



## ENVIROSTARS CHECKLIST FOR MARINAS

For businesses in Jefferson, King, Kitsap, Pierce, Snohomish and Whatcom Counties.

Hazardous waste requirements for EnviroStars certification are summarized below. You should be able to check all of the following items to meet EnviroStars standards. Interested marinas must also schedule a site visit with an EnviroStars representative from your county and submit the EnviroStars worksheet. [Call 877-220-STAR \(7827\)](tel:877-220-STAR).

### HAZARDOUS WASTE

*Your business must be a small quantity generator (SQG) of hazardous waste:*

- SQGs generate less than 220 pounds per month (or about 27 gallons/half a drum of hazardous waste per month) and accumulate no more than 2,200 pounds (or about 5 drums) of hazardous waste on site at any time. Note: When recycled, some materials, such as oil and antifreeze aren't counted when determining your generator status, which increases your chances of being an exempt small quantity generator.

*Store hazardous waste in containers that are:*

- Compatible with the waste, kept closed when not in use, kept inside or under cover, are not in direct contact with soil or located over a drain.

*Contain hazardous waste with secondary containment that is:*

- Made of durable and leak-proof material (such as a bermed room, containment pallet, sump, or steel trough), compatible with the waste it is meant to hold, and capable of holding the largest potential spill.

*Label each hazardous waste container with:*

- The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste" clearly marked on the label.

*Provide and maintain the following documentation:*

- Spill materials and a response plan
- MSDSs for hazardous products
- Receipts for all hazardous wastes being handled off-site (receipts, manifests, bills of lading, DOT shipping papers, vendor certificates)

*All hazardous wastes are handled appropriately including:*

- Solvents, thinners, and paint wastes are recycled or handled as hazardous waste. Small amounts of latex paint can be dried and put in solid waste.
- Fluorescent lamps are recycled or handled as hazardous waste.

For office use only

Audit form: sections 1, 2, 4, & 5 have no minuses; Consultation form: sections 1, 2, 3, & 4 have no minuses.

\_\_\_\_\_  
Field person's signature

\_\_\_\_\_  
Date



## EnviroStars MARINA Application Worksheet

**Use this worksheet to tell us what you are already doing and what you plan to do to prevent pollution and reduce waste.**

The following list of pollution prevention examples was compiled in part from marinas and other businesses that have become EnviroStars. Check off current and future ways you can reduce wastes from the list. **Please add your own ideas.** Complete as much of this worksheet as possible. Our representatives can assist you during your on-site consultation visit as well.

\_\_\_\_\_  
Name of business Phone /fax

\_\_\_\_\_  
Email Website

\_\_\_\_\_  
Location address Street City State Zip

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Worksheet prepared by Title

Have you had a site visit yet from EnviroStars?  yes  no

\_\_\_\_\_  
Name of site visit consultant

I volunteer to uphold the standards of EnviroStars by properly managing and reducing hazardous waste. If my business no longer meets program certification requirements, I will notify my EnviroStars representative. I will also refrain from promoting my business as an EnviroStar to my customers and using the EnviroStars logo in promotional efforts until the issue is resolved. I understand that use of the EnviroStars logo is a privilege and that the EnviroStars program maintains full rights to the logo and its use.

\_\_\_\_\_  
Owner signs here Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
EnviroStars representative approval

**For more information about the EnviroStars Program call 1-877-220-7827 or see our website at [www.envirostars.org](http://www.envirostars.org)**

Business Name: \_\_\_\_\_

## **\*\* 2-STAR BUSINESS**

<<< POST THIS ENVIROSTARS GOAL >>>

### **Section 1: Hazardous Waste Reduction Goal**

**Yes Required:** Write a hazardous waste or goal for the year and stick to it. Be as specific as possible. Explain how you intend to achieve your goal by writing the results you want to achieve and the steps you will take. Include timelines and who will be responsible.

**\*Recommendation:** Save this section for the end, after you have come up with some check marks in the "Future" column of other sections.

#### **Here are some ideas::**

- Provide oil spill materials on docks and to tenants
- Write into purchasing contracts the requirement that vendors provide alternatives to hazardous products
- Provide and publicize bilge water management and bilge pump-out facility.
- Create a partnership with local business and environmental groups to sponsor a shoreline clean-up and habitat improvement event.

#### **Example Goal**

Provide oil spill materials on docks and to tenants

**Steps:** Find source for absorbent materials. (by end of January). Establish locations on docks and in office for spill materials. (February). Notify tenants of materials availability and instructions (by April); Purchase materials and install outdoor spill cleanup kits. (April)., Identify issues with spill materials and find ways to resolve problems (by June).

**State your goal** . Be as specific as possible.

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Owner's Signature

Date

## **\*\*\* 3-STAR BUSINESS**

**Can you clean more efficiently, less often, using less hazardous materials? How do you prevent spills, leaks, and contamination of non-hazardous materials? Are you minimizing the number of hazardous products used and/or wasted? What do you do to train, educate, inform or involve employees in reducing wastes and air pollution?**

**SECTION 2: Cleaning and Spill Prevention**

Yes

**Requirement:** We post and distribute Best Management Practices (BMPs) for tenants

**Requirement:** When dispensing and transferring liquids we use spigots, pumps, and covered funnels to reduce spills

Yes Future

**Additional waste prevention activities:**

We keep spill containment materials on docks near potential spill sites.

We select less toxic cleaners for restrooms and marina facilities

We sweep floors and spot-clean drips and spills, instead of mopping them with detergent and water or using a floor machine

We provide oil absorbents at fuel dock

Please Describe: How else do you control spills in your marina?

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**SECTION 3: Product and Waste Storage**

Yes

**Requirement:** We train employees regularly to keep different waste types separated for reuse, recycle, or proper disposal

Yes Future

**Additional waste prevention activities:**

We require and monitor proper storage of hazardous materials (i.e., paints, solvents, and batteries) on docks.

We keep flammable materials in chemical safety storage units and/or as directed by our local fire department

We avoid mixing hazardous and non-hazardous materials by identifying and labeling all products and work station containers

We use the Industrial Materials Exchange (IMEX) to get rid of extra materials, relocate discontinued paint lines, and/or to purchase inexpensive raw materials. What materials?

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*(For information about IMEX call 206-296-4899 or 1-888-TRY-IMEX.)*

Please Describe: Other ways we (could) prevent leaks and spills or mixing of non-hazardous with hazardous waste

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**Section 4: Purchasing and Inventory Management**

Yes

**Requirement:** We use a centralized inventory system and/or “just in time” purchasing to minimize excess waste

**Requirement:** “Think before you buy”. All people that purchase products in our shop ask vendors to provide alternatives to hazardous products, review MSDSs

to avoid re-ordering unnecessary hazardous products, and/or write this into purchasing contracts

Yes    Future

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**Additional waste prevention activities:**

We refuse free samples from vendors unless unused portions can be returned

We enforce a policy of allowing only "approved", least hazardous products to enter the shop

Please Describe: Other ways we (could) reduce our use of hazardous materials and reduce emissions; alternative products we plan to try or have tried:

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**SECTION 5: Employee Involvement**

Yes

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**Requirement:** We educate employees, including seasonal employees, about pollution prevention in our routine meetings, training sessions, and/or newsletters

Yes    Future

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**Additional waste prevention activities:**

We post our EnviroStars goal(s) and/or pollution prevention policy statement

We offer incentives to employees for hazardous waste reduction and pollution prevention innovations.

We include employees in product selection to reduce the introduction of unapproved or more hazardous materials

Please Describe: Other ways we (could) involve employees in hazardous waste and air pollution reduction

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**\*\*\*\* 4-STAR BUSINESS**

*How much waste is generated by your processes? Can more be prevented, reduced or recycled? What have you done to share your environmentally responsible actions with your customers, your community and your industry? Do you know how much time, money, training, and paperwork it takes to manage your hazardous wastes and air emissions? Do you have enough information to chart a course for improvement?*

**SECTION 6: Operations**

Yes

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**Requirement:** We develop, post and monitor "orphan" waste policies (waste left on docks or otherwise improperly disposed of around the marina).

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**Requirement:** We specify that tenants, employees and vendors use secondary

containment and small quantities for dockside work and repairs.

Yes Future

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Additional waste prevention activities:</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | We provide and maintain sewage pump-out facility.   |
| <input type="checkbox"/> | <input type="checkbox"/> | We provide and maintain bilge water pump-out facility   |
| <input type="checkbox"/> | <input type="checkbox"/> | We carefully consider new equipment and product purchases to factor in the potential to minimize or eliminate waste |
| <input type="checkbox"/> | <input type="checkbox"/> | We provide hazardous waste disposal for tenants   |
|                          |                          | We provide recycling for tenants:   |
| <input type="checkbox"/> | <input type="checkbox"/> | Antifreeze  |
| <input type="checkbox"/> | <input type="checkbox"/> | Batteries   |
| <input type="checkbox"/> | <input type="checkbox"/> | Oil   |
| <input type="checkbox"/> | <input type="checkbox"/> | Oil filters   |
| <input type="checkbox"/> | <input type="checkbox"/> | Paper Products  |
| <input type="checkbox"/> | <input type="checkbox"/> | Scrap metal, including zincs  |
| <input type="checkbox"/> | <input type="checkbox"/> | Marine flares (Pyrotechnic Visual Distress Signals)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other   |

Please describe: Other ways we (could) reduce hazardous waste in our marina activities

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### SECTION 7: Marketing

Yes

- Requirement:** We communicate our commitment to reduce hazardous waste, and protect the environment. How?(for ex: post our environmental policy or EnviroStars goal page, explain Best Management Practices to tenants...)

Please Describe:

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- Requirement:** We monitor our facility to prevent impacts to our neighbors and waterways and will work with them to resolve any waste-related problems that occur

Yes Future

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Additional waste prevention activities:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | We give tours of our facility and share what we have learned with other shop owners, customers, environmental groups, trade associations, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | We advertise our certification/environmental awards in the phone book and/or other marketing avenues   |

Please describe: Other ways we (could) market or promote reduction of waste

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### SECTION 8: Management and Accounting Systems

Yes

- Requirement:** We keep disposal and recycling records and compare the amount of waste generated and shipped with past years to monitor progress
- Requirement:** We explore the prevention and/or recycling potential of all the

following wastes produced by our staff and systematically take action to improve our practices

- solvents      batteries      oils
- paints      scrap metal      fuel
- coatings      rags      paper, forms

Other: \_\_\_\_\_

**Yes    Future    Additional waste prevention activities:**

       We review activities of vendors, consultants, and contractors that we hire and require documentation of any waste disposal activities they provide.

Please    Other ways we (could) keep track of the time and money we save by reducing or  
Describe:    avoiding waste all together

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**\*\*\*\*\* 5-STAR BUSINESS**

***How does your business compare with others in your industry? What makes you stand out? Are you creating changes? Are you providing encouragement to others? Do you consider impacts on air, water, land and municipal waste systems?***

**SECTION 9: Leadership**

Yes

   **Requirement:** We demonstrate leadership on environmental/waste prevention issues within our profession

You must be able to check YES for **at least two** additional items listed below:

Yes    Future

- We describe how we reduce hazardous waste and spills and share successes, cost savings and environmental tips with others through trade association meetings, trade publications, voc-tech programs or industry-related conferences
- We educate the industry leaders of tomorrow by discussing waste management and pollution prevention in training or voc-tech programs
- We work with our suppliers and manufacturers to play an active role in demonstrating and introducing environmentally responsible products
- We have developed or adopted a new technology, product, or service innovation that resulted in reduced hazardous waste
- We through trade associations, , or industry related workshops
- Other leadership

Please Describe checked items in more detail:

activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 10: Comprehensive Environmental Protection**

Yes

- Requirement:** Incorporate a recycling program for solid waste. You must be able to check *at least 5 items* from this list:
  - Make double-sided copies     Reuse office supplies such as file folders/envelopes
  - Communicate electronically     Get off unwanted mail lists     Use durable containers for shipping
  - Reuse packaging materials     Repair vs. replace equipment     Use rechargeable batteries
  - Provide recycling containers such as glass, aluminum, plastic, cardboard
  - Purchase recycled products     Set up materials reuse/exchange station
  - Other: \_\_\_\_\_

- Requirement:** We protect water quality: We have participated in or sponsored a waterway cleanup, spawning or rearing habitat restoration, or other projects in our community to spread the ethic of environmental stewardship, endangered species protection and/or invasive species elimination Describe your activities: \_\_\_\_\_

Please Describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes    Future

- Additional waste prevention activities:**
- We minimize vehicle travel to work by encouraging employees to take the bus, bike, carpool, or walk
  - We do not allowing washwater with soaps or detergents to enter a storm drain or waterways
  - We conserve energy by participating in the EPA Green Lights/Energy Star program or our local utility’s conservation program (Call 202-775-6650 or see [www.energystar.gov/](http://www.energystar.gov/) for more information)
  - We provide materials to educate employees and/or customers about steps they can take to prevent pollution at home

Are there any other things that you are doing now, or future plans you have, to reduce waste or emissions that you’d like to mention?

Please Describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**<<<DON’T FORGET TO RETURN TO SECTION 1 TO FILL OUT & SIGN YOUR GOAL>>>  
Congratulations!**

**This worksheet will be reviewed and evaluated and your star level assigned.**

**We look forward to adding your company to the EnviroStars Program!**