

Maritime Pollution Prevention Opportunities and Compliance Checklist

Hazardous Materials/Waste	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Does your amount of hazardous materials (55 gal liquid, 500 lbs solid, 200 cu ft gas) meet your local CUPA agency's thresholds of hazardous materials?	A compliance certificate is required. Maintain a current Hazardous Materials Business Plan (hazardous materials/ waste generation sites). Consult your local Certified Unified Program Agency (CUPA) and they can help determine if you need one.			
Do you generate any hazardous waste?	A compliance certificate is required by your local CUPA.			
Do you have MSDSs for your hazardous materials?	CalOSHA requires employers to maintain current Material Safety Data Sheets (MSDSs) for all hazardous materials stored or used on site.			
Do you have any underground storage tanks (UST's)?	A permit is required by your local CUPA and Fire Department. If gasoline, Air District permit required			
Do you have any old, obsolete UST's?	Abandonment is prohibited by your local CUPA.			
Do you have any aboveground storage tanks (AST's) of Petroleum products – 1,320 or more gallons?	Notification to CUPA under Aboveground Petroleum Storage Act (APSA) and Spill Prevention Control and Countermeasure Plan (SPCC) is required. For 100% biofuels, EPA has oversight, not CA.			
Do you generate waste from an oil/water separator?	A permit is required by your local waste water agency. May need CUPA tiered permit if more than just oil/water being separated.			
Do you generate or collect Universal Waste?	Handle according to federal and state laws. Ask your CUPA about requirements.			
Do you store liquid hazardous materials/marina supplies indoors?	Store undercover and away from drains. Store securely. Control access and rotate stock to use oldest material first. If storing hazardous materials or wastes outside, use secured, watertight containers and secondarily contain or berm area to prevent spills into waterways.			
Do maintain an inventory of chemicals as minimal as necessary?	Only stock what you need and order materials on a "just in time" basis. Purchase container sizes appropriate for use and store materials near point of use when possible (away from waterways and any drains). Require vendors to take back unused samples or off-spec materials and work with vendors to return excess or expired stock. Inspect shipments prior to acceptance for opened, damaged or leaking containers. Reduce redundant or similar products (e.g. replace several types of differential oil with slip oil that works on all cars). Use longer lasting synthetic oils.			
Do use material transfer methods to prevent spills?	Use material transfer methods (closed systems) that prevent spillage such as: a spout and funnel when adding fluids to waste drums and transferring from container to container; and a pump and spigot when dispensing new products. Drain residual from pump back into original container and close container after adding fluids.			

Do you inform boaters and staff on proper HHW disposal?	Post signs encouraging boaters to use the HHW facility for left over paints, paint sanding and stripping waste, cleaners and petroleum wastes. Provide locations and times of temporary HHW collection events. Provide examples of wastes not permitted in regular trash. Contact your local HHW handler.		
Do you know how to handle Universal Waste and e-Waste?	Post signs educating boaters on proper disposal of Universal Waste and e-Waste (such as fluorescent lights, household batteries, mercury containing switches, non-empty aerosol containers, TVs and computers). HHW facilities usually accept these materials. Universal Waste and e-waste are illegal to dispose of in landfills and must be recycled or managed as hazardous waste.		
Do you have Biodiesel (B100 or 100% biodiesel only), 1320 or more gallons above ground?	Consult your local CUPA. Considered a hazmat in most jurisdictions. SPCC required by EPA. Lower blends regulated as hazmats in all jurisdictions due to diesel content.		
Do you have a fire permit for the storage, use, dispensing, transporting or handling of other hazmats (amts vary per type)?	Consult your local Fire Department. A permit may be required.		
Do you have a fire permit for the storage/use of compressed gas?	Consult your local Fire Department (permit may be required); storage allowances vary depending upon hazards of the gas). Consult your local CUPA (registration required if over 200cf).		
Do you have a fire permit for your Underground Storage or Aboveground Storage Tanks (UST/AST) containing flammable or combustible liquids?	Consult your local Fire Department. A permit may be required.		
Do you have a fire permit for any amounts of Liquefied Petroleum gases (propane forklifts, catering propane and butane)?	Consult your local Fire Department. A permit may be required.		
Do you have a fire permit for fuel dispensing facilities?	Consult your local Fire Department. A permit may be required.		
Do you store or use over 5 gallons of flammable liquids inside building, over 10 gals outside building?	Consult your local Fire Department. A permit may be required.		
Do you storage or use over 25 gallons combustible liquids inside building, over 60 gallons outside building (examples include diesel, some degreasers)?	Consult your local Fire Department. A permit may be required.		
Do you have a back-up generator: fixed over 50 HP or 27 Kw?	Consult your local Air Quality Management District. Regulations may apply and a permit may be required.		

Do you dispose of your expired or used flares as hazardous waste?	Properly dispose of expired or used flares as hazardous waste. The shelf life for such pyrotechnic devices is three years from the date of manufacture. Unexpired flares may still work and are good to keep on hand should you need more than the standard three flares for an emergency. Contact your local police and/or fire departments for disposal options as they vary by local jurisdiction.		
Do you maintain a clause in boaters' lease agreements or harbor rules requiring the proper disposal of all hazardous waste?	Work with boaters to determine what wastes they are likely to generate, and educate them on proper disposal methods that are free if they use the Household Hazardous Waste (HHW) facility. See http://www.sfreycling.com/sfhhw/index.php?t=d for more info on what is defined as HHW.		
Do you segregate the different types of hazardous waste?	Properly collect, segregate and manage all paint related, cleaning, fuel, oily and coolant waste as hazardous waste unless deemed non-hazardous through analytical testing. Your hazardous waste vendors can help with proper segregation for your particular waste collection needs.		
Do you have a used oil absorbents (pads and pillows) exchange program?	Initiate and maintain a used oily absorbent exchange program in which slip holders can exchange used pads or pillows for new ones. Properly recycle or dispose of used oil absorbents as hazardous waste. See http://www.sfreycling.com/sfhhw/index.php?t=d for more information on disposal.		
Do you provide recycling for used oil and oil filters?	Segregate, drain, crush and recycle used oil filters and provide location for boaters to recycle their oil filters. Properly label containers. Provide a waste oil collection program for boaters if possible and/or educate boaters where to recycle their oil waste. If boaters are abandoning oil containers on your premises, provide an approved collection location landside and protect from weather with secondary containment. Recycle all collected oil waste from oil pump-out system. Collect used oil from the public. The State reimburses 16 cents/gallon if certified by the California Integrated Waste Management Board.		
Do you have a parts washer?	For facilities with maintenance shops using parts washers, use a water-based parts washing system that recirculates, distills or regenerates spent cleaning solutions on-site. Enzyme additives can extend the life of your cleaning solution (ask your vendor for specific guidance). Conduct maintenance according to manufacturer recommendations and ensure filters are managed as hazardous waste. Ask your vendor for more information. Parts washers with volatile solvents are likely regulated by your BAAQMD. Consult your CUPA as parts washers generate hazardous wastes.		
Do you recycle other hazardous wastes?	Recycle all hazardous wastes that are eligible for recycling. Contract with recycling services for used oil, lead acid batteries and antifreeze. (You may recycle antifreeze onsite if you have/use large volumes.) Recycle empty hazardous materials containers. Either: return to supplier for refill; recondition on-site or contract with an approved drum re-conditioner (permit requirements may apply); or reclaim scrap value on-site or with a scrap dealer.		
Do you send your Universal Waste for recycling?	Recycle the following Universal Wastes: fluorescent lights, computers, electronic equipment, mobile phones, household batteries, and mercury switches. Consult your CUPA for help finding handlers of your Universal Wastes.		
Do you generate used zinc anode and lead fishing weights?	Educate boaters on proper disposal of zinc anodes and lead weights. Must be disposed of as HHW or recycled as scrap metal at an approved scrap metal recycler.		
Do you transfer liquid hazardous wastes?	Use a fully enclosed transfer system for waste liquids to minimize spills and maximize volume that can be recycled.		

Fueling	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you provide fueling education at your facility?	Educate boaters to fill fuel containers on land to reduce the chance of spills into the water and to avoid over-filling containers and fuel tanks. If boaters must fuel from portable containers while in the water, fuel away from marina using care to not to spill into waterways or into boat hulls (could flow into bilge holds contaminating oily water with diesel or gasoline).			
Do your boats have a fuel/air separator?	Promote the installation and use of fuel/air separators on air vents or tank stems of inboard fuel tanks or fuel whistles to reduce the amount of fuel spilled into surface waters during fueling. Consider using pollution prevention products that can help prevent fuel spills at your facility (i.e. Fuel Vent Collectors and fuel bibs). Use/provide petroleum absorption collars/pads while fueling to catch splash back and the last drops when the fuel pump nozzle is returned to fuel dock after fueling. (See A18.)			
Do you dispense gasoline?	Consult your local Air Quality Management District and Fire Depts. Permit is required.			
Spill & Emergency Response	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Is your maintenance shop floor impermeable?	Seal maintenance shop floor with an impermeable coating such as epoxy or other sealant. This makes floor clean-up easier and saves clean-up time.			
Do you clean shop floor using "dry" cleanup methods?	Regularly clean shop floor using "dry" clean up methods. Use shop towels and squeegees for small drips and spills. Eliminate use of powdered or granular absorbent for routine cleanup, but OK for fuel spills on land in an emergency situation to reduce fire risk. Use hydrophobic systems when possible (pick up oily wastes, but leave water and/or other aqueous liquids behind). Clean up larger spills with a hydrophobic mop, pad or wet/dry vacuum (vacuum must be fire approved for picking up flammable fuel spills). Recover spilled fluids for reuse or recycling (wring from mop, rags or pads/mats), or discharge from vacuum. Use a cloth mop for water-based and antifreeze spills. Place segregated liquids into appropriate waste for recycling. Dispose of mop water into sanitary sewer if it meets local discharge limits. Check with your local waste water agency for local allowances.			
Do you use reusable absorbents?	Reuse absorbents until spent, then dispose of properly (most likely as hazardous waste). Consider replacing disposable absorbents with cleanable, reusable absorbent pads, mats or socks as a more efficient and cost effective alternative. Wring them out, recycle the liquids and reuse as long as effective.			
Do your boaters or staff know how to clean up a liquid spill?	Provide marina and boater information on cleaning liquid spills immediately using dry sweeping techniques, absorbent pads (avoid loose absorbents when possible), rags and vacuum techniques.			
Do you have sufficient oil spill materials in the event of an oil or fuel spill?	Prohibit use of detergents and emulsifiers on fuel and oil spills. The Office of Spill Prevention and Response restricts the use of loose particulate materials for purpose of on-water spill response. Use absorbent pillows or socks or within the confines of booms or booming operations. Maintain an adequate supply of oil spill response materials on site. For every foot of boat, expect to use three feet of absorbent boom. Store at least enough boom material to adequately encircle the largest boat in the marina. For a current list of CA Licensed Oil Spill Cleanup Agents see http://www.dfg.ca.gov/ospr/reg_com/osca/licensed_oil_spill_agents_exempt_agents_2009.pdf . In order for a product to be considered for use, the product must be listed in the National Contingency Plan and licensed by the Administrator of the Office of Spill Prevention and Response. California Government Code 8670.13(b) states that adsorbents and other cleanup devices that do not employ the use of active chemical clean up agents or are otherwise determined not to <u>cause aquatic toxicity</u> are not subject to the licensing provisions. A current list of California licensed oil spill cleanup agents can be found at: http://www.dfg.ca.gov/ospr/reg_com/osca/licensed_oil_spill_agents_exempt_agents_2009.pdf			

Are the spill response materials easily accessible?	Place clean-up supplies (absorbent pads, mops, buckets, drain mats/plugs, etc.) in convenient, easy to locate areas around the shop and docks as needed.		
Do you train your employees semi-annually on pollution prevention and spill response?	Train new employees upon hire. Keep a log of attendees, training dates and training topics. Educate your boaters on what to do and to whom they should report any oil or chemical spills.		
Is the phone number to report spills easy to locate?	Post signs educating boaters, marina users and employees to immediately report spills to the marina office and to both the US Coast Guard National Response Center (1-800-424-8802) and the State Line (1-800-852-7550)		
Do your boaters or staff know where the fire extinguishers are?	Educate boaters to keep fire extinguishers serviced and available, to keep work areas free of oil and debris and to only work on cooled engines.		
Do you or your boaters routinely check for leaks?	Maintain clause in boaters' lease agreements for boaters to routinely check for fuel, oil and hydraulic leaks on boats and to correct maintenance problems quickly. Use drip pans and/or absorbent until problem is remedied.		
Do you routinely inspect and address all potential sources of leaks, spills, accidents and emissions including receiving areas and/or loading docks?	Check hazardous material/waste storage areas, pipes, valves, hoses and process equipment, open hazardous materials containers left on docks, etc. Increase preventative maintenance schedules if warranted.		
Do you maintain a current emergency plan?	The plan should include maps with shut-off valve locations, and emergency phone numbers.		
Do you store materials outside?	Store deliveries and supplies under a roof to protect from weather.		

Routine Vessel Maintenance	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you have a fire permit for welding or hot work operations?	If you do any welding or conduct hot work operations (such as cutting metal vessels that used to contain flammables), consult your local Fire Department. A permit may be required.			
Do you have a fire permit for repair operations?	Consult your local Fire Department. A permit may be required.			
Do you use solvents to clean parts (parts washers and/or degreasers)?	Pre-clean excessively soiled parts to minimize contamination of cleaning solutions/solvents. Use wire brush or shop towel to remove heavy dirt/grease. Use an additional tank with partially spent solution for pre-rinsing. Avoid cross-contaminating aqueous cleaning solution in parts washers by not washing parts sprayed with degreasers such as chlorinated solvents or petroleum distillates. Use high temperature ovens and dry abrasives (shot blast) for parts cleaning/machining. Be sure your unit meets local air district requirements. Consider using a parts cleaning system with ultrasonic or mechanical agitation, ideally with an oil skimmer feature.			
Do you maintain a clause in boaters' lease agreements that requires all major engine maintenance be conducted away from surface water?	Any maintenance work on engine must be conducted in compliance with the rules and regulations governing the marina. Only allow work on boats in the water if less than 25% of the surface above the water line is involved.			
Do you repair paint bonding problems while the vessel is out of the water?	Provide boater education on repairing paint bonding problems at haul out or at dry dock to avoid further chipping and flaking of paint into the water.			

Do you use volatile organic compounds (VOCs) over 30 gallons/yr?	Consult your local Air Quality Management District. Regulations may apply and a permit may be required.		
Do you use Cold Cleaners with VOC's?	Consult your local Air Quality Management District. Regulations may apply and a permit may be required.		
Do you maintain clause in boaters' lease agreements that specifies only small maintenance jobs are permitted while in the slip?	Perform small maintenance jobs that involve less than 25% of the deck length. Requires recovering and containing of all wastes such as oil, paint sanding dust, liquid paint related materials and other maintenance wastes. Provide guidance on proper containment, disposal and/or recycling of such wastes using tarps, covering or plugging scuppers, windows and vacuum sanding systems to contain dusty wastes. Sanding dust should not be put in the trash unless it is tested and verified that it is not hazardous waste. Implement Best Management Practices such as those found at www.cleanmarinascalifornia.org .		
Do you have a system for keeping shop/store/docks clean and orderly?	Use employee incentive programs to reduce spills and sloppy work areas (e.g. bonuses/prizes for safety and/or violation-free months, posting photographs of poor/good employee work areas, using employee spill accident record as criteria in determining pay increases. Prohibit unattended open containers of hazardous materials such as paints, oils, cleaners or other maintenance supplies on the docks.		
Do you use zinc-free flux and lead-free solder?	Use zinc-free flux and lead-free solder.		
Do you use re-refined oil?	Purchase re-refined oil for use in your shop ensuring it meets appropriate standards (warranty, ASTM, etc.).		
Do you use cleaners with toxic ingredients?	Eliminate use of toxic cleaners and lubricants containing chlorinated solvents, n-hexane, and n-bromopropane, and reduce and/or eliminate aromatic hydrocarbons such as toluene, xylene and ethylbenzene (commonly found in aerosol degreasers and brake cleaners). In general, use the least hazardous, least polluting products that are effective.		
Do you use propylene glycol for antifreeze?	Substitute less toxic propylene glycol for ethylene glycol (antifreeze). Purchase re-refined antifreeze for use in your shop ensuring it meets appropriate standards (warranty, ASTM, etc.). All used antifreeze is hazardous as it picks up metals while cooling engines and should be properly recycled.		
Do you have a permit for your air compressor?	The CA Dept of Industrial Relations (CalOSHA) requires a permit. See http://www.dir.ca.gov/dosh for more information		
Do you use rags or uniforms?	Use an industrial laundry service for shop rags and uniforms. Do not saturate rags. Keep oily rags in a covered container. Use a rag and uniform service that recycle its wastewater if possible.		
Is maintenance performed away from the storm drains and surface waters?	Do not wash boats, cars, equipment, floor mats or other items outside where run-off water flows straight to the storm drain. This water should be directed to a sanitary sewer drain and not storm drain. [Note: Spent steam cleaning solutions and cleaning solutions from dirty/greasy equipment clean up are most likely hazardous waste. Use a licensed waste hauler, ideally one who reclaims water. Routinely check for vehicle leaks (parking lots, shop floor, sidewalks) and establish a "ground staining" inspection routine. Perform all boat maintenance under cover or indoors, as far away from surface waters as possible.		

Paint & Paint Removal	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you use water-based, low VOC, or recycled paint?	Use water-based, low VOC or recycled paint and paint related products for marina office and facilities maintenance where possible. Use non-chlorinated paint related materials. Avoid paints with pigments that contain heavy metals. Consider using new copper-free and tin-free hull coatings.			
Do you have the proper permits for the application of flammable materials and paint spray booths?	Consult your local Fire Department. A permit may be required. Consult your local Air Quality Management District. Regulations may apply and a permit may be required.			
Do you use a vacuum sander to remove paint?	Purchase a vacuum sander and allow boaters to borrow it for light sanding jobs (as marina policy permits). Educate on collecting sanding waste and inform boaters to take waste to a Household Hazardous Waste facility. Use vacuum sanders for all boat coatings removal whenever possible. Should strippers be required, use products without chlorinated hydrocarbons or other toxic ingredients (see Prop. 65 list for ingredients of concern). Ensure use of personal protective equipment.			
Do you apply and recommend less toxic antifouling paint?	Recommend less toxic and EPA and IMO-compliant hull paint to slip holders. Anti-fouling paints historically contained toxic metals such as tin and copper which have been shown to pollute harbors. Newer paints are less toxic to the environment and are proving effective. Check the Sea Grant Extension program website for alternatives: http://commserv.ucdavis.edu/cesandiego/seagrant/nontoxicdemo.htm			
Do you educate boaters on effective hull cleaning practices?	Provide hull cleaning and maintenance BMPs to boaters and post them at the marina. Provide boater education on properly applying and maintaining hull paints. Include education on waiting at least 90 days after painting to clean hulls and how to properly repair hull bonding or paint problems. Regularly scheduled gentle cleaning can increase the effectiveness of the anti-fouling hull paint and extend its useful life.			
Do your divers abide by environmentally friendly BMP's for hull-cleaning?	Recommend the use of environmentally friendly hull cleaning companies who use Best Management Practices, monitor their divers and use non-abrasive scrubbing agents, soft sponges or pieces of carpet when possible for keeping hulls clean yet reducing the sloughing of paint. More abrasive pads may be needed for surfaces close to the waterline as these areas are susceptible to higher growth rates, but always use the softest media possible first. This should not be done in the water. Provide education to divers to use least abrasive media possible for the type of growth on hulls.			
Waste water	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you comply with waste water discharge limits to sanitary sewer?	Consult your local sanitary sewer district for waste water discharge limits, prohibitions, and applicability of an industrial discharge permit.			
Do you have permits for wastewater discharge?	No specific permits are issued unless waste water is hazardous. Facilities may be inspected if violations are suspected or reported. Industrial waste water discharges may need a permit. Check with your local sanitary sewer district.			
General Marina Management	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you purchase from and support other green vendors or services?	Do business with other "green" vendors or services. See Green Business listings at http://greenbusinessca.org/			
Do you provide Workers' Comp. Insurance for employees?	Worker's Compensation Insurance is required for all businesses with employees- CA Dept of Industrial Relations Worker's Comp. Division. See http://www.dir.ca.gov/dwc/dwc_home_page.htm for more info.			

Do you implement Integrated Pest Management (IPM) techniques for pest control?	Eliminate or reduce use of chemical pesticides by implementing an Integrated Pest Management (IPM) program specifying non-chemical prevention in pest control contracts. Use traps, barriers and less toxic pesticides as needed only. Set up storage and sanitation procedures to discourage pests. Call your local county Environmental Health Department for information.		
Are the plants that you have native plants?	Plant native plants that are disease and insect resistant. More information available at the CA Native Plant Society (916-447-2677) or contact the SF Bay Conservation and Development Commission (415-352-3600) for a copy of the Bay Shoreline Landscape Guide.		
Do you use refillable pump strays instead of aerosols?	Replace aerosols with refillable pump sprays containing low toxic alternatives when possible. Empty aerosols can be discarded as metal recycling waste. To dispose of non-empty aerosols, see http://www.sfenvironment.org/ecofinder/ (search under paints, spray). Note the different guidelines for commercial vs. recreational (residential) users. Use refillable and air pressurized (pump) spray cans. Ensure container meets fire code standards.		
Do you donate old electronics you no longer need?	Donate reusable electronic equipment such as computers or phones.		
Do you use rechargeable batteries?	Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.		
Do you use recycled ink cartridges?	Buy recycled/remanufactured toner and ink-jet cartridges for your office machines. Have promotional materials printed with vegetable or other low VOC inks.		
Do you recycle your toner and ink-jet cartridges?	Recycle spent toner and ink-jet cartridges.		
Are your light bulbs energy-efficient?	Replace standard fluorescent lights with low or no mercury fluorescent lights and replace incandescent lights with compact fluorescent lamps (CFLs).		
Are your energy sources "green"?	Contract for or install "green" energy sources.		
Do you use recycled, chlorine-free paper products?	Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.) with at least 30% post-consumer waste content.		
Do you have adequate ashtrays for smokers your facility?	Have an outdoor ashtray or cigarette "butt" can if there is regular smoking by employees or visitors (i.e. outside of the marina office, boat launch ramp, restaurant, if applicable).		
Education	Pollution Prevention Opportunities and Compliance Tips	Y	N
Do you routinely check for Clean and Green Boater information updates?	Check for Clean and Green Boater information updates on the Boating Clean and Green Program (www.coastal.ca.gov/ccbn) and the Clean Marinas California Program (www.cleanmarinascalifornia.org) websites and share pertinent information with your staff, leaseholders and day users.		
Do you post educational posters around your facility?	Post Clean Boating posters (free from the Boating Clean and Green Program) on bulletin boards, facility entrances, information kiosks, marinas, offices, dock entrances, boat launch ramps and/or fuel docks. See www.coastal.ca.gov/ccbn/boating_posters.html for ordering information.		

Do you provide boating education materials to boaters and staff?	<p>Host a Dockwalkers Program presentation at your marina or special event. See www.coastal.ca.gov/ccbn/dockwalkers.html for more information. Post boating education materials index provided by the California Clean Boating Network (CCBN). Publications can be found at http://www.coastal.ca.gov/ccbn/catalognew.html. Encourage boaters to print out only those pertinent to their boater operations. Educate boaters on proper methods for filling fuel containers, containing replaced oil while conducting oil changes, using oil absorbing materials and bilge pumping. Educate boaters about regularly scheduled maintenance using Best Management Practices and environmentally preferred products. For assistance see the Boating Clean and Green program publications: "A Boater's Guide to Less-Toxic Cleaning" and "Shopping Clean and Green" display at www.coastal.ca.gov/ccbn/materialsforeducators.html. Post these guides for your marina use or provide information on where to obtain them on bulletin boards or information kiosks.</p>		
Do you provide guidance to tenants in determining safer products for cleaning and routine maintenance, safer boat maintenance?	<p>Provide boater education for proper topside boat maintenance and cleaning using environmentally preferred products and methods. Include sanding BMPs such as the use of vacuum sanders (no steel wool), not sanding in heavy winds, and mixing all paint related materials and cleaners over secondary containment. Recommend water based cleaners and avoid products with phosphates, ammonia, lye, sodium hypochlorite (bleach), chlorinated hydrocarbons (methylene chloride, perchloroethylene or trichloroethylene) petroleum distillates and nonylphenols. Distribute the "Boater's Guide to Eco-Friendly Purchasing". Avoid aerosols and volatile degreasers. This reduces the amount of solvents and cleaners that become airborne, which eventually end up polluting waterways. Suggest wipe cleaning (using cleaners on rags) and pump sprays instead of aerosols, always using the minimum amount necessary.</p>		
Do you teach boaters about environmentally safer methods for treating teak?	<p>Educate boaters on the benefits of allowing teak to weather naturally, fading to gray. Teach boaters about rinsing teak with salt water to remove dirt or for a freshly sanded look, scrub decks with salt water and let sun bleach decks. Educate boaters on using teak cleaners and fiberglass polishers sparingly. Teach boaters to avoid both spills into the water and dipping rags in the water while cleaning.</p>		
Do you provide boater education for proper use of MSDs?	<p>Provide boater education for proper use of marine sanitation devices and how to abide by the Clean Water Act. For more information see the Boating Clean and Green Program website.</p>		
Do you educate boaters on the problem of trash in the waterways?	<p>Educate boaters to avoid throwing trash overboard and to keep materials secured to avoid blowing out of boats. Post the Boating Clean and Green Program posters and provide the "Environmental Boating Laws" brochure. Recommend boaters to participate in a Marina Clean Up Day.</p>		
Do you educate boaters on proper disposal of hazardous materials and other trash?	<p>Post "Protect Our Waterways" signs around docks to educate on the proper storage and disposal of hazardous materials and other trash to avoid harm to aquatic life and the environment. Use the Boating Clean and Green Program posters and other signs as appropriate in applicable languages for your marina.</p>		
Do you promote Coastal Clean up day?	<p>Organize an annual Clean Up Day at your marina or participate in the Annual Coastal Clean Up Day. For more information visit www.coast4u.org.</p>		

Reducing Car and Boat Emissions	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you encourage employees, tenants, or boaters to carpool or take public transit?	Join the Air District's "Spare the Air" program to notify employees and boaters of "Spare the Air" days and what they can do to help out. Go to: www.sparetheair.org to sign up. Encourage commute alternatives by informing employees, customers and others who visit your office about transportation options for reaching your location (post transit schedules/routes). Help employees rideshare by posting commuter ride sign-up sheets, employee home zip code map, etc. Get assistance from www.rides.org or 1-800-755-POOL. Provide "guaranteed ride home" when needed by employees who carpool or take public transit to work. Offer secure bicycle storage for staff and customers (e.g. bike lockers). Offer subsidized transit passes as employee incentives for carpooling or using mass transit. Provide lockers and showers for employees who walk/jog/bike to work or contract with an athletic club to use their facilities. Set aside car/van pool parking spaces. Provide commuter van. Encourage bicycling to work by offering rebates on bicycles bought for commuting. Offer a shuttle service to and from bus, train and/or light rail stops. Provide boaters information on the use of biofuels which reduce air emissions. Educate boaters that keeping their boats properly maintained will increase fuel efficiency and reduce exhaust emissions.			
Do your business operations minimize car emissions?	When possible, arrange for a single vendor who makes deliveries for several items. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same. Convert vehicles and vessels to Low Emission Vehicles (electric, hybrid or alternative fuels—natural gas, fuel cell, etc.). Keep vehicles and vessels well maintained to prevent leaks and minimize emissions, and encourage employees to do the same. Offset company's vehicle CO2 emissions. See www.driveneutral.org , www.carneutral.org , or www.terrapass.org .			
Do you prohibit idling?	Implement and enforce an anti-idling policy. Provide dock-side power to allow boaters access to electricity without idling their motors.			
Pumpouts	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you educate your boaters on proper waste water management?	Post and make available lists of mobile vendors for bilge, oil and sewage. California list available at http://www.coastal.ca.gov/ccbn/marinaoilsewage.pdf			
Do you provide a bilge pumpout at your facility?	Maintain clause in boaters' lease agreements requiring them to use oil-absorbing (either oil capturing or oil digesting) materials in their bilges and to check for traces of oil before pumping out the bilge. Require they routinely inspect bilges and replace oil absorbing materials as necessary. Provide signage on the pump-out on proper use and contact information in case the system isn't working.			
Do you provide a permitted bilge waste water pump-out?	Install and make available to boaters a bilge waste water pump-out and treatment (permit required by local CUPA agencies) system, OR at a minimum provide a list of locations for bilge wastewater treatment units in your area. See SF Estuary Partnership map: www.sfestuary.org/projects/detail.php?projectid=3			
Do you provide a sewage pumpout at your facility?	If marina provides on-site sewage pump-out facility, ensure it is user-friendly, open at convenient times and at a reasonable cost. Provide signage on the pump-out on proper use and contact information in case the system isn't working. Regularly inspect and maintain sewage pump-outs if marina provides this service.			

Suppliers	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you stock and promote less toxic alternatives?	Stock/sell products which are less toxic or less polluting than conventional products and educate customers about less toxic products.			
Do you stock and promote compostable or re-usable products?	Stock compostable picnic supplies, food containers and trash bags for boaters and educate customers about these products.			
Solid Waste	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you require pet owners to pick up after their pet?	Require all pets to be on leash and that owners clean up after their pets. Consider installing pet waste stations. Provide disposal bags for pet waste, ideally compostable bags.			
Do you regularly clean and inspect your trash receptacles?	Keep dumpster, receiving, parking, landscape and loading dock areas clean and free from litter, oil drips and debris. Keep dumpsters covered when not in use to keep water out and routinely inspect for leaks and rust.			
Do fishing boats frequent your marina?	Install and maintain fish cleaning stations and provide conveniently located covered compost or trash receptacles for proper disposal of fish waste. Ensure fish cleaning stations do not discharge to the marina waters. Provide signage at fish cleaning stations that informs boaters of importance of proper fish cleaning practices and discourages boaters from disposing of unwanted bait and fish waste at sea. This helps to reduce the impacts of invasive species as well as nutrient pollution.			
Stormwater and Waste Water	Pollution Prevention Opportunities and Compliance Tips	Y	N	NA
Do you regularly maintain separators and grease traps?	Regularly inspect and clean out separators and grease traps (at least every three months).			
Are your storm drains protected from processed water or contaminated storm water?	If floor drains are not permanently sealed, use drain mats or plugs to prevent spilled fluids from entering sanitary and storm drains. Have no open floor drains in the process area. Become a "zero discharger" (eliminate all industrial discharge to sanitary sewer and storm drains). Design berms or grading to prevent run-off or rain water from flowing across industrial areas where it could be contaminated. Install shut-off valves at storm drains on property or keep temporary storm drain plugs available at loading docks or outdoor process areas for quick spill response.			
Are your storm drains labeled?	Post a sign (at least 8½" x 5½") above shop sinks notifying employees: "Do Not Discharge Hazardous Wastes or Chemicals Down Drains or Outside Storm Drains" Label all storm water drains with a message such as "No dumping – Protect our Bay and Ocean".			
Do you clean out your storm drains?	Clean private catch basins once a year, before the first rain. Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains. Clean parking lots using dry methods such as sweeping or using equipment that collects dirty water, which must be disposed of in sanitary sewer.			
Do you enforce proper sewage management?	Enforce existing local, state and federal regulations applicable to marine sanitation devices and illegal discharge of boat sewage.			
Do you have signs posted at areas at risk of contamination?	Post signs at trouble spots (e.g. loading docks, dumpster areas, outside hoses or drains) describing proper practices.			