



POLLUTION PREVENTION CHECKLIST MARINAS, MARINE REPAIR FACILITIES AND BOATYARDS

To become a San Francisco Department of Public Health Clean & Green business, you must take these steps:

1. Be in compliance with all environmental regulations. Please ask your district inspector about this step.
2. Implement a variety of measures to reduce the amount of chemicals stored, the hazards of the chemicals used, and how much hazardous waste you generate while minimizing your employee exposure and lessening your environmental impact. See attached checklist for assistance achieving these measures.
3. Mark measures you are taking at your shop on the attached checklist. Mark the **Pre-existing** column for those measures you were already implementing, **New Practice** column for measures you learned about from the Clean & Green Program, **N/A (not applicable)** column for those measures not applicable to your business and **leave blank if you are not implementing that measure**. If you meet the minimum number of measures in each section, you qualify as a Clean & Green business.
4. Pledge to continue complying with the pertinent regulations and implementing the measures chosen from the checklist. Please note- this award is not transferable to new owners or locations, but you may enroll again and begin the application process at that time.
5. Call Virginia St. Jean of the Department of Public Health, Hazardous Materials Unified Program Agency (HMUPA) at (415) 252-3907 if you have questions or are ready for your Clean & Green award. Email this completed checklist to **Virginia.stjean@sfdph.org**, fax to (415) 252-3910 or send to Virginia St. Jean, HMUPA, 1390 Market St., Ste 210, San Francisco, CA 94102. Re-verification of this status will occur when you get your routine HMUPA inspection.

Business Name	Site Address	Site Contact	Date	HMUPA Facility ID#
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Verified by Green Programs Staff	Name	Date
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Conduct a Pollution Prevention Assessment

- Assess your facility to identify all hazardous materials at the worksite and determine if those items are used regularly. This will allow you to identify ways to eliminate hazardous waste, and prevent contamination of water and the air.
- Review the chemical products used at your facility by referring to Material Safety Data Sheets (MSDS) and labels. Avoid products with ingredients known to cause cancer or reproductive harm as listed in California's Proposition 65. See www.oehha.org/prop65/prop65_list/files/P65single091208.pdf for list of chemical ingredients to avoid. Identify products containing these ingredients and seek safer alternatives. Work with your Clean and Green representative and your suppliers to find viable substitutes.
- Use this checklist and other resources available from the Clean & Green Program (e.g. State's toolkit) to identify alternative products and practices that are more protective of employees and the environment. **Record your findings and establish an implementation plan.** Review your assessment annually to prompt additional measures for implementation.
- Properly dispose of unusable, obsolete and off-spec items. If some hazardous materials are not longer being used at your facility, you may qualify to bring them the City's VSQG drop-off facility (Call 330-1425) if you are a small generator of hazardous waste. Large businesses can contract with an approved hazardous waste service provider to have hazardous materials collected.

Implement pollution prevention measures to complete the following

- Implement at least 10 good housekeeping and preventative maintenance practices in your business.
- Implement at least 8 material, product, technology, or process changes.
- Reuse or recycle hazardous materials/wastes that cannot be eliminated in at least 4 ways.
- Prevent contamination of storm water and runoff into local creeks and the bay by labeling any storm drains on your property AND by implementing at least 4 additional measures of your choice.
- Implement at least 3 measures with the goal of reducing boat/vehicle emissions.
- Implement all required measures marked **[R]**

A. Complete at least 10 Good Housekeeping and Preventative Maintenance Practices

[R] Indicates a required measure in San Francisco and measure cannot count as a point.

General Operations/Hazmat Management	Pre-existing	New Practice	N/A
Marina and/or Marine Industry Support Facility Operations			
A1. [R] Maintain a current emergency plan including maps with shut-off valve locations, emergency phone numbers and familiarize staff regularly with emergency procedures. If applicable, maintain a current Hazardous Materials Business Plan (hazardous materials/waste generation sites), a Storm Water Pollution Prevention Plan (for storm water discharges) and Spill Prevention and Countermeasure Plan (for aboveground petroleum storage tanks) for your facility. For questions call the Hazardous Materials Unified Program Agency (HMUPA) at 415-252-3800 and they can help determine if you need one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2. [R] Establish a system for keeping shop/store/docks clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3. 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4. [R] Routinely inspect and address all potential sources of leaks, spills, accidents and emissions (hazardous material/waste storage areas, pipes, valves, hoses and process equipment, open hazardous materials containers left on docks, etc.). Include receiving areas and/or loading docks. Increase preventative maintenance schedules if warranted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>A5. [R] 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A6. [R] Store liquid hazardous materials/marina supplies indoors or undercover and away from drains. Store securely and ensure area is earthquake safe. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A7. [R] 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A8. [R] Properly recycle or dispose of all spent absorbents as hazardous waste.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A9. [R] Routinely 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A10. Minimize the inventory of fluids and chemicals where feasible. 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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A11. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A12. 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.sfrecycling.com/sfhw/index.php?t=d for more information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A13. [R] 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. Such loose particulates must be contained either in pillows, or socks or within the confines of booms or booming operations, for use in cleanup for all waters of the State. 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 California Licensed Oil Spill Cleanup Agents see http://www.dfg.ca.gov/ospr/reg_com/osca/licensed_oil_spill_agents_exempt_agents_2009.pdf.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A14. [R] Prohibit unattended open containers of hazardous materials such as paints, oils, cleaners or other maintenance supplies on the docks.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A15. [R] 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.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A16. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A17. 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)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Tenant Lease Agreements</p>			
<p>A18. [R] Maintain clause in boaters' lease agreements that require boaters to perform all major engine maintenance away from surface water. Any maintenance work on engine must be conducted in compliance with the rules and regulations governing the marina. Only work on boats in the water if less than 25% of the surface above the water line is involved.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A19. [R] Maintain clause in boaters' lease agreements that specifies only small maintenance jobs using Best Management Practices (www.cleanmarinasocalifornia.org) are permitted while in the slip (less than 25% deck length), and 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. For example: 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A20. Maintain a clause in boaters' lease agreements or harbor rules requiring the proper disposal of all hazardous wastes. 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.sfrecycling.com/sfhhw/index.php?t=d for more info.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A21. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A22. 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 them to routinely inspect bilges and replace oil absorbing materials as necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Tenant/Boater Education</p>			
<p>A23. Provide guidance to tenants in determining safer products for cleaning and routine maintenance, safer boat maintenance and the need for continuous ventilation and boat fire extinguishers. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A24. Distribute "Boaters Guide to Safer and Greener Product Purchasing."</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A25. 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. San Francisco recreational boaters may call for HHW pickup at the marina: 415-330-1405. See http://www.sfrecycling.com/sfhhw/index.php?t=d for more info.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A26. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A27. 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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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A28. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A29. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A30. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A31. Educate boaters on proper methods for filling fuel containers, containing replaced oil while conducting oil changes, using oil absorbing materials and bilge pumping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A32. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A33. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A34. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A35. Host a Dockwalkers Program presentation at your marina or special event. See www.coastal.ca.gov/ccbn/dockwalkers.html for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance and Repair Shop Operations			
A36. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A37. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A38. Regularly clean shop floor using "dry" clean up methods. Use shop towels and squeegees for small drips and spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A39. Eliminate use of powdered or granular absorbent for routine cleanup. (OK for fuel spills but only on land. See A22)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A40. Clean up larger spills with a hydrophobic mop, pad or wet/dry vacuum (hydrophobic systems pick up oily wastes only leaving water-based wastes such as antifreeze behind). Only use dry (granular) absorbent material to clean up fuel spills or if a hydrophobic mop or pad is not feasible. 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 oil or waste antifreeze containers for recycling. Dispose of mop water into sanitary sewer if it meets local discharge limits. Check with SF Public Utilities Commission (SFPUC) at (415) 551-3000 for local allowances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A41. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A42. Avoid cross-contaminating aqueous cleaning solution in parts washers by not washing parts sprayed with chlorinated cleaners or petroleum distillates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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A43. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A44. 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 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A45. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Complete at least 8 Material, Product, Technology or Process Advancements. Avoid changes which merely replace one form of waste generation or hazardous waste with another.			
	Pre-existing	New Practice	N/A
Marina and/or Marine Industry Support Facility Operations			
B1. [R] 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 355-3700 for information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3. [R] Use water-based, low VOC or recycled paint and paint related products for marina office and facilities where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4. Replace aerosols with refillable pump sprays containing low toxic alternatives when possible. Empty aerosols can be discarded with mixed or metal recycling. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5. Provide education to hull cleaning divers to use least abrasive pads for the type of growth on hulls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6. Install and maintain a sewage pump-out system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7. Install and make available to boaters a bilge waste water pump-out and/or 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8. Replace standard fluorescent lights with low or no mercury fluorescent lights and replace incandescent lights with compact fluorescent lamps (CFLs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9. Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B10. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.) with at least 30% post-consumer waste content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B11. Buy recycled/remanufactured toner and ink-jet cartridges for your office machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B12. Have promotional materials printed with vegetable or other low VOC inks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B13. Do business with other "green" vendors or services. See Bay Area Green Businesses at www.greenbiz.ca.gov , SF Green Businesses at www.sfgreenbusiness.org and SFDPH Clean and Green businesses at www.sfdph.org/dph/eh/green .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B14. Contract for or install "green" energy sources. (Call the SF Dept of the Environment at 355-3700 for more information.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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B15. Retailers: stock/sell products which are less toxic or less polluting than conventional products and educate customers about less toxic products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B16. Retailers: stock compostable picnic supplies, food containers and trash bags for boaters and educate customers about these products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tenant/Boater Education			
B17. [R] 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B18. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B19. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B20. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B21 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. See purchasing guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B22. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B23. Provide boater education on avoiding aerosol cleaners and 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B24. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B25. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B26. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Maintenance Shop Operations			
B27. [R] 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B28. [R] 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B29. [R] 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). Call your supplier for possible take-back or call SF Environment at 355-3700 for hazardous waste disposal information. SFDPH can assist with safer product choices- call 252-3907 for help. In general, use the least hazardous, least polluting products that do the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B30. Avoid using products that contain nonylphenols (typically used in as an emulsifier/surfactant in many additives and detergents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B31. Use low-VOC and non-chlorinated paint and paint related materials. Use aqueous coatings when possible. Avoid tints with heavy metals. Consider using new copper-free and tin-free hull coatings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B32. Use zinc-free flux and lead-free solder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B33. Substitute less toxic propylene glycol for ethylene glycol (antifreeze). USE BOTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B34. Purchase re-refined antifreeze for use in your shop ensuring it meets appropriate standards (warranty, ASTM, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B35. Use longer lasting synthetic oils.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B36. Purchase re-refined oil for use in your shop ensuring it meets appropriate standards (warranty, ASTM, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B37. Reduce redundant or similar products (e.g. replace several types of differential oil with slip oil that works on all cars).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B38. Use high temperature ovens and dry abrasives (shot blast) for parts cleaning/machining. Be sure your unit meets local air district requirements (call 771-6000 for information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B39. Use parts cleaning system with ultrasonic or mechanical agitation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B40. Use refillable and air pressurized (pump) spray cans. Ensure container meets fire code standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B41. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Reuse or Recycle hazardous materials in at least 4 ways. Eliminate unnecessary hazardous materials/wastes. Look for ways to <i>reuse</i> or <i>recycle on-site</i> or <i>off-site</i>, the remaining, segregated hazardous waste streams. [R] Indicates a required measure in San Francisco and measure cannot count as a point.			
	Pre-existing	New practice	N/A
C1. [R] Provide a waste oil collection program for boaters if practicable 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2. [R] Recycle all collected oil waste from oil pump-out system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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C3. [R] 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 or call SFDPH at 252-3907 for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4. [R] 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5. [R] Recycle the following Universal Wastes: fluorescent lights, computers, electronic equipment, mobile phones, household batteries, and mercury switches. Use the EcofindeRRR searchable database at www.sfenvironment.org for recycling options in the Bay Area by zip code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6. Segregate, drain, crush and recycle used oil filters and provide location for boaters to recycle their oil filters. [R] Properly label containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C7. Use an industrial laundry service for shop rags and uniforms. Do not saturate rags. [R] Keep oily rags in a covered container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C8. Use a rag and uniform service that recycle its wastewater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C9. [R] 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C10. [R] 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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C11. [R] Recycle all lead acid and other batteries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C12. [R] Recycle spent toner and ink-jet cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C13. Collect used oil from the public. The State reimburses 16 cents/gallon if certified by the California Integrated Waste Management Board. Call SF Environment at (415) 355-3700 for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C14. Use a fully enclosed transfer system for waste liquids to minimize spills and maximize volume that can be recycled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C15. Donate reusable electronic equipment such as computers or phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C16. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Complete at least 4 of the following measures to prevent stormwater run-off or illegal discharges.			
[R] Indicates a required measure in San Francisco and measure cannot count as a point.			
	Pre-existing	New Practice	N/A
D1. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2. 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"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3. Label all storm water drains with a message such as "No dumping – Protect our Bay and Ocean".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4. Clean private catch basins once a year, before the first rain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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D5. Require all pets to be on leash and that owners clean up after their pets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D6. Consider installing pet waste stations. [R] Provide disposal bags for pet waste, ideally compostable bags.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7. Clean parking lots using dry methods such as sweeping or using equipment that collects dirty water, which must be disposed of in sanitary sewer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D8. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D9. [R] Enforce existing local, state and federal regulations applicable to marine sanitation devices and illegal discharge of boat sewage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D10. If marina provides on-site sewage pump-out facility, ensure it is user-friendly, open at convenient times and at a reasonable cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D11. Provide signage on the pump-out on proper use and contact information in case the system isn’t working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D12. Regularly inspect and maintain sewage pump-outs if marina provides this service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D13. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D14. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D15. Post signs at trouble spots (e.g. loading docks, dumpster areas, outside hoses or drains) describing proper practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D16. [R] Keep dumpster, receiving, parking, landscape and loading dock areas clean and free from litter, oil drips and debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D17. [R] Keep dumpsters covered when not in use to keep water out and routinely inspect for leaks and rust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D18. [R] Perform all boat maintenance under cover or indoors, as far away from surface waters as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D19. [R] Routinely check for vehicle leaks (parking lots, shop floor, sidewalks) and establish a “ground staining” inspection routine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D20. [R] 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 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D21. Design berms or grading to prevent run-off or rain water from flowing across industrial areas where it could be contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D22. [R] 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D23. Store deliveries and supplies under a roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D24. Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D25. [R] Regularly inspect and clean out separators and grease traps (at least every three months).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D27. [R] Have no open floor drains in the process area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D28. [R] If floor drains are not permanently sealed, use drain mats or plugs to prevent spilled fluids from entering sanitary and storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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D29. Become a “zero discharger” (eliminate all industrial discharge to sanitary sewer and storm drains).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D30. 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D31. 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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D32. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Complete at least 4 of the following measures to help Reduce Air Emissions

	Pre-existing	New Practice	N/A
E1. Provide dock-side power to allow boaters access to electricity without idling their motors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2. Implement and enforce an anti-idling policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3. Educate boaters that keeping their boats properly maintained will increase fuel efficiency and reduce exhaust emissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4. Provide boaters information on the use of biofuels which reduce air emissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6. Encourage commute alternatives by informing employees, customers and others who visit your office about transportation options for reaching your location (post transit schedules/routes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E8. Provide “guaranteed ride home” when needed by employees who carpool or take public transit to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E9. When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E10. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E11. Hire locally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E12. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Measures for Company-Owned Vehicles and Vessels	Pre-existing	New Practice	N/A
E13. Convert vehicles and vessels to Low Emission Vehicles (electric, hybrid or alternative fuels—natural gas, fuel cell, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E14. Keep vehicles and vessels well maintained to prevent leaks and minimize emissions, and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E15. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Measures for Larger Employers	Pre-existing	New Practice	N/A
E16. Offer secure bicycle storage for staff and customers (e.g. bike lockers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E17. Offer subsidized transit passes as employee incentives for carpooling or using mass transit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E18. Provide lockers and showers for employees who walk/jog/bike to work or contract with an athletic club to use their facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E19. Set aside car/van pool parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E20. Provide commuter van.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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E21. Encourage bicycling to work by offering rebates on bicycles bought for commuting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E22. Offer a shuttle service to and from bus, train and/or light rail stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E23. Offset company's vehicle CO2 emissions. See www.driveneutral.org , www.carneutral.org , or www.terrapass.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E24. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>