



Wisconsin Clean Marina Certification Site Visit Preparation



Step 1: Wisconsin Clean Marina Best Management Practices Guidebook and Checklist

Review the checklist **and** corresponding pages referenced from the *Wisconsin Clean Marina Best Management Practices 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 online at 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 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 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 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 most recent 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.
- Letter from the WDNR granting permission for the discharge of boat wash water with a wastewater general permit for low-impact discharge (**WI-0066575-01-0**) (dnr.wi.gov/topic/wastewater/GeneralPermits.html).
- Records of solvent and paint usage.
- Annual pesticide applicator license – for all personnel applying anti-fouling paint (datcp.wi.gov/Pages/Licenses_Permits/CommercialApplicator.aspx).
- Spill prevention, control and countermeasure (SPCC) Plan – if you store an aggregate of 1,320 gallons of petroleum products aboveground or have an underground tank containing more than 42,000 gallons.
- 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 (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