

Wisconsin Clean Marina Program Checklist

This checklist is intended to be used by marina, boatyard and yacht club operators to conduct self-assessments of their facilities. If you are a boat dealer only, the Wisconsin Clean Marina Program will not apply to you. This checklist will also be used by representatives of the Wisconsin Clean Marina Program to conduct onsite marina certification assessments.

The practices listed on the checklist by chapter refer to the 2022 *Wisconsin Clean Marina Best Management Practices Guidebook*. **It is important that you refer to the corresponding guidebook pages for more complete descriptions of practices.** (Online guidebook: wisconsincleanmarina.org/resources/guidebook-and-certification-forms)

Symbols used on the checklist indicate the following: Mandatory (M) = practices mandated by federal, state or local laws and regulations, Program Required (P) = program-required best management practices (BMPs) and Recommended (R) = program-recommended BMPs.

Answer each question by checking either Yes, No, or N/A. The “not applicable” (N/A) option is offered so items that do not apply to your operation will not be tallied in the certification score. For example, some checklist items under the “petroleum control” chapter apply only to marinas with fuel docks.

Disclaimer: The *Wisconsin Clean Marina Best Management Practices Guidebook* is intended as an educational tool for marina operators and owners. The guidance is for informational purposes only. The guidebook and checklist are not intended to be, nor should they be construed as, legal advice. The Wisconsin Marine Association or other contributing agencies, organizations or individuals cannot guarantee the accuracy or completeness of the guidebook or supporting materials. The guidebook does not constitute a complete reference to state, federal or local laws. Implementation of recommended BMPs may not ensure full compliance with the law. Participation in the Wisconsin Clean Marina Program is voluntary and the guidebook does not create rights or duties that are enforceable in a court of law.

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Facility Information Form

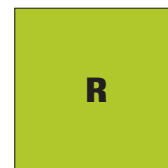
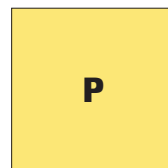
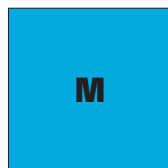
Marine Facility Name	Assessment Date <input type="checkbox"/> Preliminary <input type="checkbox"/> Certification <input type="checkbox"/> Re-certification
Type of Facility (check all that apply) <input type="checkbox"/> Marina <input type="checkbox"/> Yacht club <input type="checkbox"/> Transient docking <input type="checkbox"/> Boatyard <input type="checkbox"/> Boat dealer <input type="checkbox"/> Other (Describe) _____ Number of slips: _____ Age of facility: _____	
Name of Owner/Manager	Area Code and Telephone
Facility Address	City and Zip Code
Facility Mailing Address (if different)	City and Zip Code
Email Address	Website
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? <input type="checkbox"/> Floating docks <input type="checkbox"/> Fixed docks <input type="checkbox"/> Bulkheads What are the docks made of?	
Petroleum storage: <input type="checkbox"/> Aboveground <input type="checkbox"/> Underground, gallons of diesel: _____ gasoline: _____	
How do you dispense fuel? <input type="checkbox"/> Staff only <input type="checkbox"/> Staff oversee fueling <input type="checkbox"/> Boaters	
Is the marina: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Other:	
Do you plan on siting a new marina or expanding, updating or upgrading your facility in the next five years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you plan on re-paving or sealing asphalt in the next 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Best Management Practices Checklist

(M) Mandatory = practices mandated by federal, state or local laws and regulations

(P) Program Required = program-required best management practices (BMPs)

(R) Recommended = program-recommended BMPs



Chapter 2: Marina Maintenance	Page	Status	Yes	No	N/A
1. Modify or reconfigure your marina to minimize the need for dredging.	2	R			
2. Minimize impacts of dredging.	2	M			
3. Secure required permits for marina construction and dredging.	2	M			
4. Environmentally friendly materials are used for docks and other in-water structures (e.g., encapsulated floats, pilings).	3	R			
5. Maintain structures using clean marina practices (e.g., use the same management principles as for vessels; move floating structures to shore for scraping, painting and major repairs).	3	P			
6. Incorporate practices to enhance water circulation, reduce algae build-up and prevent stagnant water, such as bubblers or aerators.	4	R			
7. Adopt at least one water conservation practice at facility (e.g., install low-flow toilets/faucets/shower heads, maintain and fix any water leaks and hoses on the docks).	4	P			
8. Use environmentally friendly landscaping and maintenance practices (e.g., choose native plants, compost or leave grass clippings on lawn, mulch landscaping and eliminate or minimize use of chemicals).	6	P			
9. Adopt at least one water conservation practice on the grounds (e.g., water only "thirsty" plants, use high-efficiency sprinklers, collect and reuse rainwater).	7	P			
10. Use nature-based shoreline protection measures to prevent shoreline erosion (e.g., vegetated buffers, anchored logs, dunes, vegetated rip rap).	9	R			
11. Have a designated "no wake" or "no boating" zone in erosion-prone areas to reduce shoreline erosion and protect shallow-water habitat.	9	R			
12. Conserve and protect existing sensitive areas and habitats in perpetuity.	10	R			
13. Enhance aquatic and/or terrestrial habitats adjacent at, or adjacent to the marina basin.	10	R			

Chapter 3: Stormwater Management	Page	Status	Yes	No	N/A
1. Obtain a WPDES stormwater discharge permit or no-exposure certification from WDNR. All marinas with maintenance or boat cleaning areas are required to obtain a permit or no-exposure certification. <i>Resources:</i> See dnr.wi.gov/topic/stormwater/industrial/overview.html for general information and dnr.wi.gov/topic/stormwater/industrial/forms.html for permit applications and the form for an exclusion application.	2	M			
2. Develop a stormwater pollution prevention plan (SWPPP) or stormwater information map. <i>Resources:</i> Wisconsin template for a stormwater pollution prevention plan ; Instructions for a stormwater information map .	2	P M			
3. Conduct monitoring and maintain records for a minimum of 5 years as part of the SWPPP. <i>Resources:</i> WDNR visual inspection instructions and record form .	2	M			
4. Minimize the amount of impervious surfaces at your facility (replace impervious surfaces with pervious pavers or vegetated areas).	3	R			
5. Use alternative asphalt sealants and do not use coal tar sealants, which pollute runoff water.	3	M P			
6. Maintain vegetated areas and buffers to prevent direct runoff to adjacent waterways.	5	P			
7. Install and maintain at least one green stormwater infrastructure practice (e.g., rain gardens, bioswales, rain barrels or cisterns).	5	R			
8. Position downspouts to drain to vegetated areas (e.g., grassy areas, rain gardens, grass swales, landscaping).	5	R			
9. Practice “good housekeeping” by regularly sweeping or cleaning paved surfaces, work areas and boat wash pads to remove pollutants that could be transported with runoff water.	6	P			
10. Runoff from maintenance, cleaning and dumpster areas is directed away from waterfronts and storm drains and onto vegetated areas or into green stormwater infrastructure features.	6	R			
11. Monitor and maintain all stormwater infrastructure on the property (e.g., storm drains, retention ponds, rain gardens, bioswales).	6	M P			
12. Use soil erosion control practices during construction.	7	M			
13. Stencil or label storm drains.	7	R			

Chapter 4: Boat Maintenance	Page	Status	Yes	No	N/A
1. Restrict maintenance activities to <i>designated</i> work areas where debris can be easily contained and collected.	3	R			
2. Locate designated work areas as far from the shore as practical.	3	P			
3. Collect and dispose of all maintenance debris.	3	P			
4. Provide tarps to patrons for hull maintenance. Restrict painting or fiberglassing outside of designated shops to the use of rollers and brushes, with proper use of tarps and tenting to protect the surrounding area.	3	R			
5. Provide information about best boat maintenance practices that boat owners and contractors must follow in at least one format (e.g., environmental rules, education, training and/or signage).	4	P			
6. Clearly state acceptable and/or prohibited boat maintenance practices in your slip and subcontractor contracts.	4	R			
7. Use or sell environmentally friendly cleaning and maintenance products, (e.g., teak cleaners, varnishes, solvents).	4	P			
8. Obtain and comply with the requirements and BMPs contained in the Wisconsin WPDES general permit for low-impact discharge (dnr.wisconsin.gov/topic/Wastewater/GeneralPermits.html).	5	M			
9. Wash boats on land and collect and treat boat wash water (e.g., wash pad with catch basin, closed water recycling system, hay bales, filter socks, etc.).	5	P			
10. Store solvents in an enclosed location and handle solvents appropriately.	6	P			
11. Keep records of solvent and paint usage.	6	M			
12. Minimize the environmental impacts of engine repair and maintenance.	8	P			
13. Winterize only with less toxic propylene glycol antifreeze.	9	P			
14. Collect and recycle antifreeze as much as is practical, or use best management practices to minimize the release of antifreeze into the environment.	9	P			
15. Inspect bilges prior to boat storage at your facility and encourage boat owners to keep bilges clean and dry during storage.	9	R			
16. Support proper engine and bilge maintenance by boat owners (e.g., provide bilge socks and/or encourage their use by boaters, provide educational materials, offer bilge cleaning services).	10	R			

Chapter 4: Boat Maintenance (cont.)	Page	Status	Yes	No	N/A
17. Recycle or reuse shrink-wrap covers.	10	P			
18. Have appropriate procedures for the collection, storage and disposal of spent lead acid batteries.	10	P			
19. Rent or loan vacuum sanders to tenants and contractors.	12	R			
20. Prohibit power sanding and painting over the water.	12	R			
21. Contain dust from sanding and debris from sand blasting and dispose of them properly.	12	P			
22. Prohibit sanding or blasting work carried out by individual boat owners or their contractors unless it is done inside one of the designated shops or a vacuum sander and tarps are used and the residue is disposed of properly.	12	R			
23. Obtain an annual pesticide business license from Wisconsin DATCP if you apply antifouling paints to boats for hire.	14	M			
24. Obtain an annual pesticide applicator license from Wisconsin DATCP for staff that apply antifouling paints to boats.	14	M			
25. Recommend antifouling paints with minimal environmental impacts.	14	R			

Chapter 5: Petroleum Control	Page	Status	Yes	No	N/A
1. Meet the requirements ATCP 93 for monitoring, registration and inspection of your storage tanks containing flammable, combustible or hazardous liquids.	4	M			
2. Complete the necessary operator training requirements for those who operate and maintain underground storage tank (UST) systems.	4	M			
3. Meet all the requirements of the fire code for spill prevention and fuel containment to operate a commercial aboveground storage tank (AST) containing flammable or combustible liquids (e.g., install a secondary containment system if your fuel tank is not double-walled, install appropriate barriers (guard posts) to protect tanks and dispensing systems, properly label tanks).	4	M			
4. Regularly inspect and repair fuel transfer equipment.	5	P			
5. Always have a trained employee at the fuel dock to oversee or assist with fueling.	7	P			
6. Make available and train employees on the use of oil-absorbent materials and collection devices (e.g., "no-spill" bottles and oil-absorbent pads) at the fuel dock.	7	P			
7. Remove fuel nozzle holding clips.	8	M			

Chapter 5: Petroleum Control (cont.)		Page	Status	Yes	No	N/A
8.	Have automatic back pressure shut-off nozzles on fuel pump discharge hoses.	8	M			
9.	Dispose of oil-absorbent materials properly.	8	P			
10.	Take precautions to minimize spills and leaks from machinery.	9	P			
11.	Offer spill-proof oil changes.	9	R			
12.	Have a spill prevention, control and countermeasure (SPCC) plan that meets all SPCC rules (mandatory if the facility has an aggregate aboveground storage capacity of greater than 1,320 gallons or an underground storage capacity greater than 42,000 gallons). Remember to include heating oil, lube oil, solvents, used oil and fuel in the aggregate volume. <i>Resource:</i> Spill Prevention, Control and Countermeasure (SPCC) Guide for Marinas and Boat Owners .	11	P M			
13.	Maintain oil spill response equipment to contain a potential spill in water at your facility.	11	P			
14.	Store your oil response equipment and booms where they are convenient and accessible to the most likely location of an oil or fuel spill.	12	P			
15.	Post the U.S. Coast Guard National Response Center phone number (800-424-8802) and WDNR spill notification phone number (800-943-0003) at appropriate areas of your marina and notify these entities any time a spill produces a sheen on the water. <i>Resource:</i> epa.gov/emergency-response/when-are-you-required-report-oil-spill-and-hazardous-substance-release?	12	M			
16.	Have annual fire inspection records indicating compliance with all applicable fire codes.	13	M			
17.	Maintain files of Safety Data Sheets (SDS) for all hazardous products (including diesel and gas) used at your facility, as required by the Occupational Safety and Health Act of 1970 (29 USC Sec. 657) stored in an office away from the material storage. <i>Resources:</i> OSHA Brief: Safety Data Sheets (website, OSHA), Revised Hazard Communication Standard (website, OSHA).	13	M			
18.	File Wisconsin Tier Two forms for petroleum and hazardous waste by March 1 annually (dma.wi.gov/DMA/wem/preparedness/epcra/forms-resources).	14	M			

Chapter 6: Boater Sewage, Graywater and Animal Waste Handling	Page	Status	Yes	No	N/A
1. Prohibit the discharge of sewage in your marina and encourage compliance by including information about marine sanitation device (MSD) requirements and sewage laws in contracts for slips, rentals, transients, and live-aboards.	3	M			
2. Offer marine sanitation device (MSD) inspections of boats.	3	R			
3. Have a well-maintained pump-out facility appropriate for your facility or inform boaters of other pump-out locations.	5	P			
4. Have a dump station, wand attachment or an alternative procedure to empty portable toilets.	5	R			
5. Provide clean, functional restrooms 24 hours per day for marina customers.	5	R			
6. Address the special sewage handling needs of live-aboards.	6	P			
7. Maintain your septic system regularly and post signs about what patrons can and cannot put into the system.	7	P			
8. Adopt at least one practice to discourage the discharge of polluted graywater in the marina basin (e.g., encourage use of biodegradable, non-phosphorous detergents, provide laundry and dish-washing facilities, include language in lease agreements to discourage discharge).	7	R			
9. Establish practices to manage pet waste.	8	P			
10. Discourage the feeding of birds at your marina.	8	R			

Chapter 7: Solid Waste Management and Recycling	Page	Status	Yes	No	N/A
1. Adopt at least one practice to reduce waste (e.g., avoid having leftover materials by sizing up a job, minimize office waste, request alternative packing material, discourage the use of plastic and Styrofoam cups, etc.).	2	R			
2. Provide trash and recycling receptacles that are covered, well labeled and located in convenient locations.	3	P			
3. Recycle materials in accordance with Wisconsin state and local recycling laws.	4	M			
4. Post signs indicating what must be recycled and where.	4	P			
5. Post signs indicating what may not be placed in the dumpster, such as engine oil, oil filters, antifreeze, paints, solvents, varnishes, lead batteries and transmission fluids and indicate where to dispose of these hazardous wastes.	4	P			
6. Collect and recycle used fishing line at your marina.	5	R			
7. Install a trash skimmer (such as a Seabin) in your marina basin.	5	R			
8. Provide fish-cleaning stations and/or require patrons to dispose of fish waste properly.	6	R			

Chapter 8: Hazardous Waste Management	Page	Status	Yes	No	N/A
1. Minimize your use of hazardous products.	1	R			
2. Store, use and dispose of hazardous waste in accordance with federal and state regulations. This includes storing hazardous waste and materials in appropriate, labeled and separate containers; minimizing spills, leaks or releases; storing regulated liquid wastes in proper, well-labeled containers; and providing secondary containment capable of holding 110% of the volume of the largest barrel or tank in storage.	5	M			
3. Keep all hazardous materials on an impervious surface away from floor drains and covered from rain and snow.	5	P			
4. Prohibit all dumping of waste in the water. For example, include language about prohibition of dumping in your slip agreements and service provider contracts. Encourage boaters to contact marina staff to handle hazardous waste.	5	P			
5. Provide or promote recycling of liquid waste (e.g., used oil, antifreeze and solvents) and have proper containers and containment areas.	7	P			
6. Track pollution incidents by using the pollution report and action log found in the guidebook.	7	R			
7. Follow recommended waste disposal methods.	7	P			

Chapter 9: Marina Management and Boater Education	Page	Status	Yes	No	N/A
1. Have accessible, current, written emergency response plans for likely threats (e.g., fuel or chemical spills, fire).	2	P			
2. Provide staff training on environmental rules and marina policies (e.g., fueling procedures, pump-out procedures, used oil management, painting procedures).	4	P			
3. Provide staff training on the stormwater pollution prevention plan (SWPPP).	4	M			
4. Review emergency response plans and procedures and have regular emergency response drills with staff annually.	4	P			
5. Maintain staff training records and have staff sign off on all completed training.	4	P			
6. Maintain an accessible clean marina binder to contain all reference material, Clean Marina requirements, permits, SWPPP, SPCC and Emergency Plans.	4	R			
7. Train staff to watch for inappropriate discharge and other polluting activities.	4	P			
8. Have established procedures for approaching and documenting boaters and contractors who are polluting.	5	R			

Chapter 9: Marina Management and Boater Education (cont.)		Page	Status	Yes	No	N/A
9.	Incorporate BMPs into all contracts: slip holder, live-aboards, transient, charter, worker, contractor and tenant.	6	P			
10.	Post signs informing boaters of BMPs (sample signage provided in Appendix II of guidebook).	7	P			
11.	Provide environmental education materials to boaters (e.g., offer Great Lakes Clean Marina rack cards or include articles about BMPs in your newsletter).	7	P			

Chapter 10: Aquatic Invasive Species Education and Management		Page	Status	Yes	No	N/A
1.	Educate boaters on controlling the spread of aquatic invasive species. For example, use signage and/or other notices to advise boaters about their responsibility in controlling the spread of AIS; distribute pamphlets to promote practices that reduce the spread of AIS.	4	P			
2.	Implement at least one of the following BMPs to encourage boaters to stop the spread of invasive species: provide boaters with a dedicated area to inspect, clean, drain and dry boats; provide high-pressure washer or hot water; provide trash receptacles for disposal of leftover bait and debris; provide oil-absorbent materials at the wash station.	4	R			

Chapter 11: Marina Resilience		Page	Status	Yes	No	N/A
1.	Complete the Wisconsin Marina Resilience Assessment .*	4	R			

*If interested in filling this out, please contact Clean Marina coordinator for assistance.

Extra Credit: List any additional operating procedures or practices that your facility uses that have reduced waste or pollution. *(Note: Each additional practice is worth the same as one recommended practice on the checklist.)*

Scoring:

	# Yes Responses	# Applicable Items	Actual % (# Yes ÷ # Applicable) x 100	Required %
Mandatory Practices (M)				100
Program-Required BMPs (P)				100
Program-Recommended BMPs (R)				50

Verified by Wisconsin Clean Marina certification specialist(s):

Certification Specialist Name		
Signature		
Date	Phone	Email Address

Certification Specialist Name		
Signature		
Date	Phone	Email Address

Comments and Recommendations

Actions Required for Certification:

Additional Recommended Actions: