	Achieved #	Actual %	Required %
Legal Requirements—(●) 43 items				100
Program Requirements—(❖) 17 items				100
Recommended Practices—(☼) 23 items				50

On September 7, 2005 the Clean Marinas Advisory Board voted by consensus to adopt the following policy for the current certification process outlined in the BMP checklist.

* “Proceed to immediately certify Clean Marinas which comply with the BMP Checklist except for Chapter 13 (Item 2) and Chapter 14 (Items 1 & 2) until proposed OEPA General Marina Sector Permit becomes available. When the permit process is finalized, this permit option will be added to the required checklist components as per original board policy of updating the BMP’s and Checklist requirements. The Clean Marina Advisory Committee requests the opportunity to review and comment on the draft General Permit prior to release for formal public comment. The Advisory Board recognizes that the Clean Marina Program is a voluntary program that does not exempt any person or entity from the legal requirements of the State of Ohio.”