

Facility Management

Once you have adopted some of the best management practices outlined in this Guidebook tell people about it! Train your staff so that they will routinely minimize pollution. Inform customers and boaters how their actions can affect water quality and let the public know that you are doing your part to protect the environment.

Staff Training

Stormwater Pollution Prevention Plan.

The Basic Industrial Stormwater General Permit can be easily implemented if you teach your employees about the components and goals of the stormwater pollution prevention plan.

- (5) Train your staff on the components of your stormwater pollution prevention plan. Concerning the following topics as applicable:
- Used oil management
 - Spent solvent management
 - Proper disposal of spent abrasives
 - Disposal of vessel wastewater
 - Spill prevention and control
 - Fueling procedures
 - General good housekeeping
 - Painting and blasting procedures
 - Used battery management
 - Proper use of equipment such as dustless sanders and high-volume, low-pressure paint spray guns
 - Trash receptacle, dumpster, and other waste container management

(5) Total Points for BMP

Total N/A Points

Emergency Response Plans.

As a result of the presence of hazardous materials, as well as the nature of daily activities that occur at boatyards, there is always a chance that situations may arise that require immediate response. Calling 911 may be appropriate in some instances, but additional staff response will be necessary in almost every emergency situation. Without established procedures and a handy reference guide, important steps may be overlooked. During an emergency, when time is of the essence, it is imperative that people know what to do and how to do it.

- (5) Develop specific plans and response procedures and review with staff at least twice a year.
- (5) Train employees in the use of containment measures.
- (1) Run emergency response drills at least twice annually.
- (1) Invite local fire department officials to demonstrate emergency response procedures at your facility.

(12) Total Points for BMP

Total N/A Points

Be Watchful.

- (5) Involve all employees in checking your facility for waste. Encourage your staff to look for and immediately address the following:
 - Unconfined sanding, painting, varnishing, or cleaning
 - Maintenance debris being washed into the stormdrains or catch basins
 - The use of environmentally harmful cleaning products

(5) Total Points for BMP

Total N/A Points

Approach Polluters.

(5) Determine who will address boaters and contractors who are polluting. Generally, this is a job for the manager. Inform your staff with written policy and procedures whether they should approach polluters and report the incident to the manager, or whether staff should report the activity to the manager for response.

- Politely explain to boaters and contractors why their actions are harmful to the environment or to human health and safety. Offer a more environmentally sensitive method and ask the boater or contractor to cease their activity until it can be accomplished with less environmental impact. It is recommended that you require boaters and contractors to practice pollution prevention as a condition of their contracts.
- If the problem persists, take these additional steps:
 - Talk to the boater or contractor again.

- Mail a written notice asking that the harmful practice stop. Keep a record of the mailing.
- If you can remove the problem from the dock yourself, do so and charge the boater or contractor for the cost of removal and cleanup.
- Ask the tenant or contractor to leave your marina.

(5) Total Points for BMP

Total N/A Points

Attend Relevant Workshops and Training.

- (5) Attend or send staff to relevant workshops such as those sponsored by the Clean Marina Program or other professional training programs.

(5) Total Points for BMP

Total N/A Points

Maintain Training Records.

- (1) Record training dates, topics, and names of employees and instructors.
- (1) Keep copies of instructional material.

(2) Total Points for BMP

Total N/A Points

Inform Patrons

The Basic Industrial Stormwater General Permit requires that customers and contractors be informed about pollution control practices and be required to use them.

Post Best Management Practices Signs.

- (5) Post signs in vessel maintenance areas and at dumpsters and recycling stations. Be sure the signs are visible. Signs must be durable, eye catching, and appropriately sized. Post your facilities environmental policy in a conspicuous location. See samples below.

(5) Total Points for BMP

Total N/A Points

Distribute Literature to Patrons.

- (1) Copy and distribute the Clean Boating Tip Sheets included in this Guidebook or create your own. Boater tip sheets on Vessel Maintenance, Petroleum Control, Boat Sewage and Waste Disposal can be found at the end of each associated chapter.
- (1) Include articles about best management practices in your newsletter or other mailings.
- (1) Get free copies of clean boating materials from organizations such as the Jacques Cousteau National Estuarine Research Reserve, New Jersey Marine Sciences Consortium, New Jersey Sea Grant College Program, the Marine Trades Association of New Jersey, Clean Ocean Action, New Jersey Department of Environmental Protection, SeaLand Technology, The Ocean Conservancy, Rutgers Cooperative Extension, the Marine Environmental Education Foundation, the American Boat and Yachting Council, and Boat/U.S. Clean Water Trust.
- (1) Distribute United States Coast Guard publications summarizing Federal boating requirements to your customers.

(4) Total Points for BMP

Total N/A Points

Make Use of Informal Communication Mechanisms.

- (1) Pass along pollution prevention information in conversations with patrons and contractors.
- (1) Post information about best management practices on a bulletin board.

(2) Total Points for BMP

Total N/A Points

Public Relations

Publicize Your Good Deeds.

- (1) Make sure to publicize your good deeds:
- Seek free publicity with local press, magazines, television, and radio outlets.
 - Prepare news releases to highlight your innovative practices, new equipment or services, available literature, or a workshop you are sponsoring. Submit your news release to the Clean Marina Program for posting on its website.
 - Plan news releases to coincide with seasonal activities, e.g., helpful tips for winterization.
 - Start news releases with a contact person’s name and phone number, the date, and a headline. The first paragraph should contain vital information: who, what, when, and where. Fill in with secondary information and support data. Conclude with a “call to action” (e.g., visit the marina for a demonstration of the new plastic media blasting system). Double-space the text, One page is best. It should be no longer than two pages. Refer to the Associated Press Style Book for additional formatting information.
 - Learn media deadlines and send releases in time to meet them.
 - Get press kits from manufacturers of environmentally sensitive products. With their permission, use their photographs and product information.

(1) Total Points for BMP

Total N/A Points

Business Practices

Offer Environmental Audits for Boaters.

- (5) Offer environmental audits to your customers.
- Inspect engines, bilges, fuel systems, and marine sanitation devices.
 - Sell oil absorbent pads, air/fuel separators, etc.

(5) Total Points for BMP

Total N/A Points

Avoid Environmental Surcharges.

- (1) Charge for tangible items such as tarps, vacuum sanders, and protective clothing rather than a flat “environmental surcharge.”

(1) Total Points for BMP

Total N/A Points

Best Management Practices for Marina Facilities and Structures

Conserve Water.

- ✓ (1) Equip all freshwater hoses with automatic shutoff nozzles.
- ✓ (1) Fix leaks and drips.
- ✓ (1) Install “low-flow” faucets, toilets, and showerheads.

(3) Total Points for BMP

Total N/A Points

Educate Boaters.

As the generators and conveyors of sewage, boaters need to be informed about the proper disposal of sewage. They must also be encouraged to properly maintain their MSDs and to purchase environmentally friendly treatment products for their heads and holding tanks.

- ✓ (1) Photocopy and distribute the following Clean Boating Tip Sheet to your tenants. There is room to add your marina’s name and logo.
- ✓ (1) Contact the Ocean Conservancy (1-202-429-5609) for marine debris educational materials at minimal cost.
- ✓ (1) Post information about county Household Hazardous Waste Collection events and recycling centers.

(3) Total Points for BMP

Total N/A Points

Be Diligent.

Be absolutely diligent in containing pollution; your own and that created by your staff. Boaters and customers will notice and follow your example.

Chapter Total:

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Chapter Total N/A Points:
