

California Clean Marina – Tenant Manual

January 2008

California Clean Marina – Introduction

The purpose of the California Clean Marina program is to encourage marinas, yacht clubs and other boating facilities throughout the State to use Best Management Practices (BMPs) to prevent or reduce pollution in our coastal waters. BMPs are defined as all activities and devices that help prevent or reduce water pollution. Pollution may be introduced to the water by storm drains, seepage, and direct spills or by dumping. BMPs to counter the impact of these events would include boat maintenance practices, education, waste receptacles, spill prevention and rapid response plans, just to name a few.

Best Management Practices endorsed by Holiday Harbor-Cabrillo Marina are covered in the following pages and include:

- Emergency Response**
- Petroleum Containment**
- Topside Maintenance & Cleaning**
- Underwater Hull Cleaning**
- Marina Operations**
- Marina Waste Handling**
- Sewage Containment & Discharge**
- Solid Waste Management**
- Liquid Waste Management**
- Fish Evisceration & Waste**
- Hazardous Materials**
- Storm Water Runoff**

In addition, there are many websites offering a wealth of boater education and helpful information. These include:

- www.dbw.ca.gov**
- www.coastal4u.org**
- www.saveourshores.org**
- www.boat.us.com**
- www.earth911.org**
- www.cleanboating.org**
- www.cleanmarinascalifornia.org**

EMERGENCY RESPONSE

A number of situations may occur in a marina that require immediate response. Calling 911 may be appropriate in some instances, but additional staff and tenant responses may also be necessary in nearly every situation.

Marina Best Management Practices

Holiday Harbor-Cabrillo Marina has a formal Emergency Action Plan and maintains an Emergency Response Manual which is accessible to Marina Maintenance and Marina Security. This manual provides a map of all electrical disconnects, water and gas shut-off valves and emergency telephone numbers for any situation that may arise. These numbers are kept up to date and Marina staff receives ongoing training for emergency procedures and responsibilities.

New employees are acquainted with the Emergency Response Manual in detail.

Boater Best Management Practices

1. Keep the appropriate number of fire extinguishers onboard with current service tags in place.
2. Insure that engines and fluids have cooled adequately prior to initiating any maintenance to avoid burns.
3. Keep work areas on your boat clear of oil and debris
4. Provide continuous ventilation in work areas, especially below decks.

PETROLEUM CONTAINMENT

Fuel can easily be spilled from the fuel tank vent while fueling and both fuel and oil may be discharged during bilge pump operation. Hydrocarbons are dangerous to aquatic plants and animals (and humans) both at and below the water surface. It is therefore necessary to prevent fuel and oil from boat bilges and fuel tank vents from entering the water.

It is unlawful to discharge fuel or oil into the Marina and any violation carries severe penalties.

Marina Best Management Practices

Holiday Harbor-Cabrillo Marina has a Fuel & Oil Spill Prevention and Containment Plan included in the Marina Emergency Response Manual. The first course of action is the same for any type of spill: **contact the U.S. Coast Guard**. This call may be made by you, by one of your neighbors or by the Marina.

The Marina provides bilge pads for our tenants at no charge and we require that they be used wherever appropriate in your particular boat. These pads will keep the oil and fuel in your bilge separated from the bilge water so, when your automatic pump comes on, all its pumping is water. Contaminated pads may be disposed of in the maintenance garage, come to the marina office to be given access.

Boater Best Management Practices

1. Avoid overfilling fuel tanks. Fuel stored underground is cold and, once in your tanks, it will expand and overflow directly into the harbor.
2. With the exception of outboard engines with internal fuel tanks, no refueling is allowed from Holiday Harbor-Cabrillo Marina docks. External fuel tanks are to be refilled on land to prevent fuel spills into the harbor.
3. Use absorption pads provided by the fuel dock while fueling to catch splash-back and the last few drops while the fuel hose is being handed back to the fuel dock attendant.
4. Keep engines properly maintained for efficient fuel consumption, maximum fuel economy and, therefore, clean exhaust. Improper exhaust levels release hydrocarbons directly into the harbor.
5. Visually check for engine oil and fuel leaks on a regular basis, use bilge pads under the engine(s), examine them frequently and replace them whenever necessary. Remember, they're free.
6. Do not pump any bilge water that is oily or has a surface sheen. If bilge water containing oil or fuel is accidentally pumped overboard, do not treat it with detergent or an emulsifier. The goal for spills is to contain and collect the spill; not to disperse the spill and allow it to sink.
7. Any observed fuel or oil spills need to be reported to the U.S. Coast Guard quickly. They will make the reports to other agencies as the situation demands.

TOPSIDE MAINTENANCE AND CLEANING

Use of solvents, paints and varnishes for in-slip boat maintenance can contribute to pollution entering the harbor. The best way to protect the water is to perform only small maintenance jobs in the slip reserving anything of major scope for a trip to the boatyard. Use of a variety of boat cleaners and detergents, teak cleaners and fiberglass polishes and waxes can also contribute to pollution and nutrients entering the water.

Marina Best Management Practices

Topside maintenance in the slip is limited to minor projects involving 25% or less of the deck area. Limited power sanding is allowed only with adequate dust containment in use. Active dust containment such as a vacuum attachment for a sander is preferred over passive containment like tarps or sweeping. No sawing, planing or routing wood or other materials may be done in the Marina or in the Marina parking lots. These are jobs best reserved for a land-based wood shop or boatyard.

Boater Best Management Practices

1. Limit topside maintenance in the slip to projects involving 25% or less of the deck area. Anything larger belongs in a boatyard.
2. Dust containment devices are to be used when sanding followed by appropriate recovery and disposal. Sweep or vacuum any residual sanding dust for disposal in landside containers.
3. Temporarily drape tarps on the boat and use tarps or polyfilm between the boat and dock to contain waste and prevent anything from entering the water.
4. Do not sand with steel wool and do not sand in a heavy breeze.
5. Mix all solvents, paints and varnishes over a tarp or on land, avoid spills into the water and use secondary containment during application to catch drips.
6. When working below decks, remove oil, debris and clutter from the immediate work area. Use eye protection and a respirator when there is any possibility that dust, vapors or debris could damage eyes or lungs.
7. Plug scuppers and close ports to contain dust and debris. Provide adequate ventilation to prevent accumulation of flammable, noxious or dangerous fumes.
8. Approved Marina tradespersons are expected to “know the rules”, but remember that the final responsibility for compliance rests with you as the boat owner and Marina tenant.

9. Verify that any topside maintenance service you employ uses environmentally friendly cleaning products which are phosphate free and biodegradable. Avoid cleaners that contain ammonia, lye, sodium hypochlorite, chlorine or petroleum distillates.
10. Use all cleaning or polishing products sparingly and avoid any spills into the water. Using more of a product does not necessarily mean your boat is any cleaner or shinier.

UNDERWATER HULL CLEANING

A trip out of the country to obtain bottom paint that **might** last longer but which does not comply with stateside regulations has quickly been negated by the price of fuel. Insure that your bottom paint meets all State and Federal standards and give strong consideration to bottom paint that does not pollute our environment. Copper-free products are being introduced by several manufacturers and will soon become the product of choice. Frequent underwater hull cleaning can enhance vessel performance and protect it from marine growth and concealed corrosion. Hull cleaning should be performed in a way that will protect and preserve the bottom while causing minimal impact on the environment.

Marina Best Management Practices

Holiday Harbor-Cabrillo Marina endorses the use of nontoxic and legal hull paints for the best protection and preservation of the hull and to reduce the possibility of water contamination during hull cleaning. Vessels returning from fresh bottom paint outside the country are not welcome in the Marina.

We also encourage regular cleaning by any of the approved dive services who have provided proof of insurance to the Marina and monitor their divers closely. Reports from boaters using other services abound and the majority of the stories do not end well.

Boater Best Management Practices

1. Insure that your bottom paint has been properly applied and maintained to protect the hull from fouling organisms thus improving your boats performance and fuel efficiency.
2. Wait 90 days after applying bottom paint (or as recommended by the paint manufacturer) before the first underwater cleaning. Notify your dive service when the paint was applied and the type of paint used.

3. Schedule regular hull cleaning and underwater maintenance to prevent the build-up of hard marine growth and eliminate the need for aggressive scrubbing. Gentle cleaning on a scheduled basis will also increase the effectiveness of the antifouling paint and extend its useful life.
4. Insure that your dive service monitors the performance of their divers to confirm compliance with established practices and environmentally friendly methods.
5. Seek out the highly desirable dive services who use non-abrasive scrubbing agents, sponges or pieces of carpet to reduce sloughing of paint and debris into the water. Encourage divers to use different types of pads where possible to properly maintain the bottom paint. For example, pads used near the waterline may need to be able to remove a heavier layer of growth and corrosion while softer pads may be used elsewhere.
6. Repair any paint bonding problems at haul-out to avoid further chipping and flaking of paint into the water.

MARINA OPERATIONS

Materials, supplies, vehicles and equipment stored outdoors and exposed to rain and runoff can result in storm water pollution. To the greatest extent possible, indoor storage should be utilized and Marina staff should be trained on emergency spill response. Boaters should also use dock box storage or storage onboard the vessel to eliminate harbor contamination.

Marina Best Management Practices

Marina maintenance personnel are trained on emergency spill response procedures and attend refresher training as needed. Any spills occurring during routine maintenance procedures are cleaned up immediately using absorbent materials or other environmentally friendly methods. No debris created during dock repair is allowed to enter the water. Trash enclosures are constructed to prevent leaks from entering the water.

Except for vehicles, the Marina stores all materials indoors which maximizes reduction of contaminants from these types of storages. Vehicle storage

areas are paved to allow for periodic sweeping and treatment of oil spills and are also sloped or bermed to limit runoff.

Bicycles, motorcycles and motor scooters are not allowed to be stored or ridden on the docks and may be stored only in designated areas on land. Bicycles, however, may be stored onboard boats. Unattended containers of solvents, paints and varnishes are not permitted on the docks and secondary containment is employed when containers are open or in use. Storage lockers on land are also made available to boaters for materials and supplies which should not be stored on board vessels.

Except for slips under 30' where boaters may not even require electrical power, electricity provided to the slips is submetered at each slip.

Boater Best Management Practices

1. All materials and supplies are to be stored onboard, in the dock box or in off-site storage. Nothing may be left on the docks.
2. Any spills must be cleaned up immediately using absorbent materials, dry sweeping techniques or by vacuuming. Do not rinse spills or debris of any kind into the water.
3. Waste materials and debris must be disposed of in landside refuse receptacles or using Household Hazardous Waste facilities for hazardous materials. Contact information for HAZMAT companies is listed at the end of this document.
4. No hazardous material is to be transported in the Marina dock carts nor are these carts to be used for batteries or other heavy objects. The Marina has different types of carts which can be made available for appropriate needs.
5. Open fires or barbecues are not allowed on the docks unless a special event has been approved by Marina Management.

MARINA DEBRIS

Proper debris management, handling and disposal are an integral part of good housekeeping practices that must be implemented at all Marinas. Marina debris should be contained in designated areas designed to limit storm water run-on and runoff and located away from the storm water conveyance system. Debris should also be stored in leak-proof containers.

Marina Best Management Practices

The Marina requires immediate cleanup of spills of chemicals, pesticides, insecticides, fertilizers and soil amendments. Parking areas are cleaned periodically using a dry sweeping method. Pet waste removal bags are located in the Marina. Pet deposits on the docks are obviously undesirable and a violation.

Boater Best Management Practices

1. Potted plants of any size are not allowed on the docks without an overflow container.
2. Pets on Marina property are to be on leash at all times. Leashes are to be a maximum of 6 feet long and pet owners are required to clean up after their pets.
3. A lot of overboard discharge can be prevented by returning anything not eaten onboard to shore for disposal. Don't put anything in the water that did not come from the water or that you would not mind swimming with.

SEWAGE CONTAINMENT & DISCHARGE

Use of marine sanitation holding tanks in an improper manner can result in sewage entering the water. Both improperly installed marine sanitation devices (MSDs) and improper disposal practices are illegal. Sewage from boats is more concentrated than that from either combined sewer overflows or sewage treatment plants because MSDs use little water for flushing. Boaters and marinas have a vested interest in clean water free of any sewage discharge. The livelihood of marinas and the recreational benefits boaters derive from use of the harbors are clearly linked to clean water.

Marina Best Management Practices

Mobile pumpout service at a reasonable cost is also readily available in the Los Angeles Harbor; the Marina office can provide contact information.

Illegal dumping in the harbor is viewed as one of the most serious infractions of boating law. Holiday Harbor-Cabrillo Marina enforces city, county, state and federal law dealing with illegal dumping and any observed dumping should be reported to the U.S. Coast Guard immediately.

Boater Best Management Practices

1. Make sure holding tanks and every component of an approved MSD system are operating properly and adequately maintained.
2. Pump out your holding tank on a regular basis or contract with the mobile pumpout service. Never let the tank become over-filled.
3. Any illegal discharge should be reported to the U.S. Coast Guard with all available details immediately upon being observed. Sewage discharge leaves no telltale evidence like an oil or fuel spill, so call quickly and they will respond quickly.
4. Discharge at sea is perfectly legal so long as you are beyond the 3-mile limit and – as a courtesy – well away from other boaters.
5. Use environmentally sensitive cleaning supplies in order to help alleviate gray water concerns.

SOLID WASTE MANAGEMENT

Solid waste can collect at marinas and other harbor locations if litter is not continuously collected, if adequate refuse receptacles are not provided or conveniently located or if sufficient attention is not devoted to waste produced during boat cleaning, maintenance or repair activities. Marinas that are kept clean are more attractive and enjoyable and substantial cleanup costs can be replaced by small investments in trash collection and preventative practices. Providing sufficient receptacles, separating recyclables and preventing litter are all accepted practices and part of environmentally friendly marina management.

Marina Best Management Practices

The Marina provides several dumpsters for refuse and separate well-marked dumpsters for recyclables conveniently placed throughout the property. These containers are emptied and contents disposed of by a commercial refuse company licensed to do so and the dumpsters are switched-out with freshly maintained units on a scheduled basis. Our trash enclosures are swept and cleaned weekly and kept clean of litter and debris.

Boater Best Management Practices

1. No waste of any kind may be dumped in the harbor. Land-side receptacles are provided for non-hazardous solid waste and separate containers are available for recyclables.
2. Contaminated liquids, used oil and batteries may not be placed in the dumpsters or in the trash enclosures. As third-party refuse, these become hazardous items by definition and cannot be handled by Marina maintenance personnel. Oil disposal is readily available in the harbor.
3. Expired zinc anodes are often left on the dock by divers for inspection by the boat owner. This is not a preferred practice and the used zincs need to be properly disposed of on land.

LIQUID WASTE MANAGEMENT

Used motor oil can be recycled, cleaned and used again. Recycled used oil can reduce the possibility of its' entrance into storm drains and pollution of ground water or other bodies of water. Recycling also minimizes the risk of polluting the soil from oil being poured directly onto the ground or tossed into a trash receptacle. Adequate and proper storage and disposal of oil, fuel and the variety of other liquid materials boaters use is essential if these contaminants are to be kept out of the environment.

Marina Best Management Practices

Holiday Harbor-Cabrillo Marina has an Oil Spill Response Plan included in the Marina Emergency Response Manual. Marina Maintenance staff is trained in oil spill response and cleanup supplies are maintained on the property. The first course of action is the same for any type of spill: **contact the U.S. Coast Guard**. This call may be made by you, by one of your neighbors or by the Marina.

The Marina stores only minimal quantities of hazardous materials and uses alternative environmentally friendly products whenever possible. Information for disposal of liquid waste is available in the Marina office.

Boater Best Management Practices

1. Hazardous liquid waste must be disposed of using Household Hazardous Waste facilities. Contact information for HAZMAT companies and special HAZMAT collection events are available in the Marina office.

2. Store only minimal quantities of hazardous liquids onboard or in your dock box. Additional material should be stored landside, in a storage locker or off-site.
3. Dispose of used oil and oil filters at approved collection sites. There are several sites in the harbor and locations and phone numbers are shown at the end of this document. Holiday Harbor-Cabrillo Marina has an on site used oil dump station for use by marina tenants. The dump is located along side the restrooms and requires a key to be checked out at the marina office.
4. Use oil-absorbent pads to soak up oily bilge water and dispose of the pads at the pad disposal station located in the maintenance garage.
5. Always check for traces of contaminants before pumping the bilge. Do not pump any bilge water that is oily or has a surface sheen.
6. When changing oil, placed used oil in rigid containers and oil filters in locking plastic bags. Use drip pans and extra oil-absorbent pads during the process.
7. Clean bilges of debris and remove loose containers of paint, solvents and other oil-based products before having your boat hauled.

FISH EVISCERATION AND WASTE

The amount of fish waste disposed of in a small enclosed basin such as a marina can quickly exceed that which exists naturally in the water at any time. Where water circulation is restricted, decomposition of fish waste can deplete the water of dissolved oxygen leading to water quality degradation and fish kills. It is therefore necessary to promote sound fish waste management through a combination of fish-cleaning restrictions, education and proper disposal of fish waste.

Marina Best Management Practices

Holiday Harbor-Cabrillo Marina recognizes and endorses the importance of preventing fish cleaning or disposal of remains in the harbor. Alternatively, we strongly recommend that your catch be cleaned at home. Cleaning fish onboard your boat in the Marina usually results in an audience of birds and the resulting droppings on your boat and docks, residual debris on the dock and fish odors not always welcomed by your neighbors.

Boater Best Management Practices

1. Clean fish out to sea or clean your fish at home. Alternatively, many anglers clean their fish and dispose of the remains well offshore.
2. Dispose of unused or unwanted bait well offshore. Dumping bait in the harbor quickly leads to an unwanted harbor population of seals, sea lions and possibly sea otters.

HAZARDOUS MATERIALS

Improper handling of hazardous materials can cause harm to human health and the environment and can result in serious penalties and expensive clean-up costs if contaminations occur.

Marina Best Management Practices

Holiday Harbor-Cabrillo Marina has a Hazardous Materials Management Plan included in the Marina Emergency Response Manual. Marina Maintenance staff is trained in proper HAZMAT management procedures and emergency response including designation of an emergency coordinator. All hazardous materials used in Marina maintenance are stored properly, indoors and disposed of legally. Spill control materials and empty containers are kept on-site for emergency cleanup.

Boater Best Management Practices

1. Hazardous waste generated by recreational boaters is considered Household Hazardous Waste and is to be handled and disposed of accordingly.
2. Dispose of hazardous waste at the nearest appropriate site. Contact information for HAZMAT companies and special HAZMAT collection events are available in the Marina office.

STORM WATER RUNOFF

Marinas should conduct annual storm water pollution prevention training focused on employee responsibility for creating, managing, updating and executing the Best Management Practices that prevent storm water pollution. The scope of this training should include housekeeping, preventative maintenance, spill prevention and response and material management practices.

Marina Best Management Practices

Holiday Harbor-Cabrillo Marina has a Storm Water Pollution Prevention Plan included in the Marina Emergency Response Manual. Marina Maintenance staff is trained in storm water pollution prevention including reporting spills to the appropriate agencies. Scheduled sweeping and clean up is performed on all land-side property and irrigation systems are maintained regularly and monitored to eliminate over watering. All storm drains on the property are prominently marked to discourage illegal dumping of pollutants.

Boater Best Management Practices

1. Report any unusual flow of material such as paint or petroleum products into the Marina from the storm water drains on the embankment to the Marina office.
2. Report any evidence of broken water, irrigation or sewer lines.
3. Nothing is to be dumped into the storm drain inlets.
4. No vehicle washing or maintenance of any kind is to be performed in the Marina parking lots.

EMERGENCY CONTACTS

HAZARDOUS MATERIAL RESPONSE & DISPOSAL

U.S. Coast Guard
(562) 980-4450

Dept. of Fish and Game
(562) 590-5132

National Resource Center
(800) 424-8802

Fire Department
911

Port Police
(310) 732-3500

OIL, FILTER AND BILGE PAD DISPOSAL

Kragen Auto Parts
842 S. Pacific Ave
(310) 832-7575

Gaffey St. Collection Center
1400 N. Gaffey St.
(800) 988-6942

BATTERY DISPOSAL

Kragen Auto Parts
842 S. Pacific Ave
(310) 832-7575

Gaffey St. Collection Center
1400 N. Gaffey St.
(800) 988-6942

EMERGENCY RESPONSE

Port Police
911 or (310) 732-3500

Fire Department
911

Marina Security
(310) 732-3939

MOBILE PUMPOUT SERVICE

Royal Flush
(888) 656-2251

MARINA OFFICE

Holiday Harbor-Cabrillo Marina
(310) 833-4468