

Marina 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 boaters how their actions can effect water quality. And let the public know that you are doing your part to protect the environment.

Staff Training



Stormwater Pollution Prevention Plan. The General Permit for Discharges from Marinas requires that you develop a written stormwater pollution prevention plan, and teach your employees about the components and goals of plan. **Appendix XII** contains a template which can assist you. The training must be conducted at least twice a year and must address the following topics as applicable.

- ◆ Used oil management
- ◆ Spent solvent and paint 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
- ◆ Sacrificial anode disposal

Also, provide training on the proper use of equipment such as dustless sanders and high-volume low-pressure spray guns. Refer to **Appendix XI** for a training guide to help you organize and track your employee training.

Emergency Response Plans. During a real emergency—when time is of the essence—you will want people to know what to do and how to do it.

- ❖ Review plans and response procedures with staff at the beginning of each boating season.
- ❖ Train employees in the use of containment measures.
- ❖ Run emergency response drills at least twice annually.
- ❖ Invite the U.S. Coast Guard and local fire department to demonstrate emergency response procedures at your marina.

Be Watchful. Involve all employees in policing your marina for waste. Encourage your staff to look for and immediately halt the following activities.

- Colored plumes in the water where a hull is being cleaned.
- Bilge water discharge with a sheen.
- Uncontained sanding, painting, varnishing, or cleaning.
- Maintenance debris being washed into the water.
- Sewage discharges within the marina.
- The use of environmentally harmful cleaning products.

Approach Polluters.

- ❖ Determine who will address boaters and contractors who are polluting. Generally speaking, this is a job for the manager. Let your staff know whether they should handle polluters themselves or report pollution incidents to the manager.
- ❖ Politely inform boaters and contractors why what they are doing is harmful. Describe a more environmentally sensitive method and ask the boater or contractor to stop work until it can be done with less environmental impact. It will be easier to get cooperation if 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.
 - Remove the problem from the dock. Charge the boater or contractor for the cost of removal and clean-up.
 - Ask the tenant or contractor to leave your marina.

Investigate Community College Offerings.

- ❖ Look for college courses related to environmental protection. For example, Anne Arundel Community College has offered a course titled Environmental Compliance for Marinas and Boatyards.

Maintain Training Records.

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

Inform Patrons and Independent Contractors

The General Permit for Discharges from Marinas requires that customers and contractors be informed about pollution control practices and be required to use them.

Incorporate Best Management Practices into Contracts. In addition to being a legal document, contracts are very effective educational tools. Use the contract to inform boaters and contractors how to minimize their environmental impacts.

- ❖ Include language requiring the use of best management practices in all of your contracts: slip holders, liveaboards, transients, charters, workers, contractors, and tenants.
- ❖ Include language specifying the consequences for not using best management practices, e.g., failure to use best management practices will result in expulsion from the marina and forfeiture of rental fees.
- ❖ Include information about requirements for Marine Sanitation Devices.
- ❖ See *Appendix V* for sample contract language. Call the Department of Natural Resources if you would like to receive an electronic copy of the contract language.

If a boater is sanding and not containing the debris, bring a vacuum sander to him or her. Explain that it collects most of the dust and allows one to work more quickly. Charge him or her your standard rental fee for the equipment.

Post Signs Detailing Best Management Practices.

- ❖ Post signs at fuel docks and pumpout stations, along piers, in vessel maintenance areas, and at dumpsters and recycling stations. See samples below.
- ❖ Be sure the signs are visible.
- ❖ Signs must be durable, eye catching, and appropriately sized.
- ❖ Post your facility's environmental policy in a conspicuous location.

Keep Fuel Out of the Water

Do Not Top Off Tank
Listen to Anticipate When Tank is Full
Wipe-up Spills Immediately

OIL SPILL RESPONSE KIT



Include name and number of person to contact at the marina in case of a spill

Be sure that a copy of the Oil Spill Response Plan is clearly visible inside the Spill Response Kit

Vessel Maintenance Area

- All major repairs (e.g., stripping, fiberglassing) must be performed in the Vessel Maintenance Area
- All blasting and spray painting must be performed within the enclosed booth or under tarps
- Use tarps or filter fabric to collect paint chips and other debris
- Use vacuum sander (include rental information if appropriate)
- Use high-volume low-pressure spray guns (include rental information if appropriate)
- Use drip pans with all liquids
- Reuse solvents
- Store waste solvents, rags, and paints in covered containers

Notice

The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into or upon the navigable waters of the United States or the waters of the contiguous zone if such discharge causes a film or sheen upon, or discoloration of, the surface water. Violators are subject to a penalty of \$5,000.

The use of soaps to disperse oil is illegal. Violators may be fined up to \$25,000 per incident.

Report Oil Spills to
USCG at (800) 424-8802 and
MDE at (866-633-4686

Pumpout Station

- Instructions for use
- Hours of operation
- Fee
- Name and number of person to call in case of malfunction

Do Not Discharge Sewage

Please use our clean, comfortable restrooms while you are in port

Nutrients and pathogens in sewage impair water quality

Think Before You Throw

The following items may not be placed in this dumpster

- Oil
- Antifreeze
- Paint or varnish
- Solvents
- Pesticides
- Lead batteries
- Transmission fluid
- Distress flares
- Loose polystyrene peanuts
- Hazardous waste

Recycle

Oil	Mixed paper
Antifreeze	Newspaper
Lead batteries	Solvents
Glass	Steel
Plastic	Scrap metal
Aluminum	Tin
Corrugated cardboard	Tires
Metal fuel filter canisters	

Indicate which items you recycle and where the collection sites are

Include information about local recycling services for materials that you do not collect

Recycle Oil

This container is for

- Engine oil
- Transmission fluid
- Hydraulic fluid
- Gear oil
- #2 Diesel
- Kerosene

Tailor to fit your hauler's requirements

Gasoline is STRICTLY PROHIBITED

If container is locked, include information about where to find the key or leave the oil

Recycle Antifreeze

This container is for

- Ethylene glycol antifreeze
- Propylene glycol antifreeze

Tailor to fit your hauler's requirements

Gasoline, diesel, kerosene, and all other materials are STRICTLY PROHIBITED

If container is locked, include information about where to find the key or leave the antifreeze

No Fish Scraps

Please do not discard fish scraps within the marina basin

- Use our fish cleaning station
- Bag the scraps and dispose in dumpster or at home
- Save and dispose over deep water

Marine Sanctuary

This marina provides food and shelter for young fish

- Prevent oil spills!
- Keep bilge clean!
- Use oil sorb pads!

Help by recycling or properly disposing of used oil, antifreeze, solvents, cleaners, plastics, and other waste.

Environmental Policy

It is the policy of this marina to protect the health of our patrons, staff, and the environment by minimizing the discharge of pollutants to the water and air.

**Thank you for
keeping
the Bay
clean and safe!**

Distribute Literature to Patrons.

- ❖ Copy and distribute the Clean Boating Tip Sheets included in this Guidebook or create your own. Boater tip sheets on Vessel Maintenance, Selecting a Bottom Paint, Underwater Hull Cleaning, Petroleum Control, Boat Sewage, and Waste Disposal can be found at the end of this book.
- ❖ Send the tip sheets with monthly mailings or place in dock boxes or on vessels. Be cautious that they do not end up in the water. You can also create a link on your website to the tips sheets at www.dnr.state.md.us/boating/cleanmarina.
- ❖ Include articles about best management practices in your newsletter.
- ❖ Get copies of clean boating materials from organizations such as the Chesapeake Bay Foundation, the Ocean Conservancy, and BoatU.S. Foundation.
- ❖ Contact the United States Coast Guard for publications summarizing Federal boating requirements.

Host a Workshop.

- ❖ Include a walking tour of the facility to demonstrate best management practices.
- ❖ Try to schedule the workshop to coincide with an existing marina function that is traditionally well attended.
- ❖ Offer incentives to attendees: door prizes, discounts, product samples, food.

Make Use of Informal Communication Mechanisms.

- ❖ Pass along pollution prevention information in conversations with patrons and contractors.
- ❖ Post information about best management practices on the marina bulletin board.

Recognize Boaters.

- ❖ Publicly recognize boaters who are making an effort to control pollution.
- ❖ Include a feature in your newsletter, post a flyer with the boater's picture on a public bulletin board, give an award or prize, etc.

Public Relations

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.
- ❖ 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.
- ❖ When submitting a news release, be sure you have the name of the correct editor and that it is spelled accurately.
- ❖ Get press kits from manufacturers of environmentally-sensitive products. Use their photographs and product information.

Become a Maryland Clean Marina.

- ❖ Apply to the Maryland Department of Natural Resources for recognition as a Maryland Clean Marina. Once you have satisfied the award criteria, you may use the Maryland Clean Marina logo in your advertising and correspondence, fly a Clean Marina flag, and enjoy promotion by the Clean Marina Initiative in publications, on the World Wide Web, and at public events.
- ❖ Use your certification as an opportunity to prepare a press release.

Business Practices

Offer Environmental Products and Audits for Boaters.

- ❖ If you operate a ship's store, stock non-toxic cleaning products, bilge pads, and other eco-friendly items and showcase them prominently. Invite a product sales representative in to market the products and explain how they work. Green Seal (www.greenseal.org) is an independent organization that certifies claims of environmental safety in cleaners, paints, and other products. Beware of general claims on product labels without an independent certification.

Information Sources

Appendix I

BoatU.S.
Foundation

Chesapeake Bay
Foundation

Maryland
Department of
Natural Resources
• Boating
Services Unit

Ocean
Conservancy

United States
Coast Guard

- ✧ Expand your business by selling environmental audits.
- ✧ Inspect engines, bilges, fuel systems, and marine sanitation devices.
- ✧ Sell oil absorbent pads, air/fuel separators, etc.

Consider Environmental Surcharges.

- ❖ Charge for tangible items such as tarps, vacuum sanders, and protective clothing. Customers are used to such charges at automotive repair shops and do not mind a fee for something they can understand.
- ✧ Consider a flat “environmental surcharge” on all jobs if it is easier, but be prepared to explain it to customers. Marinas may also be required to pay tax on such income. Contact the State Comptroller’s Office for clarification.
- ✧ Consider donating a portion of rental fees (e.g., for vacuum sanders) to an environmental organization. The boater can feel good about controlling pollution and about the fact that a portion of his or her money is going to help conserve nature.

Be Diligent.

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

