

# Appendix E

## Clean Marine Practices Audit

### A SELF-ASSESSMENT PROGRAM

This questionnaire is designed to help the marina owner or operator learn the environmental strengths of his or her operation. It will also point out those areas that need some improvement.

The questions should be answered as accurately as possible. Where a question has two or more parts do not indicate "Yes" unless you can honestly say that you comply with all the parts. Remember this is for your own benefit!

Complete only those sections that are relevant to your operation. The numbers in the left hand column refer to the corresponding section number in this handbook. Where the meaning or content of a question is not clear, it may help to read through the relevant section before answering the question.

The compliance factor for each table is a simple indication of how well you perform in each area of concern. It

| 3 | WASTE MANAGEMENT  |     |    |
|---|---|-----|----|
|   | Have you completed an audit of the waste generated by the marina?                         | Yes | No |
|   | Do you collect non-hazardous recyclables separately?                                      | Yes | No |
|   | Do you have separate containers for recyclables beside every regular waste container?     | Yes | No |
|   | Do you have a system for the separate collection and proper disposal of hazardous wastes? | Yes | No |
|   | Do you compost organic waste?   | Yes | No |
|   | Total up the number of "Yes" responses  |     |    |
|   | Compliance factor = (Number of "Yes" responses) divided by 5                              |     |    |

| 4.1   | DOCK MANAGEMENT  |     |    |
|-------|--|-----|----|
| 4.1.1 | If you have a fuel dock or other refueling facility on-site...   |     |    |
|       | Does every gas dock or fuel pump attendant receive specific instruction on the requirements of the Gasoline Handling Act?                    | Yes | No |
|       | Does every gas dock or fuel pump attendant receive training in the proper use of the equipment and the procedures for dispensing product?    | Yes | No |
|       | Are signs displayed prominently, listing the correct refueling procedures in accordance with the requirements of the Gasoline Handling Code? | Yes | No |
|       | Are fuel storage tanks and their contents checked daily and a log kept of the inspections?   | Yes | No |
|       | Are there standard fuelling procedures in place that are designed specifically to prevent spills?  | Yes | No |
|       | Is there a standard procedure in place for reporting spills?   | Yes | No |
|       | Is a Spill Response Kit installed and ready for immediate deployment?  | Yes | No |
|       | Total up the number of "Yes" response.   |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 7   |     |    |
|       | If you are a dryland marina with no direct water access, skip to section 4.2   |     |    |

|       |  |     |    |
|-------|--|-----|----|
| 4.1   | DOCK MANAGEMENT  |     |    |
| 4.1.2 | If you provide pump-out services on-site...  |     |    |
|       | Are the fresh water hoses that are not used to clean holding tanks and pump-out suction lines, clearly marked "Not a drinking water supply"? | Yes | No |
|       | Is the pump-out available at all times whenever the marina is open for business?   | Yes | No |
|       | Is there a sign in a prominent place informing boaters that pump-out facilities are available?   | Yes | No |
|       | Are there standard pump-out procedures in place that are designed specifically to prevent spills and contamination of the water body?        | Yes | No |
|       | Are there standard instructions in place about pumping bilges?   | Yes | No |
|       | Are there standard instructions in place about handling grey water from boats?   | Yes | No |
|       | Total up the number of "Yes" responses.  |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 6   |     |    |

|       |   |     |    |
|-------|---|-----|----|
| 4.1   | DOCK MANAGEMENT   |     |    |
| 4.1.2 | If you do not provide pump-out services on-site...  |     |    |
|       | Is there a pump-out service provided by another facility that is nearby and accessible to your customers? | Yes | No |
|       | Is that pump-out facility open and available to boaters whenever your marina is open for business?        | Yes | No |
|       | Is there a sign at your marina indicating the location of the nearest pump-out?                           | Yes | No |
|       | Are you able to ensure that the pump-out is always maintained in good working order?                      | Yes | No |
|       | Are there standard instructions in place at your marina about pumping bilges?                             | Yes | No |
|       | Are there standard instructions in place at your marina about handling grey water from boats?             | Yes | No |
|       | Total up the number of "Yes" responses.   |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 6  |     |    |

|       |  |     |    |
|-------|--|-----|----|
| 4.1   | DOCK MANAGEMENT  |     |    |
| 4.1.4 | If your facility incorporates or borders on a waterbody...   |     |    |
|       | Are there standard procedures in place that are designed to protect the immediate natural environment from the effects of thoughtless boating?               | Yes | No |
|       | Are there standard procedures in place to protect the environment from special activities including the control of weed growth, dredging and ice management? | Yes | No |
|       | Total up the number of "Yes" responses.  |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 2   |     |    |

|       |   |     |    |
|-------|---|-----|----|
| 4.2   | YARD MANAGEMENT   |     |    |
| 4.2.1 | If you provide facilities for hauling and/or lifting and/or launching boats...  |     |    |
|       | Are there standard procedures in place that are designed to prevent the release of hydrocarbons (fuels, oils and greases) into the natural environment? | Yes | No |
|       | Are there standard procedures for washing down boats that are designed to prevent the release of heavy metals into the natural environment?             | Yes | No |
|       | Are there standard procedures in place to prevent the transfer of nuisance aquatic organisms to other water bodies (invasive species)?                  | Yes | No |
|       | Total up the number of "Yes" responses.   |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 3  |     |    |

|       |   |     |    |
|-------|---|-----|----|
| 4.2   | YARD MANAGEMENT   |     |    |
| 4.2.2 | If you provide facilities for storing boats on land in summer and/or winter...  |     |    |
|       | Are there standard procedures in place that are designed to prevent the release of hydrocarbons (fuels, oils and greases) into the natural environment? | Yes | No |
|       | Are policies in place to either ensure that shrink-wrap is recycled OR to replace shrink-wrap with multi-use boat covers?                               | Yes | No |
|       | Are there procedures in place to either recycle antifreeze or to collect it for proper disposal before boats are returned to the water?                 | Yes | No |
|       | Total up the number of "Yes" responses.   |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 3  |     |    |

|       |  |     |    |
|-------|--|-----|----|
| 4.2   | YARD MANAGEMENT  |     |    |
| 4.2.3 | If you store any liquids in bulk, including fuel, used oil and antifreeze, and any chemicals for whatever purpose...                                   |     |    |
|       | Are procedures in place to test and inspect all of the storage tanks on a regular basis as per the requirements of the Gasoline Handling Act and Code? | Yes | No |
|       | If any of the above are contained in underground storage tanks...  |     |    |
|       | Have the tanks been upgraded in accordance with the requirements of the Gasoline Handling Code?  | Yes | No |
|       | Are the tank contents measured and reconciled with the amount drawn from the tank every day during the operating season?                               | Yes | No |
|       | If any of the above are contained in above ground storage tanks...   |     |    |
|       | Are the tanks provided with secondary containment barriers in accordance with the requirements of the Gasoline Handling Code?                          | Yes | No |

|                |   |     |    |
|----------------|---|-----|----|
| 4.2.3<br>cont. | Have plans been implemented to have the tanks upgraded in accordance with the requirements of the Gasoline Handling Code?   | Yes | No |
|                | If any of the above are contained in 45 gallon drums or equivalent...   |     |    |
|                | Are the drums stored on an impermeable pad with a dike to prevent the escape of the contents in the event of leakage?   | Yes | No |
|                | Total up the number of "Yes" responses  |     |    |
|                | Compliance factor = (Number of "Yes" responses) divided by 1, 3, 5 or 6 (**)<br>** Select the denominator that corresponds to the number of questions that are relevant to your facility. |     |    |

|       |  |     |    |
|-------|--|-----|----|
| 4.2   | YARD MANAGEMENT  |     |    |
| 4.2.4 | If any vehicles are operated and/or parked on marina property including vehicles owned by the marina, customers and/or subcontractors... |     |    |
|       | Are restrictions in place controlling the operation and parking of all vehicles while on marina property?                                | Yes | No |
|       | Is the use and maintenance of company vehicles controlled so as to optimize energy conservation and minimize air pollution?              | Yes | No |
|       | Total up the number of "Yes" responses.  |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 2   |     |    |

|       |  |     |    |
|-------|--|-----|----|
| 4.2   | YARD MANAGEMENT  |     |    |
| 4.2.5 | If the marina property includes any of the following: buildings, roads, parking areas, grassed and/or wooded areas...                              |     |    |
|       | Are there procedures in place controlling the use of herbicides, pesticides, toxic cleaners and other chemicals?                                   | Yes | No |
|       | Are there procedures in place to maintain the property in a manner that will optimize the control of storm-water runoff?                           | Yes | No |
|       | Are there maintenance procedures in place that are designed to prevent the release of ozone-depleting substances and to conserve energy and water? | Yes | No |
|       | Total up the number of "Yes" responses.  |     |    |
|       | Compliance factor = (Number of "Yes" responses) divided by 3   |     |    |

| 4.3 BOAT MAINTENANCE |  |     |    |
|----------------------|--|-----|----|
| 4.3.2                | If any mechanical maintenance work on boats of any sort is carried out by anyone anywhere on marina property...                |     |    |
|                      | Are there procedures in place designed to control the release of all waste products resulting from such work?                  | Yes | No |
|                      | Do the procedures place an emphasis on the benefits of keeping engines well tuned as a means of reducing pollutant production? | Yes | No |
|                      | Are there procedures communicated to all parties that might be doing such work?  | Yes | No |
|                      | Are these procedures enforced?   | Yes | No |
|                      | Total up the number of "Yes" responses.  |     |    |
|                      | Compliance factor = (Number of "Yes" responses) divided by 4   |     |    |

| 4.4 RETAIL OPERATION |  |     |    |
|----------------------|--|-----|----|
| 4.4                  | If any type of retail selling is done on the marina property, including parts that may be supplied in the course of providing another service...   |     |    |
|                      | Do you preferentially purchase products bearing the Ecologo symbol where possible?   | Yes | No |
|                      | Are there procedures in place that are designed to ensure that environmental considerations are taken into account with regard to all items that are purchased for resale?                               | Yes | No |
|                      | Are there procedures in place that are designed to encourage customer to consider the environmental impact of their purchases?   | Yes | No |
|                      | Are there procedures in place that are designed to handle packaging in an environmentally considerate manner?  | Yes | No |
|                      | Are there procedures in place to accept back from customers any used products that can be reused or recycled or which, because of their hazardous nature, should not be allowed to go into the landfill? | Yes | No |
|                      | Total up the number of "Yes" responses.  |     |    |
|                      | Compliance factor = (Number of "Yes" responses) divided by 5   |     |    |

| 4.5 VISITOR FACILITIES |  |     |    |
|------------------------|--|-----|----|
| 4.5.1                  | If you provide any restaurant facilities at the marina...  |     |    |
|                        | Are there procedures in place that are designed to minimize the generation of waste products both in the form of packaging and organics?   | Yes | No |
|                        | Are there procedures in place designed to ensure that any waste products that do result are either recycled or composted or otherwise disposed of properly and are kept out of the garbage dumpster? | Yes | No |
|                        | Total up the number of "Yes" responses.  |     |    |
|                        | Compliance factor = (Number of "Yes" responses) divided by 2   |     |    |

| 4.5 VISITOR FACILITIES |   |     |    |
|------------------------|---|-----|----|
| 4.5.2                  | If you provide washroom and/or laundry facilities at the marina...  |     |    |
|                        | Are the facilities designed and operated in a manner that conserves energy and water?   | Yes | No |
|                        | Are there procedures in place that are designed to minimize the generation of waste products and to control the disposal of those wastes that are products?                         | Yes | No |
|                        | If you provide onshore accommodation and/or other hospitality facilities...   |     |    |
|                        | Are the facilities designed and operated in a manner that conserves energy and water?   | Yes | No |
|                        | Are guests encouraged to help implement the marina's environmental policy?  | Yes | No |
|                        | Total up the number of "Yes" responses.   |     |    |
|                        | Compliance factor = (Number of "Yes" responses) divided by 2 or 4 (**)<br>** Select the denominator that corresponds to the number of questions that are relevant to your facility. |     |    |

| 4.6 OFFICE FACILITIES |  |     |    |
|-----------------------|--|-----|----|
| 4.6                   | Are there procedures in place designed to encourage recycling and reuse of office materials wherever possible?         | Yes | No |
|                       | Are there procedures in place to conserve energy?  | Yes | No |
|                       | Are there procedures in place that are designed to encourage customers to implement the marina's environmental policy? | Yes | No |
|                       | Total up the number of "Yes" responses.  |     |    |
|                       | Compliance factor = (Number of "Yes" responses) divided by 3   |     |    |

| 6 | LEGISLATION   |     |    |
|---|---|-----|----|
|   | Are you aware of all the relevant laws and regulations that relate to the operation of your marina?   | Yes | No |
|   | Does this awareness include knowledge of...   |     |    |
|   | The Environmental Protection Act?   | Yes | No |
|   | The Ontario Water Resources Act?  | Yes | No |
|   | The Gasoline Handling Act and Code?   | Yes | No |
|   | Ontario Regulation 346, Air Pollution   | Yes | No |
|   | Ontario Regulation 343, Discharge of Sewage from Pleasure Boats   | Yes | No |
|   | Ontario Regulation 351, Marinas?  | Yes | No |
|   | Ontario Regulations 347, General Waste Management?  | Yes | No |
|   | Ontario Regulation 102/94, Waste Audits and Waste Reduction Work  | Yes | No |
|   | Ontario Regulation 103/94, Industrial, Commercial and Institutional Source Separation Programs  | Yes | No |
|   | Small Vessel Regulations  | Yes | No |
|   | Workplace Hazardous Materials Information System?   | Yes | No |
|   | Pesticides Act?   | Yes | No |
|   | National Fire Code?   | Yes | No |
|   | Total up the number of "Yes" responses.   |     |    |
|   | Compliance factor = (Number of "Yes" responses) divided by 12   |     |    |
|   | If you use or have any of the following at the marina, circle "Yes" if you have the required certificate of approval or other official permit or "no" if you don't or if you don't know. Ignore those lines that do not apply to your facility. |     |    |
|   | Air filtration and/or ventilating system for the workshop   | Yes | No |
|   | Pond constructed specially to handle storm-water runoff   | Yes | No |
|   | Herbicides to control aquatic weed growth   | Yes | No |
|   | Fuel storage and dispensing facilities  | Yes | No |
|   | Tanks to store used oil and/or antifreeze for proper disposal   | Yes | No |
|   | Total up the number of "Yes" responses  |     |    |
|   | Compliance factor = (Number of "Yes" responses) divided by 1, 2, 3, 4, or 5**   |     |    |
|   | ** Select the denominator that corresponds to the number of questions that are relevant to your facility.   |     |    |

To complete the self assessment, colour in the squares in the table up to the nearest tenth, thereby generating a simple bar chart establishing your relative performance in each management sector or service area. Ignore the sections that do not apply to your facility.

| SECTION | COMPLIANCE FACTOR                    | 0.1 | 0.2 | 0.3 | 0.4 | 0.5 | 0.6 | 0.7 | 0.8 | 0.9 |
|---------|--------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 3.0     | Waste management                     |     |     |     |     |     |     |     |     |     |
| 4.1.1   | Fuel dock                            |     |     |     |     |     |     |     |     |     |
| 4.1.2   | Pump-out facility on site            |     |     |     |     |     |     |     |     |     |
|         | Pump-out facility off site           |     |     |     |     |     |     |     |     |     |
| 4.1.3   | Dockage and moorings                 |     |     |     |     |     |     |     |     |     |
| 4.1.4   | Water body usage                     |     |     |     |     |     |     |     |     |     |
| 4.2.1   | Hauling, lifting and launching       |     |     |     |     |     |     |     |     |     |
| 4.2.2   | Boat storage                         |     |     |     |     |     |     |     |     |     |
| 4.2.3   | Bulk storage of liquids              |     |     |     |     |     |     |     |     |     |
| 4.2.4   | Vehicle use, access and parking      |     |     |     |     |     |     |     |     |     |
| 4.2.5   | Grounds maintenance                  |     |     |     |     |     |     |     |     |     |
| 4.3.1   | Hull maintenance                     |     |     |     |     |     |     |     |     |     |
| 4.3.2   | Mechanical maintenance               |     |     |     |     |     |     |     |     |     |
| 4.4     | Retail operation                     |     |     |     |     |     |     |     |     |     |
| 4.5.1   | Restaurant facilities                |     |     |     |     |     |     |     |     |     |
| 4.5.2   | Hotel facilities                     |     |     |     |     |     |     |     |     |     |
| 4.6     | Office facilities                    |     |     |     |     |     |     |     |     |     |
| 5.0     | Emergency preparedness               |     |     |     |     |     |     |     |     |     |
| 6.0     | Legislation knowledge                |     |     |     |     |     |     |     |     |     |
|         | Legislation certificates and permits |     |     |     |     |     |     |     |     |     |
| 7.0     | Training                             |     |     |     |     |     |     |     |     |     |

The more complete the table is, the better your environmental performance is likely to be. You will immediately be able to see those areas where the present marina management practices need some additional work to bring them into line with the Clean Marine Policy.