



# Oregon Clean Marina Program Award Checklist

<b>Marine Facility Name:</b>	<b>Marine Facility Type:</b>	
<b>Owner/Manager:</b>	<input type="checkbox"/>	Marina, no boatyard
<b>Address:</b>	<input type="checkbox"/>	Marina, with boatyard
	<input type="checkbox"/>	Yacht Club
<b>Phone:</b>	<input type="checkbox"/>	Floating Home Moorage
<b>Email:</b>	<input type="checkbox"/>	Other -

**Directions**

**# of Boat Slips** \_\_\_\_\_

Use this form to conduct a self-assessment of your facility and to guide you through the process of becoming certified as an Oregon Clean Marina. This checklist should be used in conjunction with the Oregon Clean Marina Guidebook and the page numbers correspond to the guidebook. The guidebook and checklist are available from the Oregon State Marine Board at [www.boatoregon.com](http://www.boatoregon.com) or from the Clean Marina Coordinator at (503) 378-2836.

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.

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 an Oregon Clean Marina, you must answer “yes” to:

- ✧ All of the required goals (marked with an *L* or *P*) that apply to your facility AND
- ✧ At least 85% of the all the goals that apply 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 Oregon 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 Clean Marina Coordinator at 503-378-2836 to schedule a confirmation visit at a mutually convenient time. If you have not yet achieved the necessary percentages, contact the Clean Marina Coordinator 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. 9)	<i>P</i>				
2. Incorporate best management practices into marina rules and moorage contracts? (p. 9)	<i>P</i>				
3. Pass on information about pollution prevention boating practices and aquatic nuisance species to customers, contractors, and employees? (p. 10, 27)	<i>P</i>				
4. Have “yard rules” for performing debris-producing boat maintenance written into marina slip contracts? (p. 10)	<i>P</i>				

## Facility Management

DO YOU:	Type	Yes	No	N/A	New?
5. Post signs and identify boats which may be transporting aquatic nuisance species? Require cleaning of contaminated boats before entering waterways. (p. 27-28)	<i>P</i>				
6. Comply with the whitebead foam encapsulation regulation? (p. 29)	<i>L</i>				
7. Ensure you are in compliance with all laws and permits concerning construction (both upland and floating projects), and fill/removal regulations? Are active construction sites maintained to prevent adverse impacts to the environment? (p. 29-30)	<i>L</i>				
8. Keep all docks, floats and bulkheads in good working order by conducting routine maintenance (p. 30)	<i>P</i>				
9. Have any necessary DEQ stormwater discharge permits? (p. 31) – primarily for boatyards	<i>L</i>				
10. Maintain and clean stormwater catch basins regularly? (p. 32)	<i>P</i>				
11. Have a vegetated buffer between impervious surface (like pavement) and the marina basin, where practical? (p. 32, 41)	<i>O</i>				
12. Minimize impervious areas and/or direct roof runoff to drywells or vegetated areas? (p. 32)	<i>O</i>				

13. Have mechanical or other treatment devices that treat stormwater, such as oil/water separators, storm drain filters, sediment traps or oil absorbents? (p. 32)	<i>O</i>				
14. Maintain stormwater treatment devices per appropriate maintenance schedule? (p. 32)	<i>P</i>				
15. Comply with the legal requirements for sewage disposal? (p. 33)	<i>L</i>				
16. Offer affordable, convenient pumpout and/or dump station facilities to customers and/or the general public? (p. 34)	<i>O</i>				
17. Keep your pumpout and/or dump station in good working order? (p. 34)	<i>P</i>				
18. Provide clean bathrooms for marina customers/members? (p. 34)	<i>P</i>				
19. Have a written policy that prohibits the discharge from all MSD's within the marina basin? (p. 34)	<i>P</i>				
20. Keep oil spill response equipment maintained, accessible, and near potential sources of accidents? (p. 35, 104)	<i>O</i>				
21. Control litter and have a regular schedule for picking up stray trash? (p. 37)	<i>P</i>				
22. Keep trash containers, bins, or dumpsters covered and in convenient locations away from the water? If containers are on docks are they secured to prevent tipping over? (p. 37)	<i>P</i>				
23. Provide clearly marked recycling containers for customers and staff to use, particularly for plastic, paper/cardboard, and metal/aluminum food/beverage containers? (p. 38)	<i>P</i>				
24. Reduce the use of toxic cleaners for cleaning your facility by changing practices or products? (p. 39)	<i>O</i>				
25. Use native plants and avoid invasive plants in landscaping? (p. 41)	<i>O</i>				
26. Minimize use of fertilizers and pesticides and/or use compost on landscaping? (p. 41)	<i>O</i>				
27. Have the facility's hazardous waste generator status determined and comply with corresponding regulations? (p. 42)	<i>L</i>				

28. Conduct hazardous waste determinations? (p. 42)	<i>L</i>				
29. Comply with the Emergency Planning and Community Right-to-Know Act? (p. 42, 111)	<i>L</i>				
30. Keep liquid wastes separate and not dispose of them into the trash, down drains, onto the ground, or into the water? (p. 42)	<i>L</i>				
31. Label the contents of hazardous waste container(s), including the accumulation start dates, and manage hazardous waste per regulations? (p. 42)	<i>L</i>				
32. Have procedures to reduce or eliminate the use of toxic solvents and other chemicals put in place? (p. 43)	<i>O</i>				
33. Store hazardous waste on an impervious surface with containment able to retain 110% of the volume of the largest container? (p. 43)	<i>O</i>				
34. Follow recommended disposal methods for potential hazardous waste streams? (p. 43, 123)	<i>O</i>				
35. Ensure floor drains are sealed or connected to a sanitary sewer? (p. 44)	<i>O</i>				
36. Prohibit disposal of fish waste in the marina basin, and/or provide for proper disposal of fish waste? Post signs displaying rules at cleaning stations. (p.45)	<i>P</i>				
37. Encourage customers to clean up after their pets by posting signs and/or providing bags to scoop up wastes? (p. 46)	<i>O</i>				
38. Ensure you are in compliance with all laws and permits concerning dredging activity? (p. 47)	<i>L</i>				

### Hauling and Storing Boats

DO YOU:	Type	Yes	No	N/A	New?
39. Provide an oil/water separation service to remove oil from bilge water? (p. 53)	<i>O</i>				
40. Place oil absorbent materials in boat bilges as a standard maintenance practice? (p. 53)	<i>O</i>				
41. Provide staff training and/or customer education on bilge cleaning? (p. 54)	<i>O</i>				

42. Collect and treat pressure washwater, as described in the Pressure Washing section? (p. 55-56)	<i>P</i>				
--	----------	--	--	--	--

### Fueling

DO YOU:	Type	Yes	No	N/A	New?
43. Comply with the Oregon fire code for marine motor fuel dispensing facilities? (p. 61)	<i>L</i>				
44. Report petroleum spills as required? (p. 62)	<i>L</i>				
45. Have oil absorbent material available for fuel dock staff and customers to clean up drips and small spills? (p. 62)	<i>P</i>				
46. Carry vent line whistles, fuel/air separators, absorbent fuel collars or other fuel spill preventative devices in your store? (p. 62)	<i>O</i>				
47. Regularly inspect and repair fuel transfer and storage equipment? (p. 62, 64)	<i>P</i>				
48. Train fuel dock staff to prevent drips and spills at the fuel dock? (p. 62)	<i>P</i>				
49. Comply with the requirements for your Underground Petroleum Storage tanks? (p. 63)	<i>L</i>				
50. Comply with the requirements for your Aboveground Petroleum Storage tanks? (p. 64)	<i>L</i>				

### Mechanical Activities

DO YOU:	Type	Yes	No	N/A	New?
51. Send used oil to an approved recycling facility or reuse on site? (p. 129)	<i>L</i>				
52. Label all used oil stored in tanks or containers "used oil"? (p. 130)	<i>L</i>				
53. Store used oil in a manner that does not allow releases to the environment? (p. 70, 129-131)	<i>L</i>				
54. Thoroughly drain oil filters prior to disposal? (p. 70)	<i>P</i>				
55. Offer spill proof oil changes with non-spill vacuum-type systems? (p. 70)	<i>O</i>				

56. Have oil absorbent materials available when doing boat maintenance? (p. 70)	<i>P</i>				
57. Promote the use of less toxic propylene glycol antifreeze? (p. 71)	<i>O</i>				
58. Store used antifreeze in separate, labeled and coverable containers and provide secondary containment? (p. 71-72)	<i>P</i>				
59. Recycle used antifreeze? (p. 72)	<i>O</i>				
60. Minimize contamination of rags and manage used rags appropriately? (p. 73-74)	<i>P</i>				
61. Use water-based, non-VOC cleaners instead of solvent-based degreasers and part washers? (p. 75)	<i>O</i>				
62. Recycle used batteries and follow applicable legal requirements? (p. 77)	<i>L</i>				
63. Store spent lead acid batteries in a covered area, layered with wood, if stacked? (p. 78)	<i>O</i>				

### Painting and Fiberglass Repair

DO YOU:	Type	Yes	No	N/A	New?
64. Conduct boat scraping, sanding, and other debris-producing maintenance in a designated upland maintenance area, where feasible? (p. 87)	<i>P</i>				
65. Put tarps or drop cloths under boats to catch chips and drips while scraping, sanding, and painting boats on the upland? (p. 87, 91, 93)	<i>P</i>				
66. Disallow in-water hull scraping or any process that occurs underwater which removes paint from the boat hull? (p. 88, 91)	<i>P</i>				
67. Reduce use of solvent-based paint strippers by changing practices or product? (p. 89)	<i>O</i>				
68. Recommend less environmentally damaging bottom coatings? (p. 90)	<i>O</i>				
69. Mix paint within a covered area and use secondary containment? (p. 93)	<i>O</i>				
70. Use alternatives to abrasive blasting onsite, such as vacuum sanders or contracting work offsite? (p. 94)	<i>O</i>				

71. Conduct all paint spraying in a protective enclosure, where practical? (p. 95)	0				
72. Use spray equipment with high transfer efficiency such as HVLP or HELP spray guns? (p. 95)	0				
73. Use alternative varnishes and teak cleaners that are less harmful? (p. 98, 99)	0				

### Emergency Planning

DO YOU:	Type	Yes	No	N/A	New?
74. Have a Spill Prevention, Control, and Countermeasure (SPCC) Plan, if it is required? (p. 103, 145-147)	L				
75. Have an emergency response plan for potential accidents or emergencies? (p. 104)	P				
76. Have spill response numbers posted? (p. 104)	0				
77. Train employees on emergency response every year? (p. 104)	0				
78. Have a spill contingency plan even if you are not required to have a SPCC Plan? (p. 105, 145-147)	P				

### Program Agreement:

By signing this evaluation checklist, you as the facility owner and/or manager agree to implement the management practices marked in the yes column. It is expected of you to ensure that your staff and marina users are following the established rules and regulations that are a result of your enrollment into the Clean Marina program. You are also confirming that you have not withheld any relevant information regarding any recent environmental compliance issues or other regulatory actions. Any actions that would knowingly violate this agreement and cause pollution to the environment will constitute your certification status to be re-evaluated and possibly terminated.

\_\_\_\_\_  
Signature of facility owner or manager

\_\_\_\_\_  
Date

**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.)

	Total Achieved #	Total Applicable #	Actual % (= <b>Total Achieved #</b> divided by <b>Total Applicable #</b> multiplied by 100)
<b>Your Score</b>			
If you answered “yes” to all the required items (marked with an <i>L</i> or <i>P</i> ) that apply to your facility and received a score of 85% or higher, then you are eligible to be certified as an Oregon Clean Marina.			

Verified by Oregon Clean Marina Program Representatives:

Name	Affiliation	Date
Name	Affiliation	Date
Name	Affiliation	Date