

## Illinois Clean Marina Program Certification Approval Process

### Certification Term:

5 years, unless there is a change in ownership of the marina, a new marina manager or additional marine services are offered. The marina will be notified 3 months before recertification is needed. The recertification process and cost will be determined in the near future.

### Revoking Certification:

If a new marina owner or manager does not want to become certified, or if new marine services are offered and the required BMPs are not adhered to, the Illinois Department of Natural Resources has the right to revoke marina certification. The use of the logo, decals and flag will need to be discontinued. The terms of revocation will be outlined in the Certified Clean Marina Contract.

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**Step 1: Checklist Review**—the marina's self-assessment that is faxed to the IDNR Coastal Management office will be scanned and emailed to the Approval Team for review. Comments need to be sent back to the Coordinator within a week so a final checklist assessment can be scheduled.

**Step 2: Final Visit**—the final visit will be conducted with a minimum of one Illinois Clean Marina program staff and at least two other Technical Team members. The marina will need to have copies or originals of all required documents to be reviewed at the time of the visit.

**Step 3: Final Team Checklist Review**—recommendations by the visiting team members will be submitted to the Approval Team for review and discussion in a conference call. The Team will give input for certification and vote if the checklist is complete. A marina will be certified with the approval of Kim Kreiling and the majority of the Technical Team members present. Any discrepancies must be noted and signed by an Approval Team member in the marina file.

**Step 4: Certification Status**—the BMP recommendations will be sent to the marina with the approval status. A contract will be sent for the marina to sign and mail to the IDNR Clean Marina office for the marina's file.

**Step 5: Certification Recognition**—IDNR will email the newly certified marina the Clean Marina logo to use on their documents and website and mail a certificate and flag.