

# **California Clean Marina Vendor Manual**

**January 2008**

## **California Clean Marina – Introduction**

The purpose of the California Clean Marina program is to encourage marinas, yacht clubs and other boating facilities throughout the State to use Best Management Practices (BMPs) to prevent or reduce pollution in our coastal waters. BMPs are defined as all activities and devices that help prevent or reduce water pollution. Pollution may be introduced to the water by storm drains, seepage, and direct spills or by dumping. BMPs to counter the impact of these events would include boat maintenance practices, education, waste receptacles, spill prevention and rapid response plans, just to name a few.

Best Management Practices endorsed by Holiday Harbor-Wilmington Marina are covered in the following pages and include:

- Emergency Response**
- Petroleum Containment**
- Topside Maintenance & Cleaning**
- Underwater Hull Cleaning**
- Marina Operations**
- Marina Waste Handling**
- Sewage Containment & Discharge**
- Solid Waste Management**
- Liquid Waste Management**
- Fish Evisceration & Waste**
- Hazardous Materials**
- Storm Water Runoff**

In addition, there are many websites offering a wealth of boater education and helpful information. These include:

- [www.dbw.ca.gov](http://www.dbw.ca.gov)**
- [www.coastal4u.org](http://www.coastal4u.org)**
- [www.saveourshores.org](http://www.saveourshores.org)**
- [www.boatus.com](http://www.boatus.com)**
- [www.earth911.org](http://www.earth911.org)**
- [www.cleanboating.org](http://www.cleanboating.org)**
- [www.cleanmarinascalifornia.org](http://www.cleanmarinascalifornia.org)**

## **EMERGENCY RESPONSE**

A number of situations may occur in a marina that require immediate response. Calling 911 may be appropriate in some instances, but additional staff, tradesperson and tenant responses may also be necessary in nearly every situation.

### **Marina Best Management Practices**

Holiday Harbor-Wilmington Marina has a formal Emergency Action Plan and maintains an Emergency Response manual which is accessible to Marina Maintenance and Marina Staff. This manual provides a map of all electrical disconnects, water and gas shut-off valves and emergency telephone numbers for any situation that may arise. These numbers are kept up to date and Marina staff receives ongoing training for emergency procedures and responsibilities.

New employees are acquainted with the Emergency Response manual in detail.

### **Tradesperson Best Management Practices**

1. Make sure the owner has the appropriate number of fire extinguishers onboard with current service tags in place.
2. Insure that engines and fluids have cooled adequately prior to initiating any maintenance to avoid burns.
3. Keep work areas on the boat clear of oil and debris
4. Provide continuous ventilation in work areas, especially below decks.

## **PETROLEUM CONTAINMENT**

Fuel can easily be spilled from the fuel tank vent while fueling and both fuel and oil may be discharged during bilge pump operation. Hydrocarbons are dangerous to aquatic plants and animals (and humans) both at and below the water surface. It is therefore necessary to prevent fuel and oil from boat bilges and fuel tank vents from entering the water.

It is unlawful to discharge fuel or oil into the Marina and any violation carries severe penalties.

## **Marina Best Management Practices**

Holiday Harbor-Wilmington Marina has a Fuel & Oil Spill Prevention and Containment Plan included in the Marina Emergency Response Manual. The first course of action is the same for any type of spill: Contact the marina office or maintenance staff immediately. If not available, dial 911.

The Marina provides bilge pads for our tenants at no charge and we require that they be used wherever appropriate in your particular boat. These pads will keep the oil and fuel in the bilge separated from the bilge water so, when the automatic pump comes on, all it is pumping is water. Contaminated pads may be disposed of in the disposal station located in the parking lot adjacent to the trash dumpster.

## **Tradesperson Best Management Practices**

1. Visually check for engine oil and fuel leaks during any maintenance procedure. Encourage the owner to use bilge pads under the engine(s), examine them frequently and replace them whenever necessary. Remind the owner that they're free.
2. Do not pump any bilge water that is oily or has a surface sheen. If bilge water containing oil or fuel is accidentally pumped overboard, do not treat it with detergent or an emulsifier. The goal for spills is to contain and collect the spill; not to disperse the spill and allow it to sink.
3. Any observed fuel or oil spills need to be reported to the Holiday Harbor-Wilmington Marina staff quickly. They will make the reports to other agencies as the situation demands.

## **TOPSIDE MAINTENANCE AND CLEANING**

Use of solvents, paints and varnishes for in-slip boat maintenance can contribute to pollution entering the harbor. The best way to protect the water is to perform only small maintenance jobs in the slip reserving anything of major scope for a trip to the boatyard. Use of a variety of boat cleaners and detergents, teak cleaners and fiberglass polishes and waxes can also contribute to pollution and nutrients entering the water.

## **Marina Best Management Practices**

Topside maintenance in the slip is limited to minor projects involving 25% or less of the deck area. Limited power sanding is allowed only with adequate dust containment in use. Active dust containment such as a vacuum attachment for a sander is preferred over passive containment like tarps or sweeping. No sawing, planing or routing wood or other materials may be done in the Marina or in the Marina parking lots. These are jobs best reserved for a land-based wood shop or boatyard.

## **Tradesperson Best Management Practices**

1. Topside maintenance in the slip is limited to projects involving 25% or less of the deck area. If the owner is contemplating a larger project, inform him or her that the job belongs in a boatyard.
2. Dust containment devices are to be used when sanding followed by appropriate recovery and disposal. Sweep or vacuum any residual sanding dust for disposal in landside containers.
3. Temporarily drape tarps on the boat and use tarps or polyfilm between the boat and dock to contain waste and prevent anything from entering the water.
4. Do not sand with steel wool and do not sand in a heavy breeze.
5. Mix all solvents, paints and varnishes over a tarp or on land, avoid spills into the water and use secondary containment during application to catch drips.
6. When working below decks, remove oil, debris and clutter from the immediate work area. Use eye protection and a respirator when there is any possibility that dust, vapors or debris could damage eyes or lungs.
7. Plug scuppers and close ports to contain dust and debris. Provide adequate ventilation to prevent accumulation of flammable, noxious or dangerous fumes.
8. Use environmentally friendly cleaning products which are phosphate free and biodegradable. Avoid cleaners that contain ammonia, lye, sodium hypochlorite, chlorine or petroleum distillates.

10. Use all cleaning or polishing products sparingly and avoid any spills into the water. Using more of a product does not necessarily mean your clients boat is any cleaner or shinier.

## **UNDERWATER HULL CLEANING**

A trip out of the country to obtain bottom paint that **might** last longer but which does not comply with stateside regulations has quickly been negated by the price of fuel. Insure that any bottom paint you use meets all State and Federal standards and give strong consideration to bottom paint that does not pollute our environment. Copper-free products are being introduced by several manufacturers and will soon become the product of choice. Frequent underwater hull cleaning can enhance vessel performance and protect it from marine growth and concealed corrosion. Hull cleaning should be performed in a way that will protect and preserve the bottom while causing minimal impact on the environment.

### **Marina Best Management Practices**

Holiday Harbor-Wilmington Marina endorses the use of nontoxic and legal hull paints for the best protection and preservation of the hull and to reduce the possibility of water contamination during hull cleaning. Vessels returning from fresh bottom paint outside the country are not welcome in the Marina.

We also encourage regular cleaning by an approved dive service that has registered with the Marina Office and have provided proof of insurance. These companies have built a good reputation and monitor their divers closely. Reports from boaters using other services abound and the majority of the stories do not end well.

### **Tradesperson Best Management Practices**

1. Insure that bottom paint is properly applied and maintained to protect the hull from fouling organisms thus improving the boats performance and fuel efficiency.
2. Wait 90 days after applying bottom paint (or as recommended by the paint manufacturer) before the first underwater cleaning. The owner should notify you when the paint was applied and the type of paint used.
3. Encourage regular hull cleaning and underwater maintenance to prevent the build-up of hard marine growth and eliminate the need for aggressive scrubbing. Gentle cleaning on a scheduled basis will also

increase the effectiveness of the antifouling paint and extend its useful life.

4. Monitor the performance of your divers to confirm compliance with established practices and environmentally friendly methods.

5. Maximize the use of non-abrasive scrubbing agents, sponges or pieces of carpet to reduce sloughing of paint and debris into the water. Encourage your divers to use different types of pads where possible to properly maintain the bottom paint. For example, pads used near the waterline may need to be able to remove a heavier layer of growth and corrosion while softer pads may be used elsewhere.

6. Encourage your clients to repair any paint bonding problems at haul-out to avoid further chipping and flaking of paint into the water.

## **MARINA OPERATIONS**

Materials, supplies, vehicles and equipment stored outdoors and exposed to rain and runoff can result in storm water pollution. To the greatest extent possible, indoor storage should be utilized and Marina staff should be trained on emergency spill response. Boaters should also use dock box storage or storage onboard the vessel to eliminate harbor contamination.

### **Marina Best Management Practices**

Marina maintenance personnel are trained on emergency spill response procedures and attend refresher training as needed. Any spills occurring during routine maintenance procedures are cleaned up immediately using absorbent materials or other environmentally friendly methods. No debris created during dock repair is allowed to enter the water. Trash enclosures are constructed to prevent leaks from entering the water.

Except for vehicles, the Marina stores all materials indoors which maximizes reduction of contaminants from these types of storages. Vehicle storage areas are paved to allow for periodic sweeping and treatment of oil spills and are also sloped or bermed to limit runoff.

Bicycles, motorcycles and motor scooters are not allowed to be stored or ridden on the docks and may be stored only in designated areas on land. Bicycles, however, may be stored onboard boats. Unattended containers of solvents, paints and varnishes are not permitted on the docks and secondary containment is employed when containers are open or in use.

Storage lockers on land are also made available to boaters for materials and supplies which should not be stored on board vessels.

### **Tradesperson Best Management Practices**

1. All materials and supplies being used are to be stored onboard your clients boat or in the dock box. Nothing may be left on the docks.
2. Any spills must be cleaned up immediately using absorbent materials, dry sweeping techniques or by vacuuming. Do not rinse spills or debris of any kind into the water.
3. Waste materials and debris must be disposed of in landside refuse receptacles or using Household Hazardous Waste facilities for hazardous materials. Contact information for HAZMAT companies and special HAZMAT collection events are available in the Marina office.
4. Marina dock carts are for the exclusive use of our tenants and are not to be used to transport hazardous materials, batteries or other heavy, oily or contaminated items.

### **MARINA DEBRIS**

Proper debris management, handling and disposal are an integral part of good housekeeping practices that must be implemented at all Marinas. Marina debris should be contained in designated areas designed to limit storm water run-on and runoff and located away from the storm water conveyance system. Debris should also be stored in leak-proof containers.

### **Marina Best Management Practices**

The Marina requires immediate cleanup of spills of chemicals, pesticides, insecticides, fertilizers and soil amendments. Parking areas are cleaned periodically using a dry sweeping method. Pet waste removal bags are placed in the marina office.

### **Tradesperson Best Management Practices**

1. Tradespersons are encouraged to leave their pets at home. Pets on Marina property are to be on leash not exceeding 6 feet in length at all times and pet owners are required to clean up after their pets.

2. A lot of overboard discharge can be prevented by returning anything not eaten onboard to shore for disposal. Don't put anything in the water that did not come from the water or that you would not mind swimming with.

## **SEWAGE CONTAINMENT & DISCHARGE**

Use of marine sanitation holding tanks in an improper manner can result in sewage entering the water. Both improperly installed marine sanitation devices (MSDs) and improper disposal practices are illegal. Sewage from boats is more concentrated than that from either combined sewer overflows or sewage treatment plants because MSDs use little water for flushing. Boaters and marinas have a vested interest in clean water free of any sewage discharge. The livelihood of marinas and the recreational benefits boaters derive from use of the harbors are clearly linked to clean water.

### **Marina Best Management Practices**

Mobile pumpout service at a reasonable cost is also readily available in Los Angeles Harbor; the Marina office can provide contact information.

Illegal dumping in the harbor is viewed as one of the most serious infractions of boating law. Holiday Harbor-Cabrillo Marina enforces city, county, state and federal law dealing with illegal dumping and any observed dumping should be reported to the Holiday Harbor-Wilmington Marina office immediately.

### **Tradesperson Best Management Practices**

1. Make sure your clients holding tanks and every component of an approved MSD system are operating properly and adequately maintained.
2. Encourage your clients to pump out their holding tank on a regular basis or contract with the mobile pumpout service. Never let the tank become over-filled.
3. Any illegal discharge should be reported to the Holiday Harbor-Wilmington Marina office with all available details immediately upon being observed. Sewage discharge leaves no telltale evidence like an oil or fuel spill, so call quickly and they will respond quickly.
4. Use environmentally sensitive cleaning supplies on your clients boat in order to help alleviate gray water concerns.

## **SOLID WASTE MANAGEMENT**

Solid waste can collect at marinas and other harbor locations if litter is not continuously collected, if adequate refuse receptacles are not provided or conveniently located or if sufficient attention is not devoted to waste produced during boat cleaning, maintenance or repair activities. Marinas that are kept clean are more attractive and enjoyable and substantial cleanup costs can be replaced by small investments in trash collection and preventative practices. Providing sufficient receptacles, separating recyclables and preventing litter are all accepted practices and part of environmentally friendly marina management.

### **Marina Best Management Practices**

The Marina provides two dumpsters for refuse and separate well-marked receptacles for recyclables conveniently placed on the property. These containers are emptied and contents disposed of by a commercial refuse company licensed to do so and the dumpsters are switched-out with freshly maintained units on a scheduled basis. Our trash enclosures are swept and cleaned weekly and kept clean of litter and debris.

### **Tradesperson Best Management Practices**

1. No waste of any kind may be dumped in the harbor. Land-side receptacles are provided for non-hazardous solid waste and separate containers are available for recyclables.
2. Contaminated liquids, used oil and batteries may not be placed in the dumpsters or in the trash enclosures. As third-party refuse, these become hazardous items by definition and cannot be handled by Marina maintenance personnel. Oil disposal is readily available in the harbor.
3. Expired zinc anodes are often left on the dock by divers for inspection by the boat owner. This is not a preferred practice and the used zincs need to be properly disposed of on land.

## **LIQUID WASTE MANAGEMENT**

Used motor oil can be recycled, cleaned and used again. Recycled used oil can reduce the possibility of its entrance into storm drains and pollution of ground water or other bodies of water. Recycling also minimizes the risk of polluting the soil from oil being poured directly onto the ground or tossed into a trash receptacle. Adequate and proper storage and disposal of oil, fuel and the variety of other liquid materials boaters use is essential if these contaminants are to be kept out of the environment.

### **Marina Best Management Practices**

Holiday Harbor-Wilmington Marina has an Oil Spill Response Plan included in the Marina Emergency Response Manual. Marina Maintenance staff is trained in oil spill response and cleanup supplies are maintained on the property. The first course of action is the same for any type of spill: Contact the Holiday Harbor-Wilmington Marina office immediately.

The Marina stores only minimal quantities of hazardous materials and uses alternative environmentally friendly products whenever possible.

### **Tradesperson Best Management Practices**

1. Hazardous liquid waste must be disposed of using Household Hazardous Waste facilities. Contact information for HAZMAT companies and special HAZMAT collection events are available in the Marina office.
2. Encourage your clients to store only minimal quantities of hazardous liquids onboard or in your dock box. Additional material should be stored landside, in a storage locker or off-site.
3. Dispose of used oil and oil filters at approved collection sites. Holiday Harbor-Cabrillo Marina has an on site used oil dump station for use by marina tenants. The dump is located next to the restrooms and requires a key to be checked out at the marina office. Never leave oil unattended.
4. Use oil-absorbent pads to soak up oily bilge water and dispose of the pads at the pad disposal station located in the maintenance garage or at approved collection sites.
5. Always check for traces of contaminants before pumping the bilge. Do not pump any bilge water that is oily or has a surface sheen.
6. When changing oil, placed used oil in rigid containers and oil filters in locking plastic bags. Use drip pans and extra oil-absorbent pads during the process.

7. Clean bilges of debris and remove loose containers of paint, solvents and other oil-based products before having a boat hauled.

## **FISH EVISCERATION AND WASTE**

### **Marina Best Management Practices**

Holiday Harbor-Wilmington Marina recognizes and endorses the importance of preventing fish cleaning or disposal of remains in the harbor. We strongly recommend that your catch be cleaned at home. Cleaning fish onboard your boat in the Marina usually results in an audience of birds and the resulting droppings on your boat and docks, residual debris on the dock and fish odors not always welcomed by your neighbors.

### **Tradesperson Best Management Practices**

(Does not apply)

## **HAZARDOUS MATERIALS**

Improper handling of hazardous materials can cause harm to human health and the environment and can result in serious penalties and expensive clean-up costs if contaminations occur.

### **Marina Best Management Practices**

Holiday Harbor-Wilmington Marina has a Hazardous Materials Management Plan included in the Marina Emergency Response Manual. Marina Maintenance staff is trained in proper HAZMAT management procedures and emergency response including designation of an emergency coordinator. All hazardous materials used in Marina maintenance are stored properly, indoors and disposed of legally. Spill control materials and empty containers are kept on-site for emergency cleanup.

### **Tradesperson Best Management Practices**

1. Hazardous waste generated onboard recreational boats is considered Household Hazardous Waste and is to be handled and disposed of accordingly.
2. Dispose of hazardous waste at the nearest appropriate site. Contact information for HAZMAT companies and special HAZMAT collection events are available in the Marina office.

## **STORM WATER RUNOFF**

Marinas should conduct annual storm water pollution prevention training focused on employee responsibility for creating, managing, updating and executing the Best Management Practices that prevent storm water pollution. The scope of this training should include housekeeping, preventative maintenance, spill prevention and response and material management practices.

### **Marina Best Management Practices**

Holiday Harbor-Wilmington Marina has a Storm Water Pollution Prevention Plan included in the Marina Emergency Response Manual. Marina Maintenance staff is trained in storm water pollution prevention including reporting appropriate spills to the appropriate agencies. Scheduled sweeping and clean up is performed on all land-side property and irrigation systems are maintained regularly and monitored to eliminate over watering.

### **Tradespersons Best Management Practices**

1. Report any unusual flow of material such as paint or petroleum products into the Marina from the storm water drains on the embankment to the Marina office.
2. Report any evidence of broken water, irrigation or sewer lines.
3. Nothing is to be dumped into the storm drain inlets.
4. No vehicle washing or maintenance of any kind is to be performed in the Marina parking lots.

# EMERGENCY CONTACTS

## HAZARDOUS MATERIAL RESPONSE & DISPOSAL

U.S. Coast Guard  
(562) 980-4450

Dept. of Fish and Game  
(562) 590-5132

National Resource Center  
(800) 424-8802

Fire Department  
911

Port Police  
(310) 732-3500

## OIL, FILTER AND BILGE PAD DISPOSAL

Kragen Auto Parts  
842 S. Pacific Ave  
(310) 832-7575

Gaffey St. Collection Center  
1400 N. Gaffey St.  
(800) 988-6942

## BATTERY DISPOSAL

Kragen Auto Parts  
842 S. Pacific Ave  
(310) 832-7575

Gaffey St. Collection Center  
1400 N. Gaffey St.  
(800) 988-6942

## EMERGENCY RESPONSE

Port Police  
911 or (310) 732-3500

Fire Department  
911

## MOBILE PUMPOUT SERVICE

Royal Flush  
(888) 656-2251

## MARINA OFFICE

Holiday Harbor-Cabrillo Marina  
(310) 835-3952