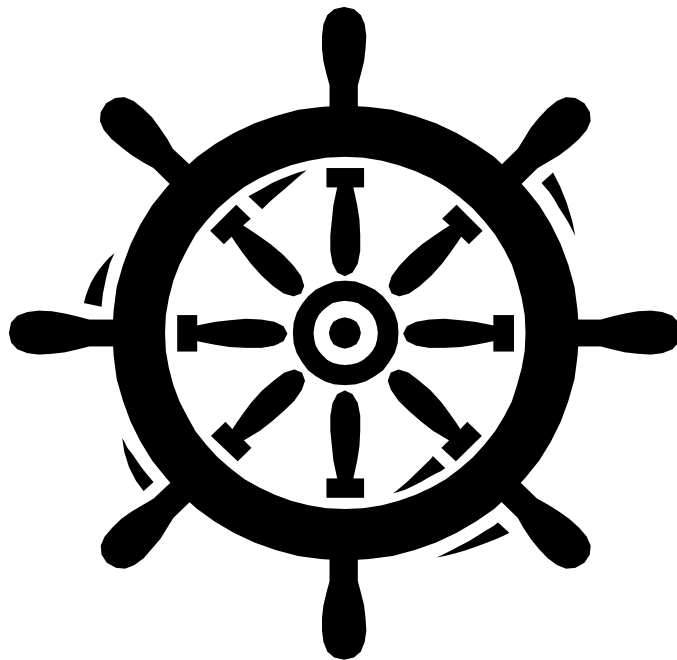


**Port of Everett  
BMPs**

***Marina/Boatyard  
Best Management Practices For Facility Users***

2010



These Best Management Practices (BMPs) are designed to help prevent air, water and soil contamination that can result from maintenance, repair, and other activities associated with boats. All boat owners and independent contractors performing work on boats in the marina/boatyard facility shall comply with the Port of Everett Marina Regulations, Policies, and Procedures, and BMPs. Copies are available at the Marina Operations office and the South Marina Office.

The following BMPs must be familiar to all facility users, and shall be followed. Many are summarized from the following sections of the Port of Everett Marina Regulations, Policies and Procedures manual:

- ✓ Disposal of wastes from vessel operations [Part II, Section C].
- ✓ Waste oil disposal practices [Part III, Section E].
- ✓ Storage of materials at facilities [Part III, Section G].
- ✓ Vessel maintenance allowed in marina berths [Part III, Section O].
- ✓ Fueling of vessels [Part III, Section R].
- ✓ Vessel owner responsibility for preventing water pollution [Part XIII, Section C].
- ✓ Prohibition on Port employee assistance in maintenance and repair activities [Part XIII, Section D].
- ✓ Responsibilities of the vessel owner with regard to maintenance performed in the boatyard [Part XIV, Section B].

Failure to properly follow these BMPs and the Marina Regulations may result in suspension of facility use privileges, vessel impoundment, cleanup costs and/or fines.

### **General**

1. These BMPs will be posted at locations around the marina and at the boatyards and haulout. Users of the boatyards and haulout must check in at the Marina Operations Office to receive instructions and Best Management Practices before first using the facilities. Marina users will receive copies when they lease their slip. Additional copies of BMPs and Marina Regulations are available at the Marina Operations Office and the South Marina Office. Questions about these BMPs should be brought to the Marina Operations Office or the South Marina office.
2. Any facility user who sees another individual violating these BMPs or the Marina Regulations is encouraged to report the violation to the Marina Operations Office or Port of Everett staff member as soon as possible.

### **Maintenance**

3. Haulout facility users must ensure that all gear and equipment in the boat is secured against lurching or swinging of the boat prior to lift. Materials stored on the boat should similarly be secured from spilling.
4. Ground tarps must be used at all times in the Port work yards to control the release of dust, sandings, chemical spills, and other residues. These tarps should be swept or vacuumed daily.
5. Non-vacuum grinding is prohibited in the boatyard.
6. A vacuum sander or rotary tool meeting minimum performance standards shall be used for all paint removal where a sander is appropriate. Paint sanded, scraped, or otherwise removed from boats shall be prevented from contaminating the soil or becoming airborne. If necessary to prevent dust, etc. from becoming airborne, draping the boat with visquine or tarps is required.

a. Minimum Performance Standards:

Sander:

- 98% dust extraction
- Suitable for lead abatement
- Electric or air powered

Vacuum:

- Static water lift = 60 inches minimum
- Air flow = 116 cfs minimum
- Power = 900 watts minimum
- Filter= 1 micron cartridge minimum, recommended filtration – 5 micron bag filter, plus a 1 micron cartridge filter, plus a 0.5 micron filter

7. Users of the boatyards and marina facilities are responsible for properly disposing of paint chips. Paint chips may be disposed of in marina or boatyard trash dumpsters.
8. No boat-bottom washing is allowed in the boatyards.
9. Boatyard areas must be kept neat and clean at all times. No open containers or oily equipment should be stored exposed to the weather, but should be stored under cover (inside boats or under tarps). Port facility personnel will periodically inspect the marina/boatyard facilities to ensure cleanliness. The area around the boat must pass inspection prior to launch.
10. Sand blasting or power spraying of any abrasive grit or substance is prohibited.
11. No spray painting is allowed in the Port's marina/boatyard facilities.
12. Drip pans, tarps or other devices shall be used during the transferring of oil, solvents, paints, contaminated bilge water, and during paint mixing, ie. Pumps, spigots, and cover funnels.
13. In-water cleaning of underwater portions of the hull by divers or other means is prohibited.
14. Repairs modifications, surface preparation, or coating of topside of superstructure shall be limited to 25% of the topside or superstructure surface where the deck composes one collection surface. When stripping, sanding, scraping, sandblasting, painting, coating and/or varnishing any deck or superstructure of a vessel in-water, all particles, oils, grits, dusts, flakes, chips, drips, sediments, debris and other solids shall be collected and managed to prevent their release into the environment and entry into waters of the state.
15. Containers of paint, thinners or similar materials:
  - ✓ No containers of paint, thinners or similar materials larger than 5 gallons shall be allowed in the boatyard or on marina piers.
  - ✓ All such containers must have lids that are capable of being sealed to prevent spillage during transport.
  - ✓ Paints and solvents shall not be mixed on floats or small boats.
  - ✓ Painting is prohibited from small boats or floats
  - ✓ Any paint spilled shall be handled as an oil spill.
16. Before removing machinery from a vessel in the boatyards, all open fittings shall be sealed to prevent leakage of lubricating and cooling fluids. Through-hull fittings shall similarly be sealed to prevent leakage of contaminated bilge water.
17. Biodegradable detergents and cleaning compounds used for washing boats by hand above the waterline shall be used sparingly. No suds visible on the water.

## **Wastes**

18. Ordinary trash generated by users of the marina facility should be placed in dumpsters located around the marina facility and in the boat yards (subject to the restrictions laid down in the Marina Regulations Part II, Section C). Dumpsters may not be used for disposal of any non-boating materials generated off site.
19. Dumpsters are provided throughout the marina/boatyard facilities for the collection of boating generated refuse. All appropriate trash will be deposited in these containers. No garbage, trash, oil, fuel, debris, or other material, liquid or solid, shall be deposited in the water, on Port facility land, or on any floats or piers.
20. Users are required to recycle appropriate materials and use recycle containers that are provided throughout the marina.
21. Abandoning wastes from on or off site on Port property is prohibited.
22. Facility users (boat owners and contractors) shall be responsible for disposing of wastes such as fuels, paints, thinners, solvents, liquid epoxy resins, or other volatile or hazardous substances, dangerous wastes or debris. They must be disposed of in a manner approved by applicable regulations or regulatory agencies.
23. Waste engine oil and filters can be disposed of at receptacles throughout the marina. These receptacles shall be used for the disposal of waste oil only.

Waste oil is recycled. Gas and other flammable materials, paint thinners, antifreeze, oily bilge water or any other products or materials must not be disposed of in these containers.

24. Dumpsters located in the marina/boatyard facilities shall not be used for disposal of unused or waste paints, solvents, oils, antifreeze, spent oil filters, chemicals, pesticides, dangerous wastes or similar materials. Dry, empty containers may be disposed of in the dumpsters. Paint cans must be completely dry before being placed in trash dumpsters.
25. Covers on dumpsters shall remain closed except during the process of actual trash disposal in order to minimize rainwater entry. Damaged or missing dumpster lids should be reported to the Marina Operations Office as soon as possible.
26. Marina/boatyard users who bring their pets on site shall clean up and dispose of their pet's waste as per the City of Everett's animal control regulations (i.e., "scoop laws"). Waste collection bags are provided in dispensers along the promenade.

### **Discharges**

27. Discharge of sewage from vessel toilet facilities while in the marina/boatyard facilities is prohibited. Pumpout facilities are available for holding tank discharge at the fuel dock, the handicap dock and the Tenth Street Boat Ramp--free of charge. Information on commercial pumpout facilities is available at the South Marina Office.
28. All substances prohibited by law from disposal in a sanitary sewer system (i.e., dangerous wastes, pesticides, flammable materials) shall not be disposed of in Port toilet facilities nor into the sewer system indirectly through vessel holding tanks.
29. No liquid or solid waste shall be dumped in storm drains or on the ground.
30. Contaminated Bilge Water:
  - ✓ Bilge water contaminated with oil, antifreeze, solvents or similar materials shall not be pumped or emptied into marina facility waters.
  - ✓ Discharged bilge water shall not cause any visible sheen on the water.
  - ✓ The use of dispersents or mechanical means to dissipate slicks is prohibited.
  - ✓ Information on disposal locations for such material and the names of local contractors disposing of them, as well as information on absorbent product use and disposal, is available at the Marina Operations Office
31. Oil or hazardous material spills that occur despite preventive measures should be stopped at their source and then contained.
  - ✓ Facility users are required to report spills to the Coast Guard and Dept. of Ecology.
  - ✓ The Marina Operations Office shall also be notified of any spills occurring at the boatyard, haulout or marina facility
32. In case of a spill at a POE facility, marina/boatyard users shall:
  - ✓ Immediately stop the source of the spill.
  - ✓ Shut off all ignition sources in the area.
  - ✓ NO SMOKING
  - ✓ Call the Marina Offices (Day & Night: 259-6001), and
  - ✓ Call National Response Corporation 1-800-OILS-911 or 1-800-424-8802 to report the spill.
  - ✓ Contain the spill.
  - ✓ Recover the spill as quickly as possible.

### **Chemicals and Fuels**

33. Storage of oily rags, open paints, open solvents, open thinners, gasoline, or other flammable or explosive material is prohibited on or within the marina/boatyard complex, except for gasoline stored aboard a vessel in U.L. or Coast Guard approved gasoline containers.
34. The use of antifouling paint containing tributyl tin is prohibited.
35. No fueling or transferring of fuel shall be carried out in berthing areas.

## **MARINA REGULATIONS, POLICIES and PROCEDURES**

### **XIII. BOAT LAUNCHING/HAUL-OUT: TRAVELIFT**

#### **A. DEFINITION OF SERVICES AND FEES**

1. Rates for use of the travelift are as per the posted "Port of Everett Marina Schedule of Rates and Fees."
2. A "round trip" consists of a haul-out and launch and includes thirty (30) minutes for owner to wash down boat.
3. Boats that have been painted and are being returned to the water will be given a short interval, not to exceed thirty (30) minutes, in order to touch up holidays left by cradle.
4. Charges for hanging in the slings, for the purpose of surveying or otherwise inspecting the vessel, are based on one (1) hour of allotted time. The vessel will not be moved from the haul-out site without prior arrangements or by rescheduling within the first fifteen minutes, schedule permitting.
5. Charges for lift commence at time scheduled unless Port operator is not ready to commence lift. Time of completion is when Port operator and travelift or other equipment is no longer engaged in handling owner's boat. A boat hanging in the slings is considered as part of charge time.
6. When delay is encountered on travelift operations that is caused by the vessel owner, the owner will be charged hourly in one half hour increments, as per the posted "Port of Everett Marina Schedule of Rates and Fees."
7. Vessel owner may reserve the last scheduled lift of the day for the purpose of allowing the vessel to hang in the slings overnight. Vessel will be launched or transported to the yard the following morning.
8. All charges accrued for lift-out, blocking, yard storage, or other services shall be paid prior to launch or other removal of a vessel from the premises.
9. Blocking on Port premises will be included in the regular haul-out fee. Cradles and/or boat blocking materials used outside the Port's yard will be provided by the boat owner or business storing the vessel. Vessels transported to private yards without adequate space or blocking may be blocked in the Port yard or returned to the water.
10. Service may be refused by Marina Management in the event that any work or vessel is deemed unsafe to Port personnel or equipment.

#### **B. RESERVATIONS**

1. Advance reservations are required for all travelift service(s).
2. Prior to any travelift service, the vessel owner must sign a release of liability form, which will be retained in the Marina Operations office.
3. Boat owners who are more than fifteen (15) minutes late for a reservation may have their appointment canceled, if necessitated by the schedule or at the discretion of Marina Management.
4. Arrangements to transport boats to and from private yards must be scheduled through the private yard operator.
5. Vessel owners who cancel within one hour of their scheduled appointment will be assessed a cancellation fee per the schedule of rates and fees.

#### **C. RESPONSIBILITIES OF VESSEL OWNER**

1. Special care must be taken in placement of slings of travelift to ensure that no damage occurs to hull fittings. The boat owner must signify to travelift operator his agreement to placement of slings and that such placement will not damage hull fittings. The Port of Everett will not be responsible for damage caused by improper location of slings.

2. Boats with hard chines, bilge keels, rubbing strakes, vent covers, etc., are vulnerable to damage by slings when hoisting. Every effort is made to avoid damage to such fixtures, but boat owner should not request his boat be lifted by the travelift unless willing to assume responsibility for any damage that may occur as a result of inherent hazards.
3. All fore and aft stays and other apparatus that may interfere with hoisting of boat must be loosened or removed in advance to avoid delay.
4. Boat owners must ensure that all gear and equipment in the boat is secured against lurching or swinging of boat prior to lift.
5. The vessel owner is responsible for all wash down arrangements and procedures and must provide own scrub brushes, tools, and other supplies. Detergents or chemicals that would cause water pollution are prohibited.
6. Prior to haul out or boat movement, Owner is required to maintain insurance in force and good standing on the vessel. The insurance shall be written as Protection and Indemnity (P&I) insurance on a comprehensive coverage form with limits of at least \$300,000 per occurrence with no limitations for haul out and/or storage in the repair area, including damage caused by weather and wind.

#### **D. RESPONSIBILITIES OF PORT AND OPERATOR**

1. The Port will provide water and hose for the use of vessel owners for wash down purposes.
2. Port employees are responsible for the operation of all Port equipment used for the lifting/ lowering of vessels and related equipment. Port employees are not authorized to perform any work on boats other than necessary to move boats to and from water, trailers, or around the repair area or Marina.

### **XIV. YARD STORAGE**

#### **A. FEES**

Yard storage charges are as per the posted "Port of Everett Marina Schedule of Rates and Fees."

#### **B. RESPONSIBILITIES OF VESSEL OWNER**

1. Tools, equipment, and supplies must be kept aboard boat when not in use.
2. Boat owner is required to provide their own ladder to access their boat. Blocking material is for Port use only.
3. Boat owners can request boat stands to be moved or adjusted while the vessel is on blocks. Stands can only be moved or adjusted by Port staff.
4. Area around boat must be kept neat and clean at all times and must pass inspection prior to launch.
5. Paint spillage must be cleaned up immediately. Spray painting is prohibited in the Port's storage areas.
6. Empty cans, scraps of lumber, paper or other debris must be placed in waste containers and the area cleaned on a daily basis and prior to departure.
7. Hazardous or volatile materials or procedures which can endanger other boats and persons or contaminate soils, ground water, or saltwater are not permitted. Fires aboard boats or on Port premises are prohibited.
8. Boat covers, equipment, and/or accessories must be neat and tidy and present a good appearance at all times. (Do not attach tarps or other covers to boats stands.)
9. Sails deployed utilizing a roller furling must be removed and stowed prior to vessel being blocked. All other sails shall be secured.
10. Waste oil, paint, or other volatile or hazardous substances or debris must be disposed of in a manner approved by applicable regulations or regulatory agencies. The Port may maintain waste oil containers which may be used for disposal of that liquid.
11. Boat owners engaged in work on their boat must take care not to interfere with the travelift operation or

work of other boat owners in the area.

12. Sandblasting is prohibited in the Port's storage areas, except in an approved area.
13. In the event that anyone is in violation of these regulations, their vessel may be impounded and the owner required to pay for any damage or necessary clean-up prior to departure.
14. Parking inside the boatyard is prohibited. Boat owners are authorized to access the yard to load and unload equipment and materials, however, must park their vehicle outside of the yard. Vehicles interfering with business operations may be towed at owners risk and expense.
15. Living aboard a vessel while blocked in the Port's yard area(s) is prohibited.
16. Security of vessel, once adequately blocked and placed in a proper cradle by port employees, becomes the responsibility of the boat owner. The Port will not be responsible for subsequent damage that may occur to the vessel as a result of a weight redistribution or other movement due to causes including, but not limited to, wind, earthquake, or tampering with blocking or cradle by the boat owner or individual other than a Port employee.
17. During the summer season (April 1 - October 31), when demand for yard space is high, the Port's facility is provided for use as a work area, not a storage area, and time is of the essence. In the event that Marina Management determines that a vessel is being stored or otherwise remains in the yard for an excessive period of time, yard privileges may be terminated. During the winter season (November 1 March 31), when demand for yard space is low, a reduced fee is available to vessel owners and storage is permitted.
18. All vessel repair maintenance performed in the Port's yard area(s) will comply with the "Best Management Practices" (BMP's) for boat yards, issued by the Department of Ecology. Copies are available in the Marina Operations Office and South Marina Office.
19. Temporary structures are prohibited.
20. Boat owners, and their representatives, contractors and workers, must conform to the posted work hours of the yard and must leave by posted times unless written permission has been provided by the Facilities and Security Director of the Port of Everett.

## **XV. WASHDOWN FACILITY**

### **A. DEFINITION OF SERVICES AND FEES**

1. Washdown facility charges are as per the posted "Port of Everett Marina Schedule of Rates and Fees."
2. All vessel bottom washing will take place at the washdown facility, except vessels without bottom paint.
3. Only qualified operators are authorized to operate Port of Everett pressure wash equipment. A list of qualified operators is available from the Marina Operations Office. (See: Pressure Wash Operator Qualifications)
4. The vessel owner may utilize privately-owned pressure wash equipment to wash their vessel (except at the 12<sup>th</sup> street boatyard where activities are limited to port staff,) subject to Washdown Facility policies. Authorization for such use of the facility is obtained from Marina Management by signing a "Hold Harmless Agreement." Any such personal use must be for non-commercial purposes.
5. Handscrubbing and wet sanding are permitted, subject to the "Port of Everett Schedule of Rates and Fees."
6. The facility user will be allowed thirty (30) minutes to complete the bottom wash. Additional time is available in five (5) minute intervals, subject to the Schedule of Rates and Fees. Maximum time limits will be dependent on and subject to the travelift schedule.
7. Vessels that hang overnight in the slings will usually be located in the washdown facility, at the discretion of Marina Management. The facility will be secured between dusk and dawn.

8. Dry sanding, and grinding are prohibited in the washdown facility.

**B. RESPONSIBILITIES OF FACILITY USER(S)**

1. Boat owner is responsible to ensure that washdown contractor is scheduled in advance.
2. Use of soap is prohibited.
3. Dumping of bilge water or other contaminants is prohibited.
4. User is responsible for washing down the pad after each use. Failure may result in cleanup fee to cover Port labor expense.

**C. RESPONSIBILITIES OF PORT**

1. The Port will provide pressure wash equipment (for business operators only) and/or hose.
2. The Port will activate equipment when appropriate.

## **Port of Everett Marina/Boatyard Best Management Practices (BMPs) Attention Port Personnel**

These BMPs are for Port personnel who regularly work in and around the marina/boatyard facilities. They are meant to assist the Port of Everett in maintaining a quality environment in and around its facilities, and in meeting its regulatory obligations to prevent pollution. These BMPs will be provided to all boatyard and marina facility personnel and will be posted in a central location. It is important that personnel are familiar with these BMPs, as well as those BMPs written for marina and boatyard users. BMPs for facility users shall also be followed by Port personnel unless special arrangements are made with the concurrence of marina management, except that wastes shall be disposed of in accordance with existing Port waste management practices.

1. The marina boatyard and haulout facility shall be inspected regularly to ensure that users are following proper BMPs and that the facilities are clean.
2. Personnel shall always be on the lookout for violations of Marina/Boatyard BMPs by facility users during the regular course of their work. Any violations shall be addressed immediately, and then reported to the Marina Operations Office, the South Marina office or the appropriate supervisor.
3. Catch basins at the Port of Everett boatyards and haulout areas will be visually inspected monthly and cleaned as necessary to ensure the interception and retention of solids entering the drainage system. Wastes shall be disposed of in accordance with existing Port waste management practices.
4. Any materials found abandoned at the facility shall be reported to the Marina Operations Office or South Marina Office immediately.
5. Leaks occurring from facility users' boats or from Port equipment shall be reported to the Marina Operations Office or South Marina Office. Appropriate action should be taken to stop or contain the spill if possible and as long as it safe to do so.
6. Port personnel shall be familiar with the Port of Everett Spill Prevention, Control and Counter Measure Plan for Oil or Hazardous Materials, and the Supplemental General Spill Control Plan for Port of Everett Marina and Boatyard. Copies are maintained at the Marina Operations Office and South Marina Office.
7. Port personnel shall ensure that hazardous materials generated by the Port are stored and disposed of in accordance with state Dangerous Waste Regulations and existing Port waste management practices.
8. Any intercepted Port-generated chemical spill shall be recycled back to the appropriate chemical solution tank or disposed. The spilled material must be handled or disposed in such a manner as to prevent its discharge into state waters.

9. Port employees are encouraged to point out to managers areas where Marina/Boatyard environmental practices might be improved, and to provide suggestions for reducing the Marina/Boatyard waste stream.