



OHIO CLEAN MARINAS PROGRAM

TIERED CHECKLIST

Marine Facility Name _____

Owner/Manager _____

Address _____

Phone _____ Email _____

Website _____

Reviewer Name(s) _____

Number of Slips Wet _____ Dry _____ Transient _____

Marine Facility Type (CHECK ALL THAT APPLY)

- Marina
- Boatyard
- Yacht Club
- Boat Dealer
- Other _____

Site Review Date

- _____
- Preliminary
 - Certification
 - Recertification

Types of Services Your Facility Offers (CHECK ALL THAT APPLY)

- | | | |
|---|---|--|
| <input type="checkbox"/> Outside winter storage | <input type="checkbox"/> Seasonal in-water slips | <input type="checkbox"/> Clubhouse or pavilion |
| <input type="checkbox"/> Inside cold winter storage | <input type="checkbox"/> Transient in-water slips | <input type="checkbox"/> Restaurant/Bar |
| <input type="checkbox"/> Inside heated storage | <input type="checkbox"/> Rack in and out service | <input type="checkbox"/> Marina Store |
| <input type="checkbox"/> Fish Cleaning Station | <input type="checkbox"/> Gasoline fuel pumps | <input type="checkbox"/> Diesel fuel pumps |
| <input type="checkbox"/> Pump-out facilities | <input type="checkbox"/> Launch ramp | <input type="checkbox"/> Hoist service |
| <input type="checkbox"/> Other _____ | | |
| _____ | | |

Types of Operations Performed

(CHECK ALL THAT APPLY)

- | | | |
|---|--|---|
| <input type="checkbox"/> Use shrink wrap covers | <input type="checkbox"/> Fiberglass Repairs | <input type="checkbox"/> Paved roadways |
| <input type="checkbox"/> Winterization | <input type="checkbox"/> Bottom sanding and painting | <input type="checkbox"/> Storm drains |
| <input type="checkbox"/> Mechanical/engine shop | <input type="checkbox"/> Boat bottom washing | <input type="checkbox"/> Oil changes |
| <input type="checkbox"/> Other _____ | | |

Number of employees: Full-time (year-round) _____ Part-time (year-round) _____ Seasonal _____

What type of docking system do you have? Floating docks Fixed docks Bulkheads

What are the docks made of? _____

Petroleum storage: Aboveground Underground, gallons of diesel: _____ gasoline: _____

Is the marina: Public Private Other: _____

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 to conduct onsite marina certification assessments.

Please answer each question by checking either Yes, or Not Yet, and tally the total number of practices in the Yes column for each chapter. This will determine your status of “base,” “gold,” or “platinum” for that chapter. Gold status requires a minimum “gold” ranking or higher for each chapter, and Platinum status requires all tiered checklist practices to be implemented. For the Regulations and Permits section, select Yes, No, or N/A for each practice. All applicable regulatory and permit requirements must be met before a marina is certified at any level.

The practices listed on the checklist refer to the Ohio Clean Marina Best Management Practices Guidebook. **It is important that you refer to the corresponding Guidebook pages for more complete descriptions of practices and guidance** (Online Guidebook: [link](http://www.miseagrant.umich.edu/clean-marina-classroom/)). For additional information and online training, please consider taking the Clean Marina Classroom course at <http://www.miseagrant.umich.edu/clean-marina-classroom/>. The classroom fee provides unlimited access for your facility managers and staff for one year.

Marina Management

(Things marinas do on their property)

Choose from the following criteria: Base Certification = 10, Gold = 14, Platinum = All

	Yes	Not Yet
a. Cigarette disposal containers are available for patrons and staff.		
b. Designate an environmental staff representative to ensure environmental standards are met.		
c. A compost area has been designated for food scraps, plant material, compostable dinnerware, organic matter and other compostable items.		
d. Collection bins for solid recyclables (i.e. paper, plastic, fishing line, etc.) are strategically placed throughout the marina to encourage patrons and staff to recycle.		
e. Signs are posted informing boaters and staff of marina environmental policies.		
f. Empty trash cans and conduct litter pick-up within marina and along shoreline daily.		
g. Provide collection bins and bags for pet waste.		
h. Provide clean, functional restrooms when marina is open for business.		
i. The following items are available to boaters for maintenance activity at the marina: tarps, trash bags, oil pads and/or bilge socks.		
j. Oil boom is available and easily accessible.		
k. Annually conduct site review and submit completed checklist to reaffirm your status as an Ohio Clean Marinas.		
l. Implement an environmentally preferable purchasing policy that promotes the purchase of recycled, renewable and or reusable products and services.		
m. Energy efficient practices have been incorporated (renewable energy, energy audits, reduction in electrical use, etc.).		
n. Derelict vessels have been removed from the property.		
o. Shrinkwrap is recycled or indoor storage is available for winterization of boats.		
p. Maintain all equipment on a regular basis to prevent hydraulic fluid leakages and other machinery seepage.		
q. Provide example(s) of innovative best management practices not listed above that are unique to your marina.		
Status Achieved:		

Water Management and Resiliency

(Things marinas do to address water quality and natural disasters)

Choose from the following criteria: Base Certification = 5, Gold = 7, Platinum = All

	Yes	Not Yet
a. Clean and maintain grease traps, storm drains, gutters and other storm structures that may become littered with debris, on a systematic schedule.		
b. Label all storm drains (i.e. No Dumping, Drains to Lake) and ensure impermeable surfaces remain free of hazardous wastes from staff and patrons.		
c. Sweep walkways, parking areas, boat maintenance areas and adjoining streets frequently to maintain clean surfaces.		
d. Incorporate techniques that reduce stormwater pollutants, such as planting native shrubs between gas tanks or around maintenance areas, and/or replace impervious areas with pervious areas.		
e. Position downspouts and/or stormwater runoff to drain into permeable areas (grass, gravel, permeable pavement) or a rain catchment system.		
f. Incorporate practices to enhance water circulation, reduce algae buildup and prevent stagnant water, such as bubblers or aerators.		
g. Adopt at least one water conservation practice (low-flow faucets/toilets, rain barrels, fix water leaks, conduct a water audit).		
h. Water quality is monitored on a systematic schedule and results are documented and maintained by marina.		
i. A completed site specific natural hazard emergency document is on file and reviewed with staff annually to evaluate risks from these events.		
j. Provide example(s) of innovative best management practices not listed above that are unique to your marina.		
Status Achieved:		

Ecological Considerations

(Things marinas do for their environment)

Choose from the following criteria: Base Certification = 4, Gold = 6, Platinum = All

	Yes	Not Yet
a. Post no-wake signs in areas where shorelines have become vulnerable due to erosion.		
b. Post signs or have information available to encourage and inform boaters of proper cleaning techniques for the transportation of trailered boats.		
c. Use only aquatic safe herbicides and pesticides or manually remove weeds.		
d. Have a fish and bait waste management plan to control disposal of wastes that will not impair water quality.		
e. Create habitats to increase species biodiversity.		
f. Use only native plants (flowers, bushes, shrubs, grasses) for landscaping.		
g. Employ living shoreline techniques (native grasses, soft armoring, vegetated rip-rap) to protect banks, dissipate wave energy, filter pollution, provide habitat and discourage invasive and nuisance species.		
h. Provide example(s) of innovative best management practices not listed above that are unique to your marina.		
Status Achieved:		

Boater Education

(Things marinas do for their boaters)

Choose from the following criteria: Base Certification = 5, Gold = 7, Platinum = All

	Yes	Not Yet
a. Offer vessel safety checks to boaters annually.		
b. Provide educational materials about best boating practices that are readily accessible to boaters in the form of brochures, factsheets, pamphlets and/or other publications.		
c. Incorporate language or educational materials about environmental best management practices in boater slip agreements.		
d. Provide information about the Ohio Clean Marinas Program to your boaters.		
e. Include the Ohio Clean Boater Pledge in boater slip agreements and encourage boaters to sign up.		
f. Provide at least one in-person educational session to boaters annually or provide annual clean boater check.		
g. Publicly recognize boaters when they demonstrate environmental stewardship (newsletters, boater of the month, social media, etc.).		
h. Host an Ohio Boating Education Course (OBEC) at the facility or provide boaters information as to where boater education courses are located.		
i. Provide example(s) of innovative best management practices not listed above that are unique to your marina.		
Status Achieved:		

Employee Training and Community Outreach

(Things marinas do for their employees* and communities)

*“employees” refers to any staff, club member or representative for the marina

Choose from the following criteria: Base Certification = 4, Gold = 6, Platinum = All

	Yes	Not Yet
a. Document and regularly maintain records for employees related to environmental trainings.		
b. Offer at least one in-person environmental training to employees annually.		
c. Participate in at least one Ohio Clean Marinas webinar per year.		
d. Encourage and assist employees to attend professional development trainings and certifications in relation to environmental issues.		
e. Publicly recognize employees when they demonstrate environmental stewardship (newsletters, employee of the month, social media, etc.).		
f. Partner with a local vocational school, community college, youth club or other educational entity to offer internships, field trips or collaborative programs.		
g. Implement a life jacket loaner program at marina.		
h. Provide example(s) of innovative best management practices not listed above that are unique to your marina.		

Status Achieved:

Regulations and Permits

The following items are federal or state requirements:

Hazardous Waste Management	Yes	No	N/A
a. All wastes generated at marina are evaluated to find out if they would be classified as hazardous wastes.			
b. The facility's hazardous waste generator status is determined based on how much hazardous waste is generated in a calendar month.			
c. Appropriate procedures are in place for the collection, storage and recycling or disposal of hazardous wastes (antifreeze, lead acid batteries, paints, solvents, florescent bulbs, etc.)			
d. Safety Data Sheets are on file for all products used at your facility.			
e. Used oil containers are properly labeled USED OIL and the used oil is recycled appropriately.			
f. Machinery is stored and managed properly to prevent oil spills and leaks.			
g. Emergency phone numbers are posted for staff in case of an oil spill.			
h. Oil absorbent materials are recycled or disposed of in accordance with applicable disposal regulations.			
i. The dumping of plastic, paper, rags, glass, metal, crockery, dunnage and food into the water is prohibited.			
j. Trash cans and dumpsters throughout the marina are covered and emptied on a timely basis.			
k. All hazardous wastes are stored indoors and properly managed, including but not limited to: spend acid batteries, antifreeze, used flares, fluorescent lightbulbs, rags soiled with solvent and gas filters			
l. Solvent soaked rags are managed in accordance with Ohio EPA's solvent contaminated wipe rules.			
Wastewater Management	Yes	No	N/A
a. Marina pumpout is appropriate for facility and discharge or drainage of waste into receiving waters is prohibited.			
b. If your marina uses a septic system, post signs about what patrons can and cannot put into the system, and address wet areas or standing water above absorption field, odor and toilets that run slowly or back up.			
c. The discharge of pressure wash wastewater is prohibited on site and appropriate compliance measures are in place to handle your pressure wash water.			
d. The discharge or disposal of chemicals or other wastes into an underground injection well, including floor drains, is prohibited.			
e. Floor drains are plugged and debris swept up after maintenance.			
Stormwater Management	Yes	No	N/A
a. A Spill Prevention Control and Countermeasure (SPCC) plan is on site at marina if the total capacity of above ground tanks and 55+ gallon containers used to store oil or oil products is greater than 1,320 gallons OR 42,000+ gallons of underground storage.			
b. An NPDES (National Pollutant Discharge Elimination System) Permit has been obtained if applicable, the Stormwater Pollution Prevention Plan (SWPPP) meets Ohio EPA requirements and is located on marina site.			
c. Marina storm drains are cleaned on a systematic schedule and maintained for effective operation.			

	Yes	No	N/A
Fuel Management			
a. If an Above Ground Storage Tank is located onsite, you have the necessary permits and meet all fire code requirements for spill prevention and fuel containment.			
b. If an Underground Storage Tank is located on site, you meet the requirements of BUSTR for monitoring and registration of your tank containing flammable or combustible liquids.			
c. Holding clips on fuel nozzles have been removed.			
d. A fueling attendant is on duty whenever the station is open.			
e. Fire extinguishers are checked annually in accordance with National Fire Protection Association and State Fire Code standards.			
Air Pollution Management			
a. Air permits are up to date and you are in compliance with the terms, conditions and record keeping requirements in your permits.			
b. Spray painting is conducted on land, in a spray booth or under a tarp.			
c. All debris and dust from stripping, sanding and painting is contained, collected and disposed of properly.			
Site Management			
a. You have complied with all federal and state laws for threatened or endangered species.			
b. You have avoided disturbance of Category III (high quality) wetlands, and avoided or mitigated disturbance of Categories I and II wetlands and riparian areas.			
c. You have scheduled construction to avoid critical migration, nesting, and spawning periods of important species of fish and wildlife.			
d. 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.			
e. 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.			
f. A current Army Corps of Engineers permit has been obtained for dredging activities and other in-water work.			
All other applicable federal, state and local laws not listed above			

	Yes	No	N/A
Industrial Activity			
If applicable, required for Ohio Clean Marinas certification:			
a. Employees are trained in hazardous materials management practices and safety requirements.			
b. Fuel bibs or donuts are always on fuel pumps and gas cans.			
c. All maintenance work is performed in an inside work area designated to contain waste material.			
d. Language is included in work agreements informing outside contractors of best management practices adopted at marina.			
e. All containers are clearly marked and labeled as to their contents.			
f. Only propylene glycol antifreeze is used in winterization.			
g. Avoid toxic cleaning products such as ammonia, petroleum distillates, sodium hypochlorite or chlorinated solvents.			
h. Fuel hoses, pipes and tanks are routinely inspected, maintained and/or replaced in case of leaks.			
i. Visual inspection for fuel and oil leaks of boats docked at marina are conducted routinely, and owners are promptly notified of any leakages.			
j. Have you received any notifications of non-compliance from a government agency in the last 6 months or since last certification?			