

Illinois Clean Marina Program Checklist

Adapted from the Wisconsin Clean Marina program



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| Marina Name | | Date of Assessment | |
| Name of Owner/Manager | | Area Code and Telephone | |
| Signature of Owner/Manager | | | |
| Facility Address | | City | Zip Code |
| Facility Mailing Address (if different) | | City | Zip Code |
| Email Address | | Website | |
| Types of Services Your Facility Offers (check all that apply) | | | |
| <input type="checkbox"/> Outside winter storage | <input type="checkbox"/> Seasonal in-water slips | <input type="checkbox"/> Clubhouse or pavilion | |
| <input type="checkbox"/> Inside cold winter storage | <input type="checkbox"/> Transient in-water slips | <input type="checkbox"/> Restaurant/bar | |
| <input type="checkbox"/> Inside heated storage | <input type="checkbox"/> Rack in and out service | <input type="checkbox"/> Marina store | |
| <input type="checkbox"/> Fish cleaning station | <input type="checkbox"/> Gasoline fuel pumps | <input type="checkbox"/> Diesel fuel pumps | |
| <input type="checkbox"/> Pump-out facilities | <input type="checkbox"/> Launch ramp | <input type="checkbox"/> Hoist service | |
| <input type="checkbox"/> Boat sales | <input type="checkbox"/> Yacht club | <input type="checkbox"/> Other | |
| Types of Operations Performed (check all that apply) | | | |
| <input type="checkbox"/> Use shrink wrap covers | <input type="checkbox"/> Fiberglass repairs | <input type="checkbox"/> Paved roadways | |
| <input type="checkbox"/> Winterization | <input type="checkbox"/> Bottom sanding and painting | <input type="checkbox"/> Storm drains | |
| <input type="checkbox"/> Mechanical/engine shop | <input type="checkbox"/> Boat bottom washing | <input type="checkbox"/> Oil changes | |
| <input type="checkbox"/> Other: | | | |
| What type of docking system do you have? <input type="checkbox"/> Floating docks <input type="checkbox"/> Fixed docks <input type="checkbox"/> Bulkheads | | | |
| What are the docks made of? | | | |
| Petroleum storage: <input type="checkbox"/> Aboveground <input type="checkbox"/> Underground, gallons of diesel: _____ gasoline: _____ | | | |
| Is the marina: <input type="checkbox"/> Owned or leased by a government entity <input type="checkbox"/> Privately owned <input type="checkbox"/> Other: | | | |

Symbols used in the checklist indicate the following: M = practices mandated by laws and regulations; P = program mandates for certification as a clean marina; and R = program recommendations for BMPs. Marinas must implement 50% of the recommended best management practices in this matrix.

Please answer each question by checking either Yes, No, or N/A. The “not applicable” (N/A) option is offered so items that do not apply to your operation will not be tallied in the certification score. For example, chapter 1, Siting and Design Considerations for New and Expanding Marinas, applies only to developing marinas or those undergoing a significant expansion.

| Siting and Design Considerations for New and Expanding Marinas | Status | Yes | No | N/A |
|--|---------------|------------|-----------|------------|
| Do you: | | | | |
| 1. have the proper permits for marina construction and dredging? p. 15 | M | | | |
| 2. plan new facilities in previously developed waterfront sites? p. 16 | R | | | |
| 3. design facilities to meet the US Green Building Council’s LEED (Leadership in Energy & Environmental Design) certification requirements? p. 20 | P | | | |
| 4. comply with all state and federal laws for rare and endangered species? p. 17 | M | | | |
| 5. minimize disturbances to wetlands? p. 17 | M | | | |
| 6. schedule construction to avoid critical migration, nesting, and spawning periods of important species of fish and wildlife? p. 17-18 | M | | | |
| 7. have a harbor/marina design that enhances water circulation and minimizes the need for dredging? p. 18-19 | R | | | |
| 8. develop the site to address stormwater drainage and infiltration? p. 20 | M | | | |
| 9. use environmentally neutral materials? p. 20 | R | | | |
| Marina Maintenance and Operation | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. minimize impacts of dredging? p. 26 | M | | | |
| 2. use nonstructural shore erosion control measures? p. 23 | R | | | |
| 3. maintain structures using clean marina practices (i.e., scrape, sand, and paint structures according to the same management principles used for vessels; move floating structures to shore for scraping, painting, and major repairs.)? p. 25 | P | | | |
| 4. use upland and inland areas for boat storage/maintenance areas? p. 22-23 | R | | | |
| 5. provide dry-stack storage? p. 24-25 | R | | | |
| 6. conserve and protect existing sensitive areas and habitats? p. 25-26 | R | | | |
| 7. practice water conservation landscaping (e.g., water only “thirsty” plants, water deeply and infrequently, place mulch around plants, group plants with similar water needs together, etc.)? p. 26-27 | P | | | |
| 8. practice water conservation at facility (e.g., low flow toilets and shower heads, maintain and fix any leaks or hoses on the docks, etc.)? p. 25 | R | | | |
| 9. adopt integrated pest management practices (i.e., select native plants, use pesticides as a last resort, foster natural predators, etc.)? p. 28-29 | P | | | |
| 10. inform boaters and encourage the use of practices to help control the spread of aquatic invasive species and diseases? p. 29-31 | P | | | |
| 11. enhance aquatic and/or terrestrial habitats adjacent to the marina basin? p. 31-32 | R | | | |

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| 12. provide markers or no wake signs to indicate areas with sensitive shorelines? p. 23 | R | | | |
| 13. have a winter lighting reduction plan? p. 24 | R | | | |
| 14. replace all incandescent bulbs with LED or fluorescent bulbs? p. 24 | R | | | |
| 15. discourage unnecessary idling? p. 26 | P | | | |
| Stormwater Management | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. if applicable, have an National Pollutant Discharge Elimination System (NPDES) stormwater discharge permit? p. 33-34 | M | | | |
| 2. have a written Stormwater Pollution Prevention Plan (SWPPP) or stormwater information map? p. 34 | M | | | |
| 3. capture and treat stormwater on-site? p. 35-36 | R | | | |
| 4. maintain and develop/cultivate vegetated areas by retaining natural vegetation, planting vegetated buffers, positioning downspouts to drain to vegetated areas, and using grassland swales for stormwater infiltration, erosion control, and to provide wildlife habitat? p. 35-36 | P | | | |
| 5. minimize the amount of impervious surface by only paving necessary areas and use permeable materials if appropriate? p. 35-36 | R | | | |
| 6. use soil erosion control practices during construction? p. 37 | M | | | |
| 7. have stormwater management structures that are appropriate for your property (e.g., rain barrels, rain gardens, or areas mentioned in #4 above)? p. 36 | P | | | |
| 8. stencil or label storm drains? p. 37 | R | | | |
| Vessel Maintenance and Repair | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. meet all water quality regulations for wastewater from the outside washing of vehicles, equipment, and other objects? p. 40-41 | M | | | |
| 2. restrict maintenance activities to designated work areas? p. 39 | P | | | |
| 3. locate designated work areas as far from the shore as practical? p. 39 | R | | | |
| 4. collect maintenance debris and dispose of it properly? p. 40 | P | | | |
| 5. provide education, training, or signage describing best management practices that boat owners and contractors must follow? p. 50 | P | | | |
| 6. wash boats on land where the wash water can be collected and treated? p. 40 | R | | | |
| 7. collect and properly dispose of all bilge water from vessels when they are removed from the water? p. 44-45 | R | | | |
| 8. use or sell environmentally-friendly cleaning and maintenance products if possible (i.e., teak cleaners, varnishes, solvents)? p. 43 | P | | | |
| 9. prohibit the use of cleaners that contain ammonia, phosphates, petroleum distillates, sodium hypochlorite, or chlorinated solvents? p. 41 | R | | | |
| 10. minimize the impacts of pressure washing? p. 41 | M | | | |
| 11. handle solvents appropriately? p. 41-42 | P | | | |
| 12. keep records of solvent and paint usage? p. 42 | M | | | |
| 13. minimize the environmental impacts of engine repair and maintenance? p. 43-44 | P | | | |
| 14. winterize only with less toxic propylene glycol antifreeze? p. 45 | P | | | |
| 15. prohibit boaters from “blowing out” antifreeze from the boat when it is put in the water for the first time after being winterized? p. 45 | R | | | |

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| 16. as a boatyard, not “blow out” antifreeze but collect and recycle from the boat when it is put in the water for the first time after being winterized? p. 45 | R | | | |
| 17. check that bilge contents are disposed of properly before the drain plug is pulled? If a vessel has a through-hull discharge, check bilges to ensure that no oily water or industrial water will be discharged to surface waters? p. 45 | R | | | |
| 18. inspect bilges prior to boat storage at your facility and require boat owners to keep bilges clean and dry during storage? p. 44-45 | R | | | |
| 19. recycle used shrink wrap covers? p. 46 | P | | | |
| 20. have appropriate procedures for the collection, storage, and disposal of spent lead acid batteries? p. 46 | P | | | |
| 21. rent or loan vacuum sanders to tenants and contractors? p. 47 | R | | | |
| 22. restrict or prohibit power sanding on the water? p. 47 | R | | | |
| 23. contain dust from sanding and dispose of it properly? p. 47 | P | | | |
| 24. contain debris from sand blasting and dispose of it properly? p. 47-48 | P | | | |
| 25. have an annual pesticide applicator license if you apply antifouling paints to boats? p. 49 | M | | | |
| 26. recommend antifouling paints with minimal environmental impacts? p. 49 | R | | | |
| 27. prohibit boaters from spray painting on the water? p. 49 | R | | | |
| 28. conduct all spray painting on land, in a spray booth, or under a tarp? p. 49 | P | | | |
| Petroleum Control | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. have inspection records indicating compliance with petroleum storage requirements? p. 54 | M | | | |
| 2. always have a trained employee at the fuel dock to perform fueling (<i>41 IAC 175.250</i>)? p. 54 | M | | | |
| 3. have employees trained in marina fueling and spill procedures? p. 54-55 | M | | | |
| 4. remove fuel nozzle holding clips? p. 55 | M | | | |
| 5. have automatic back pressure shut-off nozzles on fuel pump discharge hoses? p. 55 | M | | | |
| 6. regularly inspect and repair fuel transfer equipment? p. 56 | P | | | |
| 7. make available and promote the use of oil-absorbent materials and collection devices at the fuel dock and for bilges (e.g., spill vents, oil-absorbent pads, and socks)? p. 56-57 | P | | | |
| 8. locate fuel docks in areas away from waves and wakes to prevent spills due to rocking? p. 56 | R | | | |
| 9. avoid fuel discharges to the water by discouraging topping off? p. 55 | P | | | |
| 10. install personal watercraft floats at fueling docks? p. 56 | R | | | |
| 11. use automatic shut-off nozzles on fuel lines? p. 55 | M | | | |
| 12. post signs for proper fueling? p. 54 | M | | | |
| 13. dispose of oil-absorbent materials properly? p. 56 | M | | | |
| 14. take precautions to minimize spills and leaks from machinery? p. 57-58 | P | | | |
| 15. locate aboveground storage tanks above the high water mark or have appropriate anchoring to prevent tank flotation (<i>41 IAC 160.50</i>)? p. 53 | M | | | |

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| 16. offer spill-proof oil changes? p. 58 | R | | | |
| 17. have a Spill Prevention, Control, and Countermeasure (SPCC) plan that meets all SPCC rules in compliance with 40 CFR 112 (if the facility has an aggregate aboveground storage capacity of greater than 1,320 gallons or an underground storage capacity greater than 42,000 gallons)? p. 59 | M | | | |
| 18. have accessible, current written emergency response plans for likely threats (e.g., fuel or chemical spills, fire, etc.)? p. 59 | P | | | |
| 19. maintain oil spill response equipment to contain a potential spill in water at your facility? p. 59-60 | M | | | |
| 20. store your oil response equipment and booms where they are convenient and accessible at the most likely location of an oil or fuel spill? p. 60 | M | | | |
| 21. report petroleum spills to the U.S. Coast Guard National Response Center and post the notification numbers? p. 61 | M | | | |
| 22. register storage tanks with the Illinois Office of the State Fire Marshall (OSFM)? p. 53 | M | | | |
| 23. properly display your OSFM registration placard? p. 53 | M | | | |
| 24. have a current green sticker from OSFM? p. 54 | M | | | |
| 25. have annual fire inspection records indicating compliance with all applicable fire codes? p. 60 | M | | | |
| 26. maintain files of Material Safety Data Sheets (MSDSs) as required by OSHA? p. 60-61 | M | | | |
| 27. file Tier Two forms for hazardous waste as required by U.S. EPA? p. 61 | M | | | |
| Sewage Handling | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. have a well-maintained pump-out facility appropriate for your facility? p. 64 | P | | | |
| 2. have a dump station, wand attachment, or an alternative procedure to empty portable toilets? p. 64 | R | | | |
| 3. if boat docking facilities are provided for overnight sleeping, have clean, functional restrooms available (77 IAC 800.1300(b))? p. 65-66 | M | | | |
| 4. maintain your septic system regularly and post signs about what patrons can and cannot put into the system? p. 66-67 | P | | | |
| 5. address the special sewage handling needs of live-aboards? p. 66 | R | | | |
| 6. offer marine sanitation device (MSD) inspections of boats? p. 63-64 | R | | | |
| 7. prohibit the discharge of sewage in your marina and encourage compliance by including information about MSD requirements and sewage laws in contracts for slips, rentals, transients, and live-aboards? p. 63 | M | | | |
| 8. establish practices to control pet waste problems? p. 67-68 | R | | | |
| 9. discourage the feeding of waterbirds and waterfowl in your marina? p. 67-68 | R | | | |
| 10. educate boaters about graywater pollution impacts? p. 67 | R | | | |
| 11. prohibit the discharge of blackwater into surface waters? p. 63 | M | | | |
| 12. encourage the use of shoreside facilities such as laundry and showers? p. 67 | R | | | |
| 13. include language in lease agreements to promote the use of harbor pumpout and dump stations? p. 63 | P | | | |

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| 14. require that all Y-valves on head discharge lines are closed? p. 63 | P | | | |
| 15. require that all Y-valves on head discharge lines are locked? p. 63 | R | | | |
| Waste Containment and Disposal | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. store, use, and dispose of hazardous waste in accordance with federal and state regulations? p. 71-75 | M | | | |
| 2. recycle materials in accordance with state and local recycling laws? p. 80 | M | | | |
| 3. take steps to reduce waste (i.e., avoid having leftover materials by sizing up a job, minimize office waste, request alternative packing material, discourage the use of plastic and Styrofoam cups, etc.)? p. 70-71 | R | | | |
| 4. provide fish cleaning stations and require patrons to dispose of fish waste properly? p. 77-78 | R | | | |
| 5. provide fishing line and plastic bag disposal/recycling? p. 80 | R | | | |
| 6. provide trash and recycling receptacles that are covered, well labeled, and located in convenient locations? p. 79-80 | P | | | |
| 7. plant or construct wind screens around dumpsters? p. 79 | R | | | |
| 8. post signs indicating what may not be placed in the dumpster, such as engine oil, antifreeze, paints, solvents, varnishes, lead batteries, and transmission fluids, and indicate where to dispose of these hazardous wastes? p. 79 | P | | | |
| 9. post signs indicating what must be recycled and where? p. 80 | P | | | |
| 10. pick up stray litter at least twice per day? p. 79 | R | | | |
| 11. organize a shoreline cleanup at least once per year? p. 80 | R | | | |
| 12. educate boaters on the proper disposal of waste safety flares, fluorescent HID lamps, and bilge switches? p. 75 | R | | | |
| 13. provide a location for the safe storage of used batteries prior to recycling and store batteries with caps closed on an impervious surface that is protected from the weather? p. 74-75 | P | | | |
| 14. provide or promote recycling of liquid waste (e.g., used oil, antifreeze, and solvents; have proper containers and containment areas)? p. 76-77 | P | | | |
| 15. place used oil in containers, drums, or tanks labeled "USED OIL"? p. 76 | P | | | |
| 16. send used oil to a permitted facility for recycling? p. 76 | P | | | |
| 17. maintain a contract with a used oil transporter that is licensed to operate in Illinois? p. 76 | R | | | |
| 18. minimize your use of hazardous products? p. 71 | R | | | |
| 19. follow recommended waste disposal methods? p. 82-84 | P | | | |
| 20. track pollution incidents? p. 77 | R | | | |
| Safety and Emergency Preparedness | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. have an emergency action plan prepared and on-site? p. 87-88 | R | | | |
| 2. include severe weather procedures in your emergency action plan? p. 87 | R | | | |
| 3. include written fire safety procedures in your emergency action plan? p. 87 | R | | | |
| 4. keep fire extinguishers clearly marked and readily available throughout the harbor? p. 88-89 | M | | | |

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| 5. maintain fire extinguishers in good working order with current inspection tags? p. 89 | M | | | |
| 6. keep all ingress and egress clear of obstacles in case of fire? p. 89 | M | | | |
| Marina Management | Status | Yes | No | N/A |
| Do you: | | | | |
| 1. provide staff training on the Stormwater Pollution Prevention Plan (SWPPP)? p. 90 | M | | | |
| 2. review emergency response plans and procedures with staff? p. 90 | R | | | |
| 3. train staff to watch for inappropriate discharge and activities? p. 90-91 | P | | | |
| 4. train staff on your emergency action plan? p. 90 | R | | | |
| 5. train staff on proper waste management? p. 90 | P | | | |
| 6. have regular emergency training and drills for staff (at least twice annually)? p. 90 | R | | | |
| 7. have established procedures for approaching polluters? p. 97-98 | R | | | |
| 8. maintain training records? p. 91 | R | | | |
| 9. incorporate best management practices into all of your contracts: slip holders, live-aboards, transients, charters, workers, contractors, and tenants? p. 91 | P | | | |
| 10. educate boaters on best management practices (sample signage provided in guidebook)? p. 91-96 | P | | | |
| 11. provide environmental education materials to boaters (e.g., provide information on the importance of the Great Lakes, host workshops to demonstrate BMPs, recognize boaters who try to prevent pollution, offer environmental audits, distribute Clean Boaters Tip Sheets, or include articles about BMPs in your newsletter)? p. 97-98 | P | | | |
| Extra Credit: List any additional operating procedures or practices that your facility uses that have reduced waste or pollution. (Note: Each additional practice is worth the same as one recommended practice on the checklist.) | | | | |
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| Scoring | | | | |
| | # Yes Responses | # Applicable Items | Actual % (#Yes ÷ # Applicable) x 100 | Required % |
| Mandatory Practices (M) | | | | 100 |
| Program Required BMPs (P) | | | | 100 |
| Recommended BMPs (R) | | | | 50 |