



ALASKA CLEAN HARBORS Certification Checklist

Facility Name:

Harbormaster:

Address:

Phone:

Email:

Facility Types Present (Check all that apply):

- Harbor
- Fueling Station(s)
- Sewage Pumpout(s)
- Tidal Grid(s)
- Wash-down Pad
- Upland Boat Storage/Maintenance
- Other _____

DIRECTIONS:

Use this form to conduct a self-assessment of your facility and to guide you through the process of becoming certified as an Alaska Clean Harbor. This checklist should be used in conjunction with the Alaska Clean Harbors Guidebook. Corresponding page numbers in the Guidebook are listed next to each best management practice in this checklist. The Guidebook and checklist, as well as many more resources, are available from the Alaska Clean Harbors Program and found on the project website at <http://www.alaskacleanharbors.org> or email the [ACH Coordinator](#).

Place a checkmark in the appropriate box (yes, no, not applicable [N/A], or future) next to each question and tally your score on the last page. Check N/A if a particular BMP is not applicable to your facility, i.e. your community does not have recycling, making BMP #4 not feasible. If you check no or N/A, please explain why in the space provided at the end of each section. In addition, if you check the future box, please explain what you need to do to implement the item.

To become certified as an Alaska Clean Harbor, you must answer, “yes” to 100% of the regulatory federal and state legal requirements (indicated in **bold** print and with a ♦) and either “yes” or “future” to 80% of the remaining goals **that apply to your facility** (BMPs that are checked N/A do not count in the scoring).

In the ‘Future’ column, place a checkmark if this is a new practice you put into place in order to receive Alaska Clean Harbor certification or as a result of learning about the practice from the Alaska Clean Harbors program. This will help us determine the impact the program is having on the usage of best management practices.

SECTION 1: Solid Waste Management

GOAL: Properly dispose of solid wastes produced by the operation, cleaning, maintenance, and repair of boats to limit entry of solid wastes to surface waters.

SECTION 1: Solid Waste Management						
DOES YOUR FACILITY:		Guidebook Page #	YES	NO	N/A	FUTURE?
1.	Encourage proper storage of items on-board and/or provide boaters with trash bags?	33				
2.	Train employees to pick up stray trash and pet waste as a daily practice?	33				
3.♦	Provide trash cans, bins, dumpsters, etc that are covered, well-marked, and in convenient locations away from the water?	34				
4.	Have clearly marked, conveniently located recycling containers for customers and staff to use?	34				
5.	Educate employees and customers about separation requirements and your recycling program?	34				
6.	Encourage fishing line and net collection recycling or disposal?	35				
7.♦	Have a fish waste management plan that controls the disposal of fish wastes to areas/methods which will not impair water quality?	35				
8.	Post signs displaying the rules for fish waste storage and disposal?	35				
9.	Require customers to clean up after their pets, and/or provide bags to scoop up waste?	36				
10.	Prohibit the feeding of wild animals?	36				
NOTES (explain "no" answers as well as future implementations):						



SECTION 2: Liquid Chemical & Hazardous Waste Management

GOAL: Provide and maintain appropriate storage, transfer, containment, and disposal facilities for non-petroleum liquid materials, including hazardous chemicals such as solvents, antifreeze and paints, and encourage recycling of these materials.

SECTION 2: Liquid Chemical & Hazardous Waste Management						
DOES YOUR FACILITY:		Guidebook Page #	YES	NO	N/A	FUTURE?
11.♦	Conduct hazardous waste determinations on all chemicals prior to disposal?	41				
12.♦	Have established procedures for the storage, disposal, and recycling of all hazardous waste, in accordance with federal and state regulations?	42/48-50				
13.	Provide customers with information on the proper storage and disposal of wastes not accepted on-site?	42/48-50				
14.	Label the contents of hazardous waste container(s), including accumulation start dates?	42				
15.	Store hazardous waste on an impervious surface with containment able to retain 110% of the volume of the largest container?	42				
16.	Ensure that local response officials, particularly the fire department, are familiar with the location and character of hazardous materials stored on site?	42				
17.	Ensure the proper storage and disposal of used batteries?	43				
18.	Ensure the proper storage and disposal of used antifreeze?	44				
19.	Ensure the proper storage and disposal of paint products?	45				
20.	Ensure the proper storage and disposal of zincs?	46				
21.♦	Keep copies of MSDS for all hazardous substances used at your facility for vessel or engine maintenance?	42				
22.	Train employees in hazardous materials management practices and safety requirements?	42				
23.	Avoid toxic cleaning products?	45-46				
24.	Encourage the proper handling of older refrigeration systems that may have CFCs as refrigerants?	47				
NOTES (explain "no" answers as well as future implementations):						



SECTION 3: Petroleum Product Management

GOAL: Reduce the amount of fuel and oil from boat bilges and fuel tank air vents entering marina and surface waters.

SECTION 3: Petroleum Product Management						
DOES YOUR FACILITY:		Guidebook Page #	YES	NO	N/A	FUTURE?
25.	Routinely inspect and repair fuel transfer equipment, such as hoses and pipes, and other dock equipment (i.e. forklifts and cranes)?	53				
26.	Clearly label all fuel storage and waste oil tanks?	53				
27.	Store used oil in a manner that does not allow releases to the environment?	54				
28.	Provide used oil and oily rag collection and disposal?	54				
29.	Post adequate signage on proper disposal of used oil, oil absorbent materials and rags, and oil filters?	54				
30.	Send used oil to an approved recycling facility or reuse on site?	54				
31.	Direct boaters to the local used oil collection facility if none is available on-site?	54				
32.	Encourage clean oil changes and fueling?	54				
33.	Provide an oil/water separation service to filter bilge water?	55-56				
34.	Train employees and contractors, and educate customers, on bilge cleaning best management practices?	55-56				
35.♦	Report all spills to ADEC and U.S. National Response Center (NRC)?	56				
36.♦	Have a Spill Prevention, Control and Countermeasure (SPCC) or other oil spill contingency plan in place?	56				
37.	Have spill response equipment readily available and labeled for employee and customer use in the event of a spill?	56-57				
38.	Have spill response and cleanup procedures, and train employees on these procedures?	57				
NOTES (explain "no" answers as well as future implementations):						



SECTION 4: Boat Cleaning & Hull Maintenance

GOAL: Promote boat cleaning and hull maintenance practices that minimize the amount of cleaners, solvents, paint, and debris that enter the marine environment.

SECTION 4: Boat Cleaning & Hull Maintenance		Guidebook Page #	YES	NO	N/A	FUTURE?
DOES YOUR FACILITY:						
39.	Have "yard rules" for customers performing debris-producing boat maintenance written into harbor policy and available for harbor users?	60				
40.	Have tidal grid use policies for all users outlining policies that reduce wastewater and debris from grid activities?	60				
41.	Have signs for tidal grid users that clearly state grid use policies?	60				
42.	Put tarps or drop cloths under boats to catch chips and drips while scraping, sanding, and painting boats on the upland?	60				
43.	Prohibit abrasive blasting and/or contain and appropriately manage debris from blasting activities?	60				
44.	Limit in-water painting to interior surfaces and brightwork, where paint materials and spills can be contained and prevented from entering the water?	61				
45.	Prohibit paint spraying on the water without protective sheeting?	61				
46.	Use spray equipment with high transfer efficiency such as HVLP or HELP spray guns?	61				
47.	Encourage careful application of paints, including mixing paint within a covered area and using secondary containment?	61				
48.	Encourage the use of long-lasting, low-toxicity antifouling paints that are appropriate for your location?	62				
49.	Encourage careful application and proper storage and handling of toxic solvents?	61				
50.	Encourage the use of non-toxic teak refinishing products?	62				
51.	Encourage careful application and proper storage of varnishes?	62				
52.	Educate customers to minimize environmental impacts from boat washing?	63				
53.	Have established upland boat washing stations with drainage collection and filtration in place?	63				



SECTION 5: Sewage & Pumpout Facility Operation

GOAL: Ensure that sewage pumpout facilities are maintained in operational condition and encourage their use.

SECTION 5: Sewage & Pumpout Facility Operation						
DOES YOUR FACILITY:		Guidebook Page #	YES	NO	N/A	FUTURE?
55.	Provide designated sewage pumpout stations that are well signed and compatible with the needs of harbor users?	66				
56.	Educate harbor users about sound sewage management practices and impacts of effluent on our waterways?	66				
57.	Educate boaters about reducing gray-water discharges from shower, dishwashing, and laundry uses?	66-67				
58.♦	Prohibit discharge of treated or untreated human and pet waste within the harbor basin and grounds?	66				
59.	Have clean, functional, and ample restrooms available 24 hours a day?	66				
60.	Discourage discharge from Type I and Type II MSDs at the slip or mooring?	66				
NOTES (explain "no" answers as well as future implementations):						



SECTION 6: Vessel Operation Management

GOAL: Promote boating management practices that reduce non-indigenous species transport, remove and dispose of derelict vessels, and encourage environmentally friendly boat winterization and engine cleaning.

SECTION 6: Vessel Operation Management						
DOES YOUR FACILITY:		Guidebook Page #	YES	NO	N/A	FUTURE?
61.	Promote hull sterilization and/or bilge cleaning and flushing to remove all non-indigenous species?	70-71				
62.	Educate boaters and employees about detecting aquatic nuisance species and methods to prevent their spread?	70-71				
63.	Provide educational materials on preventing the spread of rats to harbor users?	70-71				
64.	Implement derelict vessel management ordinances?	71				
65.	Monitor and remove, if possible, derelict vessels?	71-72				
66.	Promote clean engine maintenance and repair practices?	72				
67.	Have parts washing policies and procedures to minimize pollution?	73				
68.	Minimize pollution from engine test tanks?	73				
69.	Establish boat hauling and storage procedures to minimize environmental impacts?	74				
70.	Minimize environmental impacts from winterization work?	74				
NOTES (explain "no" answers as well as future implementations):						



SECTION 7: Harbor Management

GOAL: Promote harbor management practices that foster compliance with pollution-reduction BMPs amongst harbor staff and harbor users.

SECTION 7: Harbor Management					
DOES YOUR FACILITY:		YES	NO	N/A	FUTURE?
71.	Train employees to watch for inappropriate discharges?				
72.	Have a predetermined procedure for approaching polluters?				
73.	Incorporate best management practices into all contracts?				
74.	Post signs detailing best management practices in highly visible areas?				
75.	Encourage and recognize boaters who try to prevent pollution?				
76.	Publicize your facility-specific environmentally responsible actions?				
77.	Post your Alaska Clean Harbors goal(s) or pollution prevention policy statement?				
78.	Educate employees (including seasonal employees) and customers about pollution prevention in our routine meetings, training sessions, and/or newsletters?				
79.	Keep disposal and recycling records and compare the amount of waste generated and shipped with past years to monitor progress?				
80.	Distribute Alaska Clean Harbors Program information?				
81.	Regularly review emergency response procedures with staff?				
82.	Maintain staff training records?				
83.	Host workshops or other events to highlight and demonstrate best management practices?				
NOTES (explain "no" answers as well as future implementations):					



SECTION 9: Extra Credit

List any additional operating practices that your facility uses that have reduced waste or otherwise reduced pollution. (Note: Each practice is worth the same as one question.)

SECTION 10: Calculate Your Score

If your score is equal to or greater than the minimum requirements, please contact the Alaska Clean Harbors Program at tel. #. **Applicable items are just yes or no, not NA.**

CALCULATE YOUR SCORE		
Legal & Regulatory Areas ♦	# of Yes responses _____ / # of applicable items _____ X 100 =	%
Alaska Clean Harbors Program	# of Yes responses _____ / # of applicable items _____ X 100 =	%
	Your Scores	Minimum Required Scores
Legal & Regulatory Areas ♦	_____ %	100%
Alaska Clean Harbors Program	_____ %	80% (or more)

If you answered “yes” to all the legal requirements (**bold** marked with a ♦) that apply to your facility and received a score of 80% or higher out of the remaining goals, then you are eligible to be certified as an Alaska Clean Harbor.

Verified by Alaska Clean Harbors Program Representatives:

Name and Affiliation Date

Name and Affiliation Date

Name and Affiliation Date

