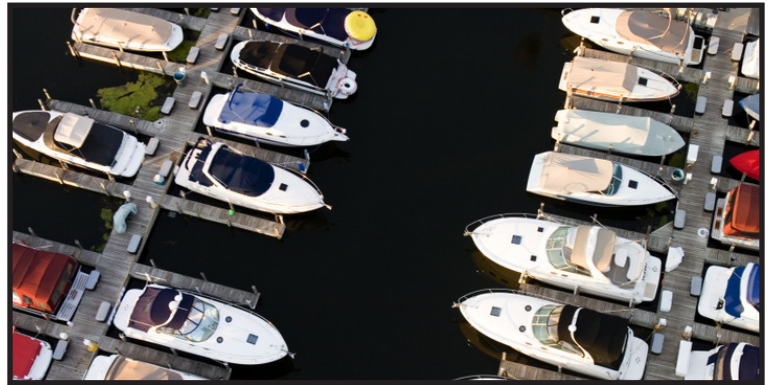


MARYLAND'S PUMP-OUT PROGRAM

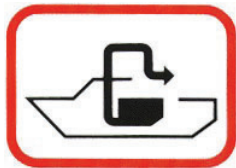


GRANT APPLICATION



MARYLAND DEPARTMENT OF NATURAL RESOURCES
BOATING SERVICES UNIT
580 TAYLOR AVENUE, E-4
ANNAPOLIS, MARYLAND 21401

CONTACT INFORMATION:
TOLL FREE IN MARYLAND 1-877-620-8DNR XT. 8772 OR 410-260-8772
PUMPOUT@DNR.STATE.MD.US
WWW.DNR.STATE.MD.US/BOATING/PUMPOUT



THIS PROGRAM IS FUNDED THROUGH THE CLEAN VESSEL ACT PROGRAM (CVA) & THE U.S. FISH & WILDLIFE SERVICE AND THROUGH STATE WATERWAY IMPROVEMENT FUNDS.

HOW TO APPLY FOR A MARINE SEWAGE PUMPOUT GRANT

Pumpout Grants

The Department of Natural Resources provides a reimbursement of up to \$15,000 to marinas for the purchase and installation of marine sewage pumpout facilities. Supplemental funding for yearly pumpout operations and maintenance is also available, as is funding to upgrade or even replace existing pumpout facilities. Marinas that install these systems provide boaters with a proper method of disposing of their sewage and thus contribute to cleaning up Maryland waters. This program is funded by the Federal Clean Vessel Act (75%) with supporting funds (25%) from the Maryland Waterway Improvement Fund.

Who Should Apply?

Any public or private marina, yacht club, or community associations that will serve the general boating public. Businesses that have a boating clientele are also eligible (i.e. restaurants with a transient dock). Maryland law requires that all marinas with 50 or more slips berthing any boats over 22' have a pumpout. New marinas and expanding marinas (more than 10 slips) must also have a pumpout. For assistance, please call (410)260-8772.

How to Apply

An Eight Step Process

Step 1: Obtain a grant application from DNR (<http://www.dnr.state.md.us/boating/pumpout/> or call 410-260-8772).

Step 2: Complete the application and submit to DNR at the address on the application.

Step 3: Complete Part I of the "Clean Vessel Act Grant Coordinated Environmental Review Form" and submit to the Maryland Department of the Environment (MDE). This form is obtained from the Department of Natural Resources AFTER a completed grant application is submitted.

Step 4: Obtain local permits and approvals (DNR can help to put you in touch with the proper agencies). After this is done, MDE will approve your installation.

Step 5: When notified of MDE approval, submit a proposed plan for the facility. Include:

- Brief Description
- Equipment to be purchased (with prices)
- Competitive bids for installation
- Copies of any required permits
- Drawing showing location for installation (include electrical and plumbing runs)

Step 6: Once approval to proceed is received, purchase equipment and install pumpout.

Step 7: Call DNR for inspection upon completion.

Step 8: Submit invoice and proof of payments to DNR.



QUESTIONS & ANSWERS ABOUT PUMPOUT GRANTS

Thank you

The Department of Natural Resources (DNR), Boating Services, would like to thank you for beginning the process that will result in your marina having a marine sewage pumpout facility, or as it is more commonly known, a “pumpout station.” We appreciate your participation in this program and our staff stands ready to assist you in any way we can.

What is the Pumpout Program?

Essentially, Maryland’s pumpout grant program allows a public or private marina to receive a reimbursement of up to \$15,000 for the purchase and installation of a pumpout. Installing such a system at your marina will give boaters a proper method of disposing of their sewage and thus prevent it from entering Maryland’s waters. If you are interested in upgrading or replacing your current system there is additional funding available up to \$16,000.

Some Commonly Asked Questions

This program’s basic requirements are contained in the grant contract, however, we thought it would be useful to answer some of the most commonly asked questions. If you have more questions, please call us at (410)260-8772. We will be happy to help you with any questions or concerns.

1) What pumpout would be best for my marina?

DNR is not affiliated with any pumpout manufacturer and, because we are a state agency, we cannot recommend any particular system. We are happy, however, to discuss your marina’s situation with you and to offer you general guidance. We only ask that whatever system you select have the capability of pumping out boat holding tanks and properly disposing of portable toilet waste. Acceptable choices include systems with portable toilet dump stations (that work essentially like toilets) and systems with wand attachments (that pump out the portable toilets).

Before you select a system, we also suggest that you review the plans for your pumpout installation with the manufacturer and receive assurance (preferably in writing) that it will perform “as advertised” at your marina (with particular concern to the distance the sewage will be pumped, the number of turns, and any vertical pump distance). Given the environment the pumpout will be placed in, rust prevention and winterization requirements are also concerns. Although the number of choices for systems may appear overwhelming at first, help in making a decision is available from a number of sources, including the individual manufacturers and other marina owners that have previously obtained pumpouts. If you are interested you can also review a 2004 study done by Underwriters Laboratories that tested different pumpout units from a variety of manufacturers. This study can be obtained by visiting our website at <http://www.dnr.state.md.us/boating/pumpout>, you will need Adobe Acrobat Reader to view these documents which is a free software available at <http://www.adobe.com>. Believe it or not, before you know it, you’ll be the expert and people will be asking you!

2) What permits are needed to install a pumpout?

Each grant-funded pumpout installation must be approved by the Maryland Department of the Environment (MDE). This approval is based upon the recommendation of the local jurisdiction, usually the health department. For this reason, your local health department is usually the best place to start. Although other permit requirements vary from area to area, we are often able to put you in touch with the right agencies and people to help you on your way. In many cases, plumbing and electrical permits are required from the local jurisdiction. Also, please keep in mind that permit fees are reimbursable (up to the grant limit).

3) How do I get approval from DNR to install a pumpout?

First, complete the application form, signing it to signify concurrence with the conditions set forth. Then, you will be provided with a “Clean Vessel Grant Coordinated Environmental Review Form.” Please complete Part One of this form. You will need approval from you local or county health department (we can provide you with the contact), the form should then be sent to the Maryland Department of the Environment. When we are notified that that MDE has approved the installation of a pumpout

QUESTIONS & ANSWERS ABOUT PUMPOUT GRANTS

at your marina, we will approve your grant application and send you back a copy. The next step is for you to submit a proposal to us that would include a brief description of the project, the equipment to be purchased (with prices), competitive bids for the installation must be obtained from contractors licensed to do business in Maryland, copies of any required permits, and a drawing indicating the location of the installation at the marina and showing the electrical and plumbing runs. This does not need to be an engineering drawing. A well done sketch, not necessarily to scale, but with distances shown, will suffice. Once we review and approve your proposal, you may make the purchase and proceed with the installation.

4) What are the different installation options available?

Not all contractors do both plumbing and electrical work, and some marinas are located in rural areas, where it may be difficult to obtain bids. Therefore, all marinas have a choice whether to have contractors do the labor or to do the labor in-house. If contractors do the labor, then competitive bids are required as noted below.

When one contractor is going to complete the entire installation, then three competitive bids are required. If two or more contractors are to be used (to complete different portions of the installation), then two competitive bids are required for each portion to be completed by a contractor. For example, if both a plumber and an electrician are required, then two plumbing bids and two electrical bids should be obtained.

Concerning labor that is completed in-house, the basic rule is that the state only reimburses marinas for approved out-of-pocket expenses specific and necessary to the installation of a pumpout (such as the salaries of marina employees for the time spent on the project). We do not reimburse for any “mark-up” such as you would charge a customer and proper documentation/proof of payment to the employee(s) is required prior to any reimbursement from DNR. Federal rules also prohibit DNR from reimbursing marina owners for work done on the pumpout. If you’re thinking of “doing it yourself,” give us a call and we’ll talk about it.

5) If a marina has a problem paying the money “up-front” can special arrangements be made to help finance an installation?

DNR is only allowed to reimburse a marina for the costs associated with purchasing and installing a pumpout. We cannot “up-front” the money. You can, however, make arrangements with us to receive partial reimbursements for equipment. Installation expenses are only reimbursed after a final inspection of the project is complete. You can even obtain a short-term loan from a bank and use the grant contract as collateral (sorry, we can’t pay any interest).

6) How does a marina submit for its reimbursement and how long does it take to get the money?

When you receive approval to purchase and install a pumpout, we will provide you with a blank invoice form. Simply fill out this form, attach suitable proofs of payment, and call us when the project is complete to set up an appointment for an inspection. You may present us with this documentation at the time of the inspection and you should receive your reimbursement in about one month. Note: an inspection is not needed to receive a partial reimbursement for the purchase of pumpout equipment (as discussed above).

A suitable proof of payment is considered to be a copy of a canceled check and that is ultimately what is required by us. We realize, however, that it takes time for checks to clear the bank so we will gladly process DNR’s invoice provided you attach copies of the invoices that you have paid. These invoices must, however, have “Paid in Full” written on them and they must be dated and signed by an authorized representative of the company to whom you paid the money.

NOTE: So that we may continue helping marinas in this manner, please don’t forget to send us copies of the canceled checks when they come in.



MANUFACTURERS OF PUMPOUT EQUIPMENT

The following are not the only manufacturers, but these companies have notified us that they manufacture/install pumpout equipment. The Department of Natural Resources neither recommends nor endorses any company. Companies can be added by contacting DNR at pumpout@dnr.state.md.us **Underwriters Laboratories report on the operational effectiveness of various pumpout equipment is also available online at <http://www.dnr.state.md.us/boating/pumpout/>**

AIRVAC
4217 N. Old U.S. 31
P.O. Box 528
Rochester, IN 46975
(574) 223-3980
website: www.airvac.com
email: info@airvac.com

CHESAPEAKE BAY MARINE
PUMPOUT SYSTEMS
316 Bridgehampton Avenue
Sandusky, MI 48471
(810) 648-2205
www.pumpout.net
rjball@netzero.net
Representative: Rick Ball

EDSON INTERNATIONAL, INC.
Pump Division
146 Duchaine Boulevard
New Bedford, MA 02745
(508) 995-9711
website: www.edsonpumps.com
email: pumps@edsonintl.com

EMP INDUSTRIES—SANI SAILOR
2985 44th Avenue North
St. Petersburg, FL 33714
(800) 355-7687
website: www.pumpout.com
email: empsales@empind.net
Local Contact Information:
Larry Elias
Elias Environmental Solutions
(610) 490-9734
larry.elias@comcast.net

EXSTAR INTERNATIONAL
6709-B Netherlands Drive
Wilmington, NC 28405
email: info@exstarintl.com

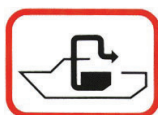
JONNY TRAP
Far Products, Inc.
2300 Napoleon Road
Fremont, OH 43420
(419) 332-8286
website: www.pumpoutsys.com
email: far@pumpoutsys.com

KECO, INC.
P.O. Box 80308
San Diego, CA 92138
(800) 900-PUMP
website: www.pumpahead.com

SAFE HARBOR SANITATION INC.
5924 Lawton Avenue
Rock Hall, MD 21661
(410) 778-5535

WAUBAUSHENE MACHINE &
WELDING
P.O. Box 99, 111 Coldwater
Waubauskene, Ontario
Canada L0K2C0
(800) 663-1624
website: www.wmwpump.com
email: wilfried@wmwpump.com
Representative: Wilfried Hahn

Updated February 2012



SAMPLE PROPOSAL

September 1, 2011

Ms. Christie Fuentes
Maryland Department of Natural Resources
Boating Services
Tawes State Office Building
580 Taylor, Ave. E-4
Annapolis, MD 21401

Dear Christie:

ABC Marina proposes to purchase and install a Jones Manufacturing Company Model XYZ100 pumpout facility. The system comes with a wand to empty portable toilets.

The pump will be mounted on a concrete pad next to the marina office and a remote pedestal will be installed at the end of our fuel dock (see attached). The sewage will be pumped from the pedestal, through approximately 250 ft. of 2" PVC pipe to the pump on shore. The pump will discharge to the sewer which is adjacent to the pump. Jones Manufacturing has received our plans and assures us that the pump will perform satisfactorily.

Two plumbing and two electric bids were obtained (copies enclosed) with Henderson Plumbing and Michael's Electric being the low bidders. A summary of the projected costs is included:

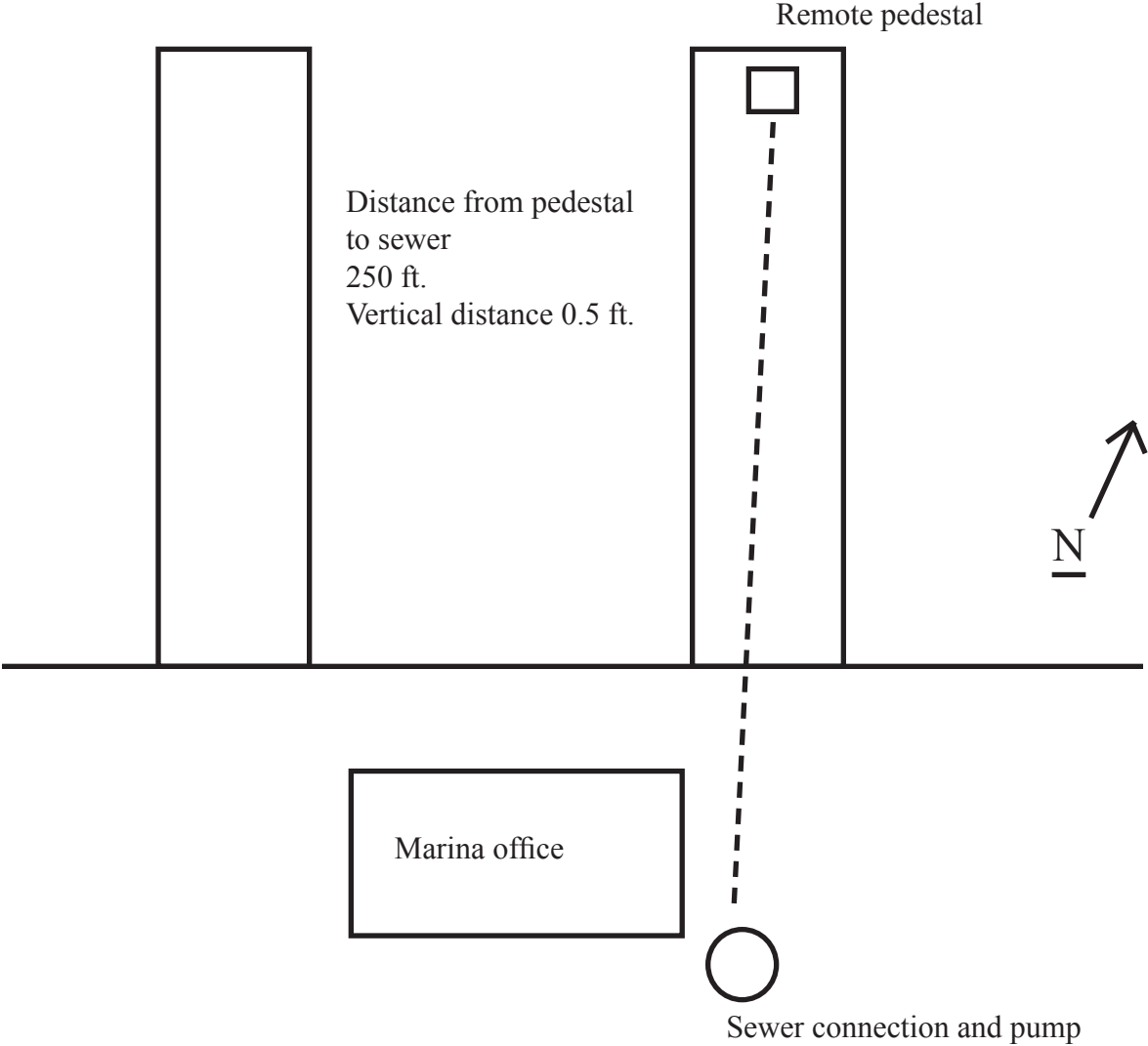
Jones Manufacturing Co. Model XYZ100 pump	\$11,450
Henderson Plumbing	\$ 1,580
Michael's Electric	\$ 950
County Permit	\$ 100
	<hr/>
	\$14,080

The pumpout will be open to the general public from 7:00 am - 5:00 pm Mon- Fri and 7:00 am - 7:00 pm Sat and Sun. We will be charging \$5.00 per customer for pumpout with the exception of slipholders and those purchasing fuel.

Sincerely,

Jeff Smith, Dockmaster
ABC Marina

PROPOSED PUMPOUT SKETCH



STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
BOATING SERVICES UNIT
TAWES STATE OFFICE BUILDING
580 TAYLOR AVENUE E-4
ANNAPOLIS, MARYLAND 21401 pumpout@dnr.state.md.us

Date _____

MARINE SEWAGE PUMPOUT GRANT APPLICATION

1. MARINA NAME: _____ TELEPHONE NUMBER: _____

2. NAME & ADDRESS OF PERSON RESPONSIBLE FOR THE PROJECT:

3. MARINA'S LOCATION:

ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT):

BODY OF WATER: _____ COUNTY: _____

4. DESCRIPTION OF PROJECT (NOTE: ALL MARINE SEWAGE PUMPOUT FACILITIES MUST ALSO HAVE THE CAPABILITY TO PROPERLY DISPOSE OF PORTABLE TOILET WASTE):

PROPOSED SEWAGE DISPOSAL METHOD: PUBLIC SEWER _____, HOLDING TANK _____,
OTHER (DESCRIBE) _____

5. NUMBER OF WET SLIPS AT MARINA: _____ TYPE & SIZE OF VESSELS TO BE SERVICED:

6. PROJECT TIME FRAME: START _____ COMPLETE _____

7. FUNDING REQUESTED (Maximums: \$15,000, new installations \$16,000, replacements/upgrades)

\$ _____

8. NAME & ADDRESS TO APPEAR ON REIMBURSEMENT CHECK:

_____ Federal I.D. # _____

9. INDIVIDUAL HAVING DAY-TO-DAY RESPONSIBILITY FOR DIRECTION & INSTALLATION OF PROJECT

NAME _____ TITLE _____ Phone # _____

10. TERMS AND CONDITIONS: IN SUBMITTING THIS GRANT APPLICATION TO THE DEPARTMENT OF NATURAL RESOURCES, THE APPLICANT HEREBY ACCEPTS THE TERMS AND CONDITIONS SET FORTH AS FOLLOWS:

A. The applicant will not discriminate against any person on the basis of age, sex, handicap, race, color, creed or national origin, in the use of any property or facility acquired or developed pursuant to this proposal. In addition to pumping out boat holding tanks, all facilities will have the capability to properly dispose of portable toilet waste and the pumping/dumping facility must be made available to the general public during reasonable business hours.

B. The applicant agrees to maintain the pumpout in operating condition, inclusive of necessary maintenance, for a minimum of ten years and will charge no more than \$5.00 per pumpout for the first 50 gallons and an additional ten cents per gallon for every gallon above 50 gallons. The applicant also agrees to notify the Department upon any change in the price charged for a pumpout or in its operating hours. Additionally, if the pumpout is out of service for any reason, other than severe weather, between April 15th and November 15th, the applicant will notify the Department immediately.

C. The applicant understands that he/she will own and be responsible for the pumpout. By providing financial, or other, assistance to the applicant, both the State and federal government assume no liability for the pumpout ds installation or use.

D. The applicant understands and agrees that **this is a reimbursement program** and that, upon being given approval by the Department to proceed, the applicant must pay for the purchase and installation of the facility and no reimbursement will be made for invoices that are not on a proper form and are not accompanied by suitable proofs of payment (including cancelled checks).

E. **The applicant will not purchase or install a pumpout until given specific approval by the Department to do so.** Purchasing and/or installing a facility without specific approval of the Department invalidates the grant agreement. This approval will be predicated on the following:

- the needs of the Department and the availability of funding,
- the receipt of approval to install a pumpout by the Maryland Department of the Environment (MDE),
- the submission, by the applicant, to the Department of copies of all local permits,
- the submission to the Department of a specific proposal for the applicant to purchase and install a pumpout. The proposal must include: 1) the type of equipment to be used (**more than one bid for equipment is encouraged**); 2) a site drawing showing the plans and specifications for the project; and 3) **at least three competitive bids for the installation from contractors licensed to do business in Maryland**. With prior approval, the applicant may utilize in-house labor provided State guidelines and policies are followed (please contact the Department and obtain specific information prior to incurring these expenses). Proper documentation for in-house labor (such as time cards) will be required prior to reimbursement. Clean Vessel Act Grant rules prohibit DNR from reimbursing facility owners for their time spent on the pumpout project.

F. Construction of additional slips or additional on-shore facilities is not authorized by this grant.

G. The pumpout shall be used for the collection of boat sewage only. No bilge or oily waste shall be collected in the pumpout.

H. Plans and specifications for the facility and holding tank, if applicable, shall be submitted and approved by the local Health Department prior to construction of the pumpout.

I. Sewage disposal agreements with local wastewater treatment plants, local sanitary commissions, and/or public works departments, where applicable, shall be submitted to and approved by the local Health Department prior to construction.

J. The marina owner or agent is responsible for the obtaining of and compliance with all permit and health department requirements, state and local codes and the inspection of the project to insure compliance of materials, products, and workmanship with the approved plans and specifications. Periodic inspections and a final inspection may be made by the Department to insure funds are properly spent. These inspections will not include design/engineering adequacy nor State and local code compliance as these items are the responsibility of the installer.

K. Any payment to contractors in excess of the agreed upon price must be approved by the Department prior to payment to be eligible for reimbursement.

L. The Department will provide the marina with a sign which shall be posted in a conspicuous place by the marina owner.

M. The applicant agrees that if the marina is sold, a written agreement will be obtained from the new owner (and subsequent owners) that ensures continued compliance with this agreement. The applicant also agrees that if the marina is sold or transferred, the grant funded pumpout equipment will remain at this location.

N. If the marina owner or agent ceases to maintain this location as an operational pumpout, or does not comply with the above conditions, all monies paid by the Department of Natural Resources will be reimbursed to the Department of Natural Resources by the marina owner or agent.

O. All projects must be in compliance with the Maryland Economic Growth, Resource Protection, and Planning Act of 1992 prior to the reimbursement of any State funds.

11. CERTIFICATION

As the owner of the marina or agent designated to represent this marina, I request that a grant be made available from the Clean Vessel Act and/or the Waterway Improvement Fund within the current grant limits; and that the marina owner or agent will, if necessary; (a) provide without costs to the State of Maryland, all necessary lands, easements, and rights-of-way required for construction and subsequent maintenance of the project, including an approved method for final disposition of sewage if holding tanks are used; (b) hold and save the State of Maryland free from damages that may result from the construction of the project; (c) accomplish, without liability to the State of Maryland, alterations and relocations as required in sewer, and water supply drainage, and other utility facilities; and (d) will assure that the facility will be designed and constructed for handicapped persons pursuant to Section 51, Article 78A, of the Annotated Code of Maryland.

12. It is understood and agreed by the applicant that if the pumpout installation is not complete within one year of the date of application, the application will be null and void. The applicant must then reapply, with no guarantee of acceptance into the program.

13. I certify that I have prepared this application and the above information is complete and true to the best of my knowledge.

(Signature) _____ (Name) _____

(Date) _____ (Title) _____

DEPARTMENT OF NATURAL RESOURCES - BOATING SERVICES

Approved: _____

BOATING PROGRAM IMPLEMENTATION DIVISION

Grant Officer Assigned: Christie Fuentes
Telephone Number: (410) 260-8772

DNR BA 0024
DNR - (02-12)