

## Step 1: Best Management Practices (BMP) Guidebook and Checklist

Review the checklist **and** corresponding pages referenced from the Wisconsin Clean Marina BMP Guidebook. It is important to review all applicable sections of the Guidebook in order to understand and properly complete the checklist. The Guidebook is available at <https://wisconsincleanmarina.org/resources/guidebook-and-certification-forms/>.

## Step 2: Self-Assessment

Conduct a self-assessment of your facility using the Clean Marina checklist (newest version available at <https://wisconsincleanmarina.org/resources/guidebook-and-certification-forms/>). Make a note of any additional BMPs you employ from the Guidebook that are not mentioned on the checklist. They may be counted as extra credit toward certification.

## Step 3: Submit Checklist and Key Documents

Email your completed checklist and questions to Theresa Qualls at [quallst@uwgb.edu](mailto:quallst@uwgb.edu) or mail to Theresa Qualls, 2420 Nicolet Drive, Green Bay, WI 54311. Also send electronic files of your slip agreement/contract, environmental rules, staff training manual, emergency response plan and Stormwater Pollution Prevention Plan or stormwater map. We will call you to review the information, answer questions and schedule a site visit.

## Step 4: Site Visit

Please have all key personnel on hand for the on-site visit to help answer questions (e.g. assistant manager, shop manager). Have the following documents ready to be viewed, if applicable:

### Facilities with docks only:

- Stormwater Information Map – This map is required for marinas that are exempt from a stormwater discharge permit by the WDNR. (Stormwater map instructions are available at <https://wisconsincleanmarina.org/resources/guidebook-and-certification-forms/>)
- Staff training documents and records
- Marina emergency response plan (send an electronic copy with your checklist.)
- Slip agreements or contracts (send an electronic copy with your checklist.)
- Dredging permits from the U.S. Army Corps of Engineers and the WDNR
- Records of passed fire department inspections

### All other facilities that have petroleum, wash boats or do any maintenance (in addition to the items above):

- Stormwater Discharge Permit and Stormwater Pollution Prevention Plan (SWPPP) – Contact the WDNR to determine if this permit and plan are required. Provide proof for exemptions.
- General Permit or letter from the WDNR granting permission for the discharge of boat wash water under the Wastewater General Permit for Low-Impact Discharge (WI-0066575-01-0). (<http://dnr.wi.gov/topic/wastewater/GeneralPermits.html>).
- Records of solvent and paint usage
- Annual Pesticide Applicator License – for all personnel applying anti-fouling paint ([https://datcp.wi.gov/Pages/Licenses\\_Permits/CommercialApplicator.aspx](https://datcp.wi.gov/Pages/Licenses_Permits/CommercialApplicator.aspx)).
- Spill Prevention, Control and Countermeasure (SPCC) Plan – if you have an aboveground tank over 1,320 gal. or underground tank over 42,000 gal.
- Material Safety Data Sheet (SDS) files (for petroleum and other chemicals used on site).
- Inspection records for petroleum storage tanks
- Emergency and Hazardous Chemical Inventory Tier Two forms – for petroleum (<https://dma.wi.gov/DMA/wem/preparedness/epcra/forms-resources>)

If you have questions, ideas or concerns, please contact:

Theresa Qualls, WI Clean Marina Program Coordinator, 920-465-5031, [quallst@uwgb.edu](mailto:quallst@uwgb.edu)