Oklahoma Clean Marina Self-Assessment Guide

Thank you for your interest in recognition as an Oklahoma Clean Marina to demonstrate your desire to help protect Oklahoma's precious water resources through the Oklahoma Clean Marina Program (CMP). The CMP promotes environmentally sound and economically feasible marina and boating best practices to reduce waste and prevent release of hazardous substances into Oklahoma's waterways.

The first step toward recognition as an Oklahoma Clean Marina is completing a self-assessment of your current environmental protection practices, identifying areas for improvement, and making those improvements. This assessment is derived from Clean Marina Programs in other states, recommended practices from EPA, and standards outlined by the Oklahoma Corporation Commission and the National Fire Protection Association. Incorporating these into your day-to-day activities will help protect Oklahoma's water resources,

Once you have identified what you are doing well and have completed areas for improvement, contact Cheryl Dirck with DEQ's Office of Business and Regulatory Affairs at Cheryl.Dirck@deq.ok.gov or (405) 702-8179 to schedule a site assistance visit. She will evaluate your marina using this same checklist and can provide you with guidance and resources to help you achieve your goals. By achieving a minimum score on the site visit for each area applicable to your marina, you will be certified as an Oklahoma Clean Marina. *It is not required that you achieve all recommended practices to be certified.*

This self-assessment does not incorporate all regulatory requirements that may be applicable to marinas. It is the responsibility of marina owner/operators to ensure they know, and are in compliance with, all applicable requirements.

This self-assessment covers eight areas where marinas can make an impact protecting Oklahoma's water resources.

The companion document, Oklahoma Clean Marina Guidebook, provides additional information about strategies you can implement for each of these areas.

Once certified as an Oklahoma Clean Marina, the certification will be valid for three years.

Oklahoma Clean Marina Self-Assessment

Marina Name: _____

Address: _____

Owner/Manager _____

Phone: _____ **Email:** _____

Date: _____ **Weather:** _____

_____ **Marina with slips** _____ **Marina without slips**

Review each Area of environmental protection. If an activity can be performed at your marina, check Yes or No to indicate whether or not you are performing that activity. Check N/A if an activity cannot be performed at your marina to ensure activities that cannot be performed are not reflected in your overall score.

Area 1: Stormwater Runoff and Erosion Control

Goal: Minimize the amount of pollutants reaching the waterbody from stormwater runoff and protect shorelines from erosion.

	Yes	No	N/A
Obtain OPDES Multi-Sector General Permit for Industrial Activities (OKR05 Permit). ***Note: If your marina has a maintenance shop or equipment cleaning operations, you are required to have an OKR05 permit and must check Yes or No. Otherwise, check N/A.***			
Maintain and implement a Stormwater Pollution Prevention Plan (SWP3). ***Note: Must check Yes or No if your marina is required to have an OKR05 Permit, since having an SWP3 is a requirement of the Permit. Check N/A if your marina is not required to have an SWP3. If you have implemented an SWP3 as a best management practice, even though not required, note this in Other Steps Taken at the end of this Area.***			
Provide booms and absorbent pads for spill response and ensure they are readily available.			
Immediately deploy booms or absorbent pads to capture spills.			
Continuously maintain filters and/or absorbents in catch basins or storm drains to minimize contaminants reaching the waterbody from stormwater runoff.			
Use sediment barriers to intercept runoff from areas of bare soil.			
Stabilize areas of disturbed soil with mulch or landscape fabric.			

	Yes	No	N/A
Use vegetative plantings and/or cultivate vegetated areas where space allows.			
Maintain lawns or flowerbeds between parking lots and the waterbody to capture runoff from the parking lots.			
Minimize areas of impermeable surfaces to reduce stormwater runoff into adjacent waters.			
Prohibit vehicle and boat maintenance in parking lots.			
Prohibit vehicle and boat washing in parking lots.			
Prohibit dumping of any material into storm drains.			
Post signs on or next to storm drains prohibiting disposal of any material into the drain.			
Minimize use of fertilizers, pesticides, herbicides and use eco-friendly products.			
Store all potential pollutants and hazardous materials under cover when not in use.			
Retain natural shoreline features to the extent feasible.			
Take steps to protect areas of shoreline disturbed by construction from erosion.			
Take steps to enforce no wake zones around the marina.			

Identify other steps you have taken that are not reflected above?

_____

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_____

Area 1 Score = $\left(\frac{\#Yes}{\#Yes + \#No}\right) \times 100$ _____

Area 2: Boat Maintenance and Repair

Goal: Reduce pollutants from boat maintenance and contain pollutants at the source.

	Yes	No	N/A
Restrict or prohibit do-it-yourself boat maintenance.			
Perform maintenance and repair work inside buildings when possible.			
Perform sanding within buildings, spray booths or tarp enclosures.			
Use vacuum sanders or other methods to collect paint dust and chips.			
Immediately clean areas where boat maintenance is performed to remove debris, and dispose of collected material properly.			
Store unserviceable engines/engine parts in an area that will prevent fluids and other debris from contaminating the ground and/or water.			
Collect wash water before it goes into the waterbody.			
Use phosphate-free, biodegradable detergents and cleaning compounds for washing boats.			
Use long-lasting and low-toxicity or non-toxic antifouling paints.			
Use non-toxic antifreeze for winterizing engines.			
Recover waste antifreeze.			
Provide designated areas, away from water bodies, for maintenance.			
Discourage or prohibit in-water boat cleaning.			
Require marina contractors and subcontractors to comply with environmentally sound practices and dispose of their own wastes off site.			
Prohibit boat painting/refinishing while boats are in the water, or limit such activity to minor touch-ups and require use of tarps to capture overspray, dust, drips, and debris for proper disposal.			
Limit use of paint, thinners and varnish on board or on the dock to containers of one (1) gallon in size or smaller.			
Require mixing of paints, solvents, or varnishes to be performed onshore, not on the dock or on the boat deck.			

Identify other steps you have taken that are not reflected above?

Area 2 Score = $\left(\frac{\#Yes}{\#Yes + \#No}\right) \times 100$

Area 3: Fueling Activities and Petroleum Control

Goal: Reduce the risk of oil and gasoline leaks and spills, and strengthen recovery efforts in the event of a spill.

Spill Prevention and Control

	Yes	No	N/A
Have and implement a written Spill Prevention Control and Countermeasure Plan (SPCC) *Note: Required if gasoline is stored in above ground storage tanks.*			
Maintain a current and updated diagram of the location of important shut-off valves.			
Maintain clearly-marked and adequate spill response equipment in an easily accessible area near where fuel is stored and used.			
Promote the use of oil-absorbing material in the bilge areas of boats.			
Provide a service to collect and properly dispose of bilge water.			
Provide oil absorbent materials at the fuel dock.			
Ensure proper disposal of used oil spill response equipment.			
Prohibit use of detergents and emulsifiers on fuel spills, or hosing down spills with water.			
Train staff in spill prevention, containment, and clean-up procedures.			
Prohibit discharge of oil, fuel, or anti-freeze into water bodies.			
Provide waste oil collection receptacle marked with the words Waste Oil and maintain log of all waste oil collected.			
Provide for the collection and recycling or proper disposal of oily absorbents, used oil, used oil filters and waste antifreeze.			
Prohibit disposal of oil or fuel filters in marina dumpsters.			

Fueling Stations and Fuel Dispensing

	Yes	No	N/A
Perform regular inspections of hoses, pipes, tanks and marina equipment containing oil or fuel. Promptly repair or replace those that are worn or leaking.			
Perform daily inspections of fuel delivery nozzles to ensure proper operation.			
Remove from service, any fuel delivery nozzles showing evidence of possible malfunction or leaking.			
Perform annual product line tightness tests no later than April 1st of each year.			
Encourage boaters to not top-off or overfill boat fuel tanks.			
Locate fueling stations so they are accessible by boat without entering or passing through the main berthing area.			
Locate dispensing devices only on open piers, wharves, floating docks, on shore, or on piers of the solid-fill type.			
Locate dispensing devices apart from other structures to provide room for safe ingress and egress of watercraft.			
Ensure dispensing devises are at least 20 feet from any activity involving fixed sources of ignition.			
Use listed hose assemblies to dispense fuel.			
If the dispenser hose length exceeds 18 feet, secure the hose to protect it from damage, such as use of a hose reel.			
Ensure dispenser hose length does not exceed 50 feet in length.			
Ensure dispensing nozzles are of the automatic closing type without a latch-open device.			
Ensure fuel delivery nozzles are equipped with a self-closing control valve to shut off the flow of fuel when the operator's hand is removed.			
Ensure unattended marinas have an emergency fuel shut-off device meeting all of the following: Installed 20 to 100 feet from the fuel dispensing device they serve; Must shut down the fuel dispensing system in the event of an emergency; Must be readily accessible to patrons; and Must have emergency instructions conspicuously posted.			

	Yes	No	N/A
Ensure a sign is conspicuously posted and easily readable from the dispensing area, which reads: **(1) BEFORE FUELING:** **(A) Stop all engines and auxiliaries.** **(B) Shut off all electricity, open flames and heat sources.** **(C) Check all bilges for fuel vapors.** **(D) Extinguish all smoking materials.** **(E) Close access fittings and openings to prevent fuel vapors from entering enclosed spaces of the vessel.** **(2) DURING FUELING:** **(A) Maintain nozzle contact with the fill pipe.** **(B) Wipe up spills immediately.** **(C) Avoid overfilling.** **(D) Fuel filling nozzle must be attended at all times.** **(3) AFTER FUELING:** **(A) Inspect bilges for leakage and fuel odors.** **(B) Ventilate until odors are gone.**			
Ensure there is a minimum of three 40B:C fire extinguishers at the fuel dock and one or more are located within 50 feet of each pump, dispenser, and underground fill pipe opening.			
Ensure a knife is readily accessible at the fuel dock for quickly cutting mooring lines in an emergency, and a push pole for shoving a boat away.			

Identify other steps you have taken that are not reflected above?

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Area 3 Score = $\left(\frac{\#Yes}{\#Yes + \#No}\right) \times 100$ _____

Area 4: Waste Recycling, Disposal and Storage

Goal: Properly manage chemicals used at the marina and properly contain, recycle, and dispose of solid waste, liquid waste, and hazardous waste generated at the marina.

Waste Recycling, Disposal and Storage

	Yes	No	N/A
Provide covered dumpsters and appropriate signs for disposal of waste generated by the marina or customers. Make sure containers are closed, except when adding or removing waste.			
Prohibit disposal of solid waste at any location except in trash cans or dumpsters.			
Prohibit disposal of the following in marina dumpsters: Automotive fluids (e.g. fuel, used oil, used oil filters, antifreeze, transmission fluid) Paints, solvents, and varnish Batteries Wet shop rags Fertilizers, pesticides, herbicides			
Install and maintain berms around trash dumpsters and recycling areas to prevent leaks from entering storm drains or washing into marina waters.			
Prohibit disposal of household hazardous waste in marina trash dumpsters and other waste receptacles.			
Ensure trash dumpsters or trash cans located outdoors are covered at all times except when adding or removing waste.			
Conduct daily inspections of trash storage areas and perform any cleanup necessary.			
Install locks on marina dumpsters, or construct lockable enclosures and lock at night, to discourage midnight dumping.			
Control disposal of fish scraps around the marina so that water quality will not be impaired.			
If authorized by the local governing body, provide fish cleaning stations with wildlife-proof trash receptacles.			
Require pet owners to clean up after their pets.			
Supply pet waste bags for pet owners.			
Provide for recycling of appropriate materials. Identify materials recycled: ☐ glass ☐ aluminum ☐ cardboard ☐ plastic ☐ fishing line ☐ batteries ☐ other			

Liquid Wastes

	Yes	No	N/A
Keep waste liquids in separate, well-marked and dated containers, in a secure location. Identify liquids managed: ☐ waste oil ☐ waste gasoline ☐ waste diesel ☐ used antifreeze ☐ kerosene ☐ oily water ☐ mineral spirits ☐ other _____			
Store liquids within secondary containment equal to 110 percent of volume stored.			
Store liquids under cover on an impervious surface and away from fire hazards.			

Hazardous Waste

	Yes	No	N/A
If required, file Tier II reports with DEQ by March 1st of each year.			
Maintain a spill prevention and recovery plan for hazardous materials.			
Maintain adequate hazardous material spill response equipment.			
Make sure containers of hazardous waste are closed, labeled with the words Hazardous Waste and have the date the container was filled.			
Ensure hazardous wastes are disposed of at a facility authorized to receive hazardous waste.			
Store hazardous materials and hazardous wastes appropriately. Identify methods employed: ☐ containers closed, except when adding/removing material ☐ incompatible materials separated by adequate distance or berms in between ☐ stored off the ground ☐ stored in a covered location ☐ containers in good condition ☐ stored separately from non-hazardous wastes ☐ spill cleanup equipment readily available and in proper working order ☐ other _____			

Identify other steps you have taken that are not reflected above?

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Area 4 Score = $\left(\frac{\#Yes}{\#Yes + \#No}\right) \times 100$ _____

Area 5: General Marina Operations

Goal: Have general operational protocols in place to reduce the likelihood of environmental contamination.

	Yes	No	N/A
Prohibit pumping of contaminated bilge water onto the ground or into the waterbody.			
Routinely police marina public areas, parking lots, and shoreline to remove and properly dispose of trash.			
Employ trash skimmers or other means to remove trash floating on the surface of marina waters.			
Identify an emergency coordinator and train designated employees in proper management of hazardous materials and emergency response actions.			
Maintain clean, functional restrooms 24 hours a day.			
Ensure marina septic systems are regularly maintained and functional.			
Prohibit unattended, open containers of paint and other maintenance supplies on the dock.			
Ensure all containers used in day-to-day operations are closed and under cover, except when in use.			

Other Environmental Protection Measures

	Yes	No	N/A
Disseminate flyers, brochures, signs, or other educational materials for marina customers and boaters on best management practices to protect the environment.			
Implement a dockwalker program where marina employees are trained to teach boaters environmentally sound boating habits.			
Insert clauses in boat slip or stall rental agreements requiring renters to adhere to appropriate environmental protection standards identified by the marina.			
Implement purchasing practices to purchase only the amount of materials needed.			
Replace use of harmful chemicals with eco-friendly chemicals.			
Buy locally sourced materials when practical, and maintain records of quantities purchased.			
Purchase products made from recycled materials when practical, and maintain records of quantities purchased.			
Construct a compost bin and use compost in marina landscaping projects.			
Use rain barrels to capture rainfall for irrigation purposes.			
Direct rooftop runoff into vegetated areas rather than across concrete or asphalt.			
Implement a routine sweeping/cleaning program for the marina, parking lots, and adjacent areas.			

	Yes	No	N/A
Host cleanup events for waterways, shorelines, and beaches.			

Identify other steps you have taken that are not reflected above?

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Area 5 Score = $\left(\frac{\#Yes}{\#Yes + \#No}\right) \times 100$ _____

Area 6: Pump-Out Boats and Sewage

Goal: Reduce the release of sewage into Oklahoma lakes.

	Yes	No	N/A
Install signs to identify the pump-out station and its hours of operation.			
Install signs to inform customers of proper management of boat sewage.			
Train staff to recognize sewage discharges.			
Have a regular inspection and maintenance schedule for the pump-out station and adhere to the schedule.			
Provide an easy-to-use pump-out service or sewage dump station for customers. Ensure customers know of the service. Include hours of operation and contact info if pump-out is not working.			
Prohibit overboard discharge of sewage at the marina or on the waterbody. Identify how customers are notified of this prohibition: ☐ signs ☐ customer agreements ☐ other _____			
Provide educational brochures and tip sheets to inform marina customers about the impacts of boat sewage and how to manage it.			
Inform customers that discharging sewage into Oklahoma lakes is against the law.			
Provide a list and/or map of other pump-out stations at the lake.			

Identify other steps you have taken that are not reflected above?

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Area 6 Score = $\left(\frac{\#Yes}{\#Yes + \#No}\right) \times 100$ _____

Area 7: Boater Best Management Practices

Goal: Educate boaters about practices they can implement to reduce pollution or environmental contamination.

	Yes	No	N/A
Encourage boaters to avoid overfilling of fuel tanks, or install a catch device to capture any overfill spilling from the fuel tank.			
Encourage boaters to avoid fueling boats with portable fuel containers while docked at the marina.			
Encourage boaters to use absorption pads to capture any fuel drips or spills while fueling the boat.			
Encourage boaters to routinely check the engine for leaks and promptly repair when found.			
Encourage boaters to perform engine maintenance on dry land away from the waterbody.			
Encourage boaters to not pump bilge water that is oily or has a sheen into the water body.			
Encourage boaters to report spills or other environmental concerns to marina officials.			
Encourage boaters to securely store all garbage for onshore disposal.			
Take steps to prohibit boaters from disposing of waste overboard either in the marina or on the waterbody.			
Encourage boaters to use less toxic cleaning products.			
Require use of fish cleaning stations, if present at your marina.			
Post signs to let customers know of your fish-cleaning protocols.			
Prohibit disposal of fish scraps into marina waters.			

Identify other steps you have taken that are not reflected above?

_____

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Area 7 Score = $\left(\frac{\#Yes}{\#Yes + \#No}\right) \times 100$ _____

Scoring

Enter your scores for each area on the lines below and compare your scores to the minimum required scores for designation.

Scoring Area	Minimum Required Score	Your score today	Your goal
Area 1	85%	%	%
Area 2	85%	%	%
Area 3	85%	%	%
Area 4	85%	%	%
Area 5	85%	%	%
Area 6	85%	%	%
Area 7	85%	%	%

Goal Due Date: _____

Please use the space below for any additional comments or explanations you would like us to consider. (You may attach additional sheets as necessary.

Facility Representatives Present During Visit:

Verification by DEQ CMP Program Representative: **Date:**

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