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Clean Marina Washington

APPLICATION PACKET

PROGRAM DESCRIPTION:

Clean Marina Washington, and EnviroStars certification where available, is a voluntary, incentive-based program that encourages marina operators and recreational boaters to protect coastal water quality by engaging in environmentally-sound operating and maintenance procedures. Designated Clean Marinas earn the right to “fly the flag” and are recognized as environmentally responsible businesses through a variety of avenues.

Clean Marina certification is available to any marina activity or facility in Washington State. Marinas in Jefferson, King, Kitsap, Pierce, Skagit, Spokane, and Whatcom Counties can also receive EnviroStars certification. Additional activities such as boatyards are regulated beyond the scope of this program. If your facility encompasses a boatyard, you can still apply for Clean Marina status for the marina facility itself. The boatyard will not be directly considered for certification. If you operate a boatyard in conjunction with your marina, you should seriously consider the pollution prevention potential of the boatyard as well. You are encouraged to count your innovative environmental practices in this and other areas as extra credit toward Clean Marina certification.

INSTRUCTIONS (PLEASE READ):

Clean Marinas are recognized at two different levels. The steps for each level are listed below. There is no fee for applying to Clean Marina Washington. (Note: It is possible to receive an EnviroStars rating of 3-Stars for your marina, however this does not meet the qualifications for Clean Marina certification).

- 1. Applying for Clean Marina certification and a 4-Star rating from EnviroStars (where available)**
 - Complete the Eligibility Checklist
 - Complete the Application Worksheet
 - Complete the Clean Marina One Year Goal
 - Call 206-297-7002 to schedule a site visit

- 2. Applying for Clean Marina certification and the Leadership Award and a 5-Star rating from EnviroStars (where available)**
 - Complete the Eligibility Checklist
 - Complete the Application Worksheet
 - Complete the Clean Marina One Year Goal
 - Complete the Clean Marina Leadership Award section
 - Call 206-297-7002 to schedule a site visit

For more information about the Clean Marina Program call (206) 297-7002
or see our website at www.cleanmarinawashington.org

For more information about the EnviroStars program see <http://www.envirostars.org/>

The items listed in the Checklist and Worksheet fall into one of the following categories:

1. Tenant Policies: Check YES if you have made this item part of your Rules and Regulations or Environmental Best Management Practices (BMPs). These items are identified throughout the worksheet as “**BMP**”. Dozens of marinas have adopted the full list of Clean Marina **BMPs**. If you would prefer, you may adopt the Clean Marina BMPs and check yes to every **BMP** item (see separate document available on the Clean Marina website: <http://cleanmarinawashington.org/>)
2. Management/Staff Policies: Check YES if you have made this item part of your company policy, staff training or standard operating procedures.
3. Facility Equipment or Signage: Check YES if you have installed the specified item and it is in working order.

YES, No, N/A, or Future

Please check **YES** if implementation of the specified item is verifiable or if you can point to specific examples of its implementation. (Example # 1: Prohibit discharge of treated or untreated human waste in the marina basin- *We included in Marina Rules and Regulations*). (Example # 2: Protect aquatic habitat-*Last year we participated in waterway clean up with a local non profit organization*).

Check **NO** if you have no plans to implement this item.

Check **N/A** if you feel that this requirement does not apply to you (Example: No fuel dock at marina). You may also check **N/A** if you choose to prohibit the risk producing activity altogether. (Example: Work area containment- *We prohibit boat repair activities that generate debris*).

Check **FUTURE** if you have a plan to implement this item in the near future, ideally with an indication of what your timeline is for its implementation.

Leave the check boxes blank if you would like to implement this item but do not have immediate plans to do so. If it is a required element, Clean Marina Staff may have ideas for implementation.

Type of item:

- L** indicates an item is required by laws or regulations
- P** indicates an item is required by the Clean Marina Program for certification
- O** indicates an item is optional, but encouraged
- *** indicates an item may *also* be required by law in some areas or for some activities.

What About Environmental Regulations?

Clean Marina and EnviroStars staff provides advice and assistance on a voluntary basis and are not here to enforce regulations. Our staff may be able to assist you in understanding regulatory requirements but this worksheet is not a complete list of legal requirements.

Page Numbers

Page Numbers in parentheses indicate relevant pages in the Washington Department of Ecology *Resource Manual for Pollution Prevention in Marinas (1998)*. For a copy of this manual, ask your Clean Marina representative or go to <http://www.ecy.wa.gov/biblio/9811.html>

Scheduling a site visit

The final step to all levels of certification is the site visit. Site visits verify your checklist and worksheet items and also provide technical assistance on questions you may have. **You do not need to have the forms 100% complete to schedule a site visit.** We can help you fill in the blanks as you work towards certification.

CALL Clean Marina Washington at 206-297-7002 to schedule a site visit. Clean Marina staff will contact the appropriate EnviroStars representative for your county.



Step 1: CLEAN MARINA ELIGIBILITY CHECKLIST

This checklist determines your eligibility for the Clean Marina Program. The items below are derived from State and Federal Regulations. This checklist is neither a complete list, nor a guarantee of environmental compliance. You should be able to check **Yes** for **all** of the following items to meet Clean Marina Washington standards.

Operations <i>Most marinas are like small cities, with many challenges given the variety of activities and the proximity to the water. A comprehensive approach is necessary to cover all aspects of marina operations.</i>	Type	Yes	No	N/A	Future
1. We are in compliance with all known land-use laws and permits for our marina facility, including over-water and upland areas. (for example: Shoreline Development Permit)	L				
2. BMP: We do not allow in-water hull scraping or any process that occurs underwater which removes paint from the boat hull. We prohibit all in-water or underwater cleaning of underwater portions of boat hulls coated with anti-fouling paint.	L				
3. BMP: We limit in-water repairs and refinishing of boats to decks and superstructures only. This work will entail an annual maximum of 25% of the area of the boat, in which case, tarps and dust, drip and spill control measures are mandatory to ensure there is zero discharge to waterways. Refinishing work from boats and temporary floats is prohibited.	L				
4. We collect and treat pressure-wash water used at our haul-out or boat ramp (Or disallow pressure wash activities for boats out of the water).	L				
5. We regularly inspect and repair fuel transfer and storage equipment.	L				

<p>Hazardous Materials and Waste <i>Many marine-grade products are highly toxic and represent a significant threat to the environment even in very small quantities. Proper management of Hazardous Materials and Waste is an essential step to ensuring an environmentally-sound marina.</i> (Washington Administrative Code 173-303-070 section 8 relates to small quantity generators; see http://www.ecy.wa.gov/programs/hwtr/manage_waste/rules_for_sqgs.html).</p>	Type	Yes	No	N/A	Future
<p>6. <i>Our marina is a small quantity generator (SQG) of hazardous waste. (SQGs generate less than 220 pounds per month (or about 27 gallons/half a drum of hazardous waste per month) and accumulate no more than 2,200 pounds (or about 5 drums) of hazardous waste on site at any time. Note: When recycled, some materials, such as oil and antifreeze aren't counted when determining your generator status, which increases your chances of being an exempt small quantity generator.)</i></p>	P				
<p>7. <i>We store hazardous materials and waste in containers that are:</i> Compatible with the waste, kept closed when not in use, kept inside or under cover, are not in direct contact with soil or located over a drain.</p>	P*				
<p>8. <i>We contain hazardous materials and waste with secondary containment that is:</i> Made of durable and leak-proof material (such as a bermed room, containment pallet, sump, or steel trough), compatible with the waste it is meant to hold, and capable of holding the largest potential spill.</p>	P*				

	Type	Yes	No	N/A	Future
9. <i>We label each hazardous waste container with: The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste" clearly marked on the label.</i>	L				
10. <i>We have a fuel dock and...</i> <ul style="list-style-type: none"> <i>We have implemented all of the Dept. of Ecology's requirements for Class 4 Fueling Facilities.</i> <i>We have a Spill Prevention Control and Countermeasures (SPCC) Plan on file with the Environmental Protection Agency (Required for above ground storage tanks) (Note that above-ground tanks are inspected by EPA and below-ground tanks are inspected by DoE. For a sample SPCC Plan, other sample forms and more information regarding requirements see http://www.ecy.wa.gov/programs/spills/Class_4_Facilities/Marinas.html).</i> 	L L				
11. <i>We provide and maintain the following documentation:</i>	Type	Yes	No	N/A	Future
<ul style="list-style-type: none"> Spill response plan, posted in visible and appropriate location(s) (please see the Clean Marina website for a sample plan) 	P*				
<ul style="list-style-type: none"> Material Safety Data Sheets (MSDS) for hazardous products (please see the Clean Marina website for information on getting started with MSDS) 	L				
<ul style="list-style-type: none"> Documents for all hazardous wastes being handled off-site (e.g., receipts, manifests, self-log, bills of lading, DOT shipping papers, vendor certificates. Please ask us for a sample self-log if you need one.) 	P*				

12. All hazardous wastes are handled appropriately including:	Type	Yes	No	N/A	Future
<ul style="list-style-type: none"> • Solvents, thinners, and paint wastes are recycled or handled as hazardous waste. (Small amounts of latex paint can be dried and put in solid waste). 	L				
<ul style="list-style-type: none"> • Fluorescent lamps are recycled or handled as hazardous waste. 	L				

If you have checked Yes to each item above, you are eligible for Clean Marina certification. Please continue to the Application Worksheet, the Clean Marina One Year Goal pages and the Leadership Award section (optional).



Step 2: CLEAN MARINA APPLICATION WORKSHEET

Name of business _____ Phone /fax _____

Email _____ Website _____

Location address: street, city, state, zip _____ County _____

Mailing Address (if different) _____

Number of Slips _____ Number of Liveboards _____

	Yes	No		Yes	No
Fuel Dock	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Collection	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Pumpout	<input type="checkbox"/>	<input type="checkbox"/>			
Oil Recycle	<input type="checkbox"/>	<input type="checkbox"/>	Supply Store	<input type="checkbox"/>	<input type="checkbox"/>
Antifreeze Recycle	<input type="checkbox"/>	<input type="checkbox"/>	Charter	<input type="checkbox"/>	<input type="checkbox"/>
Bilge Water Collection	<input type="checkbox"/>	<input type="checkbox"/>	Machine Shop	<input type="checkbox"/>	<input type="checkbox"/>
Recycling	<input type="checkbox"/>	<input type="checkbox"/>	Boat Launch	<input type="checkbox"/>	<input type="checkbox"/>

Worksheet prepared by _____ Title _____

Have you had a site visit yet from Clean Marina or EnviroStars? yes no

Name of site visit consultant _____

I volunteer to uphold the standards of Clean Marina Washington by properly managing and reducing hazardous waste and by preventing pollution throughout my marina. If my facility no longer meets program certification requirements, I will notify my Clean Marina representative. I will also refrain from promoting my business as a Clean Marina to my customers and using the Clean Marina logo in promotional efforts until the issue is resolved. I understand that use of the Clean Marina logos is a privilege and that the Clean Marina programs maintain full rights to the logo and its use.

Owner/ Manager signs here _____ Date _____

Print name _____

Clean Marina representative approval _____

The following list of pollution prevention examples was compiled in part from marinas that have been certified under the program. Tell us about current and future ways you can prevent pollution and reduce waste. **Feel free to write in details and add your own ideas.** Complete as much of this worksheet as possible. Our representatives can assist you during your on-site consultation visit as well. Page numbers in parentheses indicate relevant pages in the Washington Department of Ecology Resource Manual for Pollution Prevention in Marinas (1998). For a copy of this manual, ask your Clean Marina representative or go to <http://www.ecy.wa.gov/biblio/9811.html>.

SECTION 1: Cleaning and Spill Prevention					
Items required for certification:	Type	Yes	No	N/A	Future
1. We have incorporated the Clean Marina/ Department of Ecology Best Management Practices (BMPs) for tenants and hired contractors, into our policies (pp. 48-49, 57-59). (BMPs Identified below)	P				
2. BMP: We implement a “No Suds” policy for boat cleaning. We recommend fresh water, hand scrubbing and spot cleaning (pp. 4, 18, 58).	L				
3. BMP: When dispensing and transferring liquids, we ask staff, contractors and tenants to use spigots, pumps, and covered funnels to reduce spills.	P				
4. BMP: We train fuel dock staff and boaters to prevent drips and spills at the fuel dock (pp. 24, 29, 51-53).	P*				
5. BMP: We specify that tenants, employees and contractors contain all debris and use secondary containment and small quantities for dockside work and repairs.	P*				
6. We post the proper information (national and state oil and chemical spill reporting phone numbers) for reporting spills prominently around the marina (p.18).	P*				
7. We train employees to report petroleum spills to national and state agencies as required (pp.18, 52-53).	P*				
8. We keep spill containment materials near hazard materials and waste storage areas (pp. 29-30).	P				
9. We have developed marina policies that will help minimize oily discharges (pp.51-53). (Examples: supplying “No spill” bottles at fuel dock, bilge socks for tenants or requiring bilge inspections). Explain: _____	P				

Additional water quality protection activities: These elements are encouraged for environmental protection but are optional for certification.	Type	Yes	No	N/A	Future
10. We provide oil absorbents at fuel dock to catch drips and spills, and provide safe collection of saturated absorbent pads (pp 29-30). (Lightly soiled pads can be bagged and put in the trash but oil or gasoline saturated pads are hazardous AND flammable).	O				
11. We keep spill containment materials on docks near potential spill sites (pp. 29-30).	O				
12. We maintain an adequate supply of oil spill response materials on-site to address a spill from the largest boat in the marina (pp.51-53).	O				
13. We encourage boaters to install and use fuel spill prevention devices.	O				
14. Fuel Dock: We restrict vessel fueling to open hours in order to provide supervision. Alternatively, we have developed a card/code certification system and provide training to tenants that access our fuel dock after hours.	O				
15. How else do you control spills in your marina? (pp. 29-30, 51-53). _____ _____ _____ _____ _____ _____	O				

SECTION 2: Product and Waste Storage					
Items required for certification:	Type	Yes	No	N/A	Future
16. BMP: We prohibit improper storage and disposal of hazardous materials and waste for tenants and marina operations. (pp. 25, 31-37). (For example: We prohibit storage of paints, solvents, and batteries in dockboxes.)	P*				
17. We keep flammable materials in chemical safety storage units and/or as directed by our local fire department (check limits on quantities in storage).	L				

	Type	Yes	No	N/A	Future
18. We train employees regularly to keep different waste types separated for reuse, recycle, or proper disposal (pp. 34-37).	P*				
19. We provide garbage collection facilities (trash cans, bins, and dumpsters) that are covered, well marked, and convenient (p. 43).	P*				
20. We provide convenient recycling facilities for collection of paper, plastic, glass, aluminum, etc. (whatever is collected in your community) (p. 43).	P*				
21. Our garbage and recycling facilities are properly signed to reduce the risk of waste-stream contamination and reduced recycling potential.	P				
22. We avoid mixing hazardous and non-hazardous materials by identifying and labeling all products and storage containers.	P				
Additional water quality protection activities:	Type	Yes	No	N/A	Future
23. BMP: We encourage boaters to stow goods securely on-board to prevent accidental overboard discharge.	O				
24. We use the Industrial Materials Exchange (IMEX) to get rid of extra materials, relocate discontinued paint lines, and/or to purchase inexpensive raw materials. (For information about IMEX call 206-296-4899 or 1-888-TRY-IMEX or go to www.govlink.org/hazwaste/business/imex/) What materials? _____ _____ _____	O				
25. We encourage the use of reusable or compostable products, rather than plastic and polystyrene cups and food containers, and other disposable goods (including vendors within our facility).	O				
26. Other ways we (could) prevent leaks and spills or mixing of non-hazardous with hazardous waste. _____ _____ _____	O				

SECTION 3: Purchasing and Inventory Management					
Items required for certification:	Type	Yes	No	N/A	Future
27. We use a centralized inventory system and/or “just in time” purchasing to minimize excess waste. (Example: Avoiding the situation in a large facility where maintenance supplies may otherwise be ordered by different staff and/or stored in different locations)	P				
28. We are committed to reducing unnecessary usage of hazardous products. All people that purchase products for our facility ask vendors to provide alternatives to hazardous products, review MSDSs to avoid re-ordering unnecessary hazardous products, and/or write this into purchasing contracts.	P				
Additional water quality protection activities:	Type	Yes	No	N/A	Future
29. We have a process to evaluate and approve chemical products and we enforce a policy of allowing only “approved”, least hazardous products to enter the facility.	O				
30. Other ways we (could) reduce our use of hazardous materials and reduce emissions; alternative products we plan to try or have tried: _____	O				

SECTION 4: Employee and Tenant Involvement					
Items required for certification:	Type	Yes	No	N/A	Future
31. We have a communications strategy to communicate key BMPs, including: <input type="checkbox"/> Topside Cleaning <input type="checkbox"/> Sewage <input type="checkbox"/> Spills <input type="checkbox"/> Invasive Species How? _____	P				
32. We post and distribute Best Management Practices (BMPs) for tenants and hired contractors (pp. 48-49, 57-59).	P				
33. We encourage spill prevention and/or the recycling of the following wastes produced by our staff and/or tenants and systematically take action to improve our practices (pp. 34-42). <input type="checkbox"/> solvents <input type="checkbox"/> batteries <input type="checkbox"/> paper, forms <input type="checkbox"/> coatings <input type="checkbox"/> rags <input type="checkbox"/> fuel <input type="checkbox"/> paints <input type="checkbox"/> oils <input type="checkbox"/> scrap metal <input type="checkbox"/> other _____	P*				

	Type	Yes	No	N/A	Future
34. We post our Clean Marina Washington goal(s) and/or pollution prevention policy statement.	P				
35. We have a copy of the Department of Ecology's " <i>Resource Manual for Pollution Prevention in Marinas</i> " available in our office and let marina tenants know they can refer to it anytime. Our managers have read the manual and briefed all employees on sections 4 and 5 (BMPs).	P				
36. We educate employees (including seasonal employees) and tenants about pollution prevention in our routine meetings, training sessions, and/or newsletters.	P				
37. We post information on how and where to manage hazardous wastes for our tenants in order to avoid orphan waste. (Check with your city and county for resources in your area).	P				
38. We educate boaters and marina staff to limit their use of products or practices likely to generate hazardous waste. (Example: Encouraging boaters to "winterize" their fuel tanks may avoid the need to dispose of "bad fuel" later.)	P				
Additional water quality protection activities:	Type	Yes	No	N/A	Future
39. We offer incentives to employees for waste reduction, pollution prevention and resource conservation innovations.	O				
40. We include employees in product selection to reduce the introduction of unapproved or more hazardous materials.	O				
41. We educate marina users about sound sewage management practices and impacts of effluent on our waterways.	O				
42. We educate boaters about reducing the gray-water discharges from shower, dishwashing, and laundry uses (pp. 57-59).	O				
43. We have determined whether and what invasive species are concerns in our area. We educate boaters and employees about detecting aquatic nuisance species and methods to prevent their spread. (For more information call (360) 902-2700 or go to: http://wdfw.wa.gov/ais/)	O				

	Type	Yes	No	N/A	Future
44. We encourage tenants and guests to clean up pet waste by posting signs and/or providing bags to scoop up wastes.	○				
45. Other ways we (could) involve employees and tenants in hazardous waste reduction and pollution prevention. _____	○				

★★★ Congratulations! ★★★

Completion of the preceding pages, setting a One Year Goal, and a successful verification site visit qualify your marina for a 3-Star EnviroStars rating (where available).

Please continue to the next section for Clean Marina certification and to earn more EnviroStars.

SECTION 5: Facility Management					
Items required for certification:	Type	Yes	No	N/A	Future
46. We keep our marina, docks and grounds clean and in good general repair and free of unnecessary hazards. We avoid accumulations of debris or discarded materials.	P				
47. We develop and post "orphan" waste policies (to prevent waste left on docks or otherwise improperly disposed of around the marina). We monitor our facility to collect and properly dispose of "orphan" wastes (pp. 6, 33).	P*				
48. If we have a sewage pumpout: We regularly inspect and maintain our pumpout to keep it in good working order. The pumpout(s) are marked and are accessible to all boats in the marina (pp 43-49).	P*				
49. If we do not have a pumpout system installed, we post the location and operational hours for nearby pumpout facilities and/or list mobile pumpout services.	P				
50. We do not permit upland activities that allow wash water with soaps or detergents to enter a storm drain or waterways.	L				
51. We conduct regular trash pick-up within the marina and shoreline (p. 43).	P				
Additional water quality protection activities:	Type	Yes	No	N/A	Future
52. We select less toxic cleaners for restrooms and marina facilities.	O				
53. We sweep floors and spot-clean drips and spills, instead of mopping them with detergent and water or using a floor machine.	O				
54. Our dockage does not use exposed foam or we have a plan to repair or replace unencapsulated foam flotation.	O				
55. We provide and maintain bilge water pump-out or collection facility (p. 27).	O				

	Type	Yes	No	N/A	Future
56. We provide clean bathrooms for customers and post the location.	O				
57. We minimize gray water impacts by making the following facilities available to our tenants, and/or encourage boaters to save these tasks for home: <input type="checkbox"/> showers <input type="checkbox"/> dishwashing <input type="checkbox"/> laundry	O				
58. We stencil storm drains with “Dump No Waste” or similar messaging.	O				
59. We placed inserts, filters or absorbents in stormdrains to remove oil and grease from stormwater runoff. Drain inserts are maintained with an appropriate schedule. If runoff is determined to be hazardous, we dispose of used materials as hazardous waste.	O				
60. We carefully consider new equipment and product purchases to factor in the potential to minimize or eliminate waste. We repair vs. replace equipment whenever possible.	O				
61. We provide approved hazardous waste disposal for tenants (pp.33, 36).	O				
62. We provide recycling for tenants in clearly marked receptacles: <input type="checkbox"/> Antifreeze (p. 35) <input type="checkbox"/> Batteries (p. 35) <input type="checkbox"/> Oil (pp. 39-42) <input type="checkbox"/> Paper <input type="checkbox"/> Aluminum <input type="checkbox"/> Glass <input type="checkbox"/> Scrap Metal, Including Zincs <input type="checkbox"/> Plastics <input type="checkbox"/> Marine Flares (Pyrotechnic Visual Distress Signals) Other: _____ _____	O*				

	Type	Yes	No	N/A	Future
63. We incorporated vegetated areas and filter strips (native plants or xeriscaping preferred) next to areas where polluted runoff might be a problem.	O*				
64. We avoid the use of pesticides and herbicides and/or have adopted least-toxic pest management methods (such as Integrated Pest Management and/or the use of pest-resistant native plants).	O*				
65. We protect native seagrass beds and bottom habitats in shallow waters. Please describe: _____ _____ _____	O*				
66. We use speed limits, no wake zones and/or no-anchorage areas to address environmental and/or safety issues at our marina and the surrounding marine habitat.	O*				
67. Our docks do not ground at low tide, in order to protect nearshore habitat.	O*				
68. Other ways we (could) protect water quality in our marina activities _____ _____ _____	O				

SECTION 6: Marketing and Communications					
Items required for certification:	Type	Yes	No	N/A	Future
69. We communicate our commitment to reduce hazardous waste, and protect the environment. How? (for example: post our environmental policy or Clean Marina goal page, explain Best Management Practices to tenants, post on website, etc.) _____ _____ _____	P				
70. We monitor our facility to prevent impacts to our neighbors and waterways and will work with them to resolve any waste-related problems that occur.	P				

	Type	Yes	No	N/A	Future
71. We (will) visibly display/ post our Clean Marina certification award.	P				
Additional water quality protection activities:	Type	Yes	No	N/A	Future
72. We give tours of our facility and share what we have learned with other marina operators, customers, environmental groups, trade associations, etc.	O				
73. We promote our certification/environmental awards on the web, in promotional materials and/or through other marketing avenues.	O				
74. Other ways we (could) market or promote pollution prevention, and reduction of waste (Examples: Newsletters, handouts, tenant meetings, community events, Facebook, social media): _____ _____ _____	O				

SECTION 7: Policies, Management and Tracking Systems					
Items required for certification:	Type	Yes	No	N/A	Future
75. If we have residential uses (live-aboards, houseboats, etc.), we keep a log of pump-out usage and servicing or have a system in place to verify that waste is not discharged.	P				
76. BMP: We specify how wastewater is to be handled and have policies in place regarding the discharge of gray water.	P				
77. BMP: We prohibit the discharge of treated or untreated human waste (blackwater) within the marina basin. (including discharge from type 1 Marine Sanitation Devices)	L/P				
78. We keep disposal and recycling records and compare the amount of waste generated and shipped with past years to monitor progress.	P*				

Additional water quality protection activities:	Type	Yes	No	N/A	Future
79. We require tenant-hired contractors to register with the office & provide them a copy of our rules and regulations and/or BMPs.	○				
80. We review activities of vendors, consultants, and contractors that we hire and require documentation of any waste disposal activities they provide.	○				
81. Other ways we (could) keep track of the time and money we save by reducing or avoiding waste all together. _____ _____ _____ _____	○				

★★★★ Congratulations! ★★★★★

Completion of the preceding pages, setting a One Year Goal, and a successful verification site visit qualify your marina for Clean Marina certification and earn your facility a 4-Star EnviroStars rating (where available).

Please continue to the next section to write your One Year Goal(s) and, if desired, complete the checklist for the Clean Marina Leadership Award and a 5-Star EnviroStars rating.



CLEAN MARINA ONE YEAR GOAL(S)

On the next page, write a pollution prevention, environmental and/or sustainability goal for the year and stick to it. We encourage you to write more than one goal. Be as specific as possible. Explain how you intend to achieve your goal by writing the results you want to achieve and the steps you will take. Include timelines and who will be responsible.

Here are some ideas:

- Choose items that you marked as Future in the checklists.
- Provide oil spill materials on docks and to tenants.
- Write into purchasing contracts the requirement that vendors provide alternatives to hazardous products.
- Provide and publicize bilge water management and bilge pump-out facility.
- Create a partnership with local business and environmental groups to sponsor a shoreline clean-up and habitat improvement event.

Example:

Goal 1

Provide oil spill materials on docks and make available to tenants.

Timeline/Targeted date of completion: *January:* find source for absorbent materials. *February:* establish location on docks and in office for spill materials. *March:* purchase materials and install outdoor spill cleanup kits. *April:* notify tenants of availability of materials and provide instructions for use. *June:* identify issues with spill materials and find ways to resolve the problems.

Person responsible: Captain Jack Sparrow

Title: Marina Operations Manager



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CLEAN MARINA ONE YEAR GOAL(S)

Goal 1

Timeline/Targeted date of completion:

Person responsible: _____ Title: _____

Goal 2

Timeline/Targeted date of completion:

Person responsible: _____ Title: _____

Goal 3

Timeline/Targeted date of completion:

Person responsible: _____ Title: _____

Owner's Signature

Date

Marina Name

Leadership Award and 5-Star EnviroStars Rating

Marinas in this category show an exemplary stewardship commitment and provide leadership and innovation for the industry as a whole as well as achieving a 5-Star rating from EnviroStars.

How does your business compare with others in your industry? What makes you stand out? Are you creating change? Are you providing encouragement to others? Do you consider impacts on air, water, land and municipal waste systems? **Please describe your activities below and/or attach documentation, photos, or samples.**

SECTION 8: Leadership					
To qualify, at least 2 of the items below are required:	Type	Yes	No	N/A	Future
82. We demonstrate leadership on environmental/waste prevention issues within our community and other local businesses. We have shared information with other businesses to educate them about waste management services and equipment, strategies to reduce waste/chemicals/ hazards, and encourage them to become EnviroStars-certified. <i>With who?</i> _____ _____	○				
83. We encourage environmentally responsible practices through trade associations and publications, or industry related workshops, including how we reduce hazardous waste and spills, our successes, cost savings and environmental tips. <i>Where?</i> _____	○				
84. We educate the industry leaders of tomorrow on waste management and pollution prevention topics. (e.g., interns, seasonal employees, Sea Scouts, etc. during employee trainings, etc.) <i>Who?</i> _____	○				
85. We work with our suppliers and manufacturers to play an active role in demonstrating and introducing environmentally responsible products. <i>With who?</i> _____ _____	○				
86. We have developed or adopted a new technology, product, or service innovation that prevents pollution and/or resulted in reduced hazardous waste. <i>Provide example:</i> _____ _____	○				
87. We have hosted a Green-Focus event and/or cover environmental topics at tenant meetings. <i>When?</i> _____ _____	○				

	Type	Yes	No	N/A	Future
88. We have appointed a staff member as our Environmental Coordinator. <i>Who?</i> _____	O				
89. Other and/or describe/explain the items checked above _____ _____ _____ _____ _____ _____	O				
SECTION 9: Comprehensive Environmental Protection					
Required Elements:	Type	Yes	No	N/A	Future
90. We incorporate a conservation and recycling program for solid waste. Check at least 5 items from this list: <input type="checkbox"/> Make double-sided copies <input type="checkbox"/> Reuse office supplies (file folders/envelopes) <input type="checkbox"/> Communicate electronically <input type="checkbox"/> Get off unwanted mail lists <input type="checkbox"/> Composting <input type="checkbox"/> Use durable containers for shipping <input type="checkbox"/> Reuse packaging materials <input type="checkbox"/> Repair vs. replace equipment <input type="checkbox"/> Use rechargeable batteries <input type="checkbox"/> Provide recycling containers such as glass, aluminum, plastic, cardboard <input type="checkbox"/> Purchase recycled products <input type="checkbox"/> Set up materials reuse/exchange station <input type="checkbox"/> Other: _____	P				
91. We provide materials to educate employees and/or customers about steps they can take to prevent pollution at home.	P				
92. We protect water quality and aquatic habitat. We have participated in or sponsored a waterway cleanup, spawning or rearing habitat restoration, or other projects in our community to spread the ethic of environmental stewardship, endangered species protection and/or invasive species elimination. Describe your activities: _____ _____	P				

Optional Comprehensive Environmental Protection Elements:	Type	Yes	No	N/A	Future
93. We minimize vehicle travel to work by encouraging employees to take the bus, bike, carpool, or walk or by offering a flexcar.	○				
94. We conserve energy by participating in the EPA Green Lights/Energy Star program or our local utility's conservation program (Call 202-775-6650 or see www.energystar.gov/ for more information).	○				
95. Are there any other things that you are doing now, or future plans you have, to reduce waste or emissions that you'd like to mention? <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	○				

★★★★★ Congratulations! ★★★★★

Completion of the preceding pages, setting a One Year Goal, and a successful verification site visit qualify your marina for Clean Marina certification and earn your facility the Clean Marina Leadership Award as well as a 5-Star EnviroStars rating (where available).

Alternate formats available. Voice 206-263-3050 or TTY relay: 711 (Interpreters available).

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