



Michigan Clean Marina Program Checklist

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Mandatory Practices

M1 Dredging Permits

Marina development and expansion projects along the Great Lakes, including dredging, will require a joint permit from the U.S. Army Corps (USACE) and the Michigan Department of Environmental Quality (MDEQ). These two agencies will ensure that marina construction and dredging will be done in an environmentally sensitive matter.

A. Have you received the proper permits for all past marina construction and dredging?

Yes, all permits have been received. Current joint permits expire in 2017.

Dredging Permit: DEQ # 11-15-0045-P
Army Corp. # LRE-1974-410010-S11

Hydraulically dredged approximately 6,300 cubic yards of sand within the City of East Jordan Marina to an elevation of 577.5 feet IGLD. All dredge spoils were disposed of at an upland location.

B. Do you pledge that all permits will be obtained for all future marina construction and dredging?

Yes, the City always complies with local, state and federal permits for all construction work. Attached are copies of recent dredging project permits that have taken place within the harbor basin.

Attachments:

Attached are copies of dredging permits.





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M2 Marina Operators Permit

A marina located on an inland lake or river will likely require a marina-operating permit (MOP) under Part 301 Inland Lakes and Streams of the NREPA, depending on the nature of the use. If applicable, does your marina have a MOP?

Yes, the East Jordan City Marina does have a Marina Operating Permit. As of November 4, 2009 the requirement for a marina operating permit (MOP) was rescinded by an amendment to Part 301, Inland Lakes and Streams, of the Natural Resources and Environmental Protection Act, 1994 PA 451 as amended.

DEQ Permit # 84-15-0747-M

Attachments:

Attached is a copy of the City of East Jordan Marina Operating Permit.





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M3 Bottom Lands Lease

A marina located on the Great Lakes public trust bottomlands will require authorization from the MDEQ in the form of a lease under Part 325, Great Lakes Submerged Lands of the NREPA. The lease requires an annual fee to be paid to the MDEQ and will contain conditions for the use and occupancy of the subject bottomlands. If applicable, does your marina have a valid lease with the MDEQ?

No, the East Jordan City Marina does not require a Bottom Lands Lease Permit.





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M4 Permanent Antifreeze

The use of ethylene glycol antifreeze for winterization is prohibited. Do your best management practices require the use of non-toxic antifreeze such as propylene glycol?

For winterization purposes, the City uses only propylene glycol in restroom facilities.

- All toilets, drains, flush valves, and sink traps are flushed with propylene glycol for winterization. A photograph of product purchased by the City is enclosed.

Attachments:



Michigan
Boating
Industries
Association



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M5 Fuel Dispensing Equipment

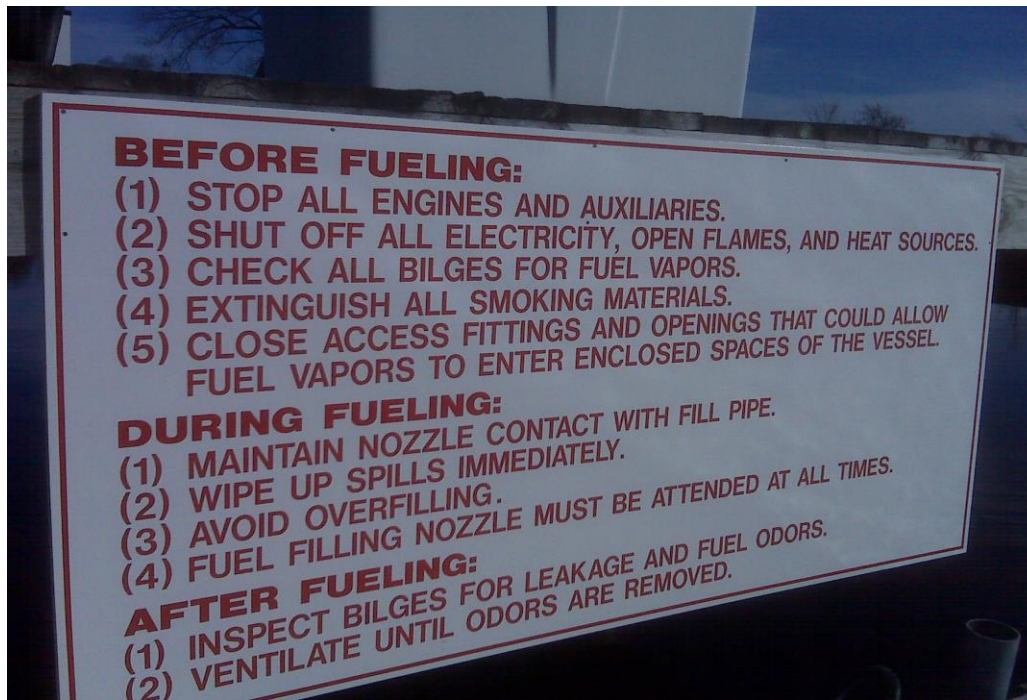
At your marina fuel dock, have you removed all fuel nozzle-holding clips and installed automatic backpressure shutoff nozzles on fuel pump discharge hoses in accordance with Michigan law?

All holding clips have been removed from the fuel pumps at the East Jordan City Marina. The marina dispenses both Midgrade and Premium gasoline.

The pump nozzles also have backflow prevention installed on them.

The gas pumps and tanks are checked yearly and certified by Michigan Department of Agriculture and DEQ.

Attachments:





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M6 Fuel Storage

The U.S. Environmental Protection Agency's (EPA) Oil Pollution Prevention Regulation requires that marinas prepare and implement a plan to prevent any discharge of oil into navigable waters or adjoining shorelines if the facility has an aggregate above ground oil storage capacity greater than 1,320 gallons. If your marina falls under these guidelines, have you prepared a Spill Prevention, Control and Countermeasure (SPCC) Plan?

The East Jordan City Marina does not discharge oil nor does the marina have above ground oil storage. The Marina does have below ground fuel storage of gasoline tanks which are 4,000 and 6,000 gallon tanks. A copy of the storage tank license is attached.

City staff has been trained and certified as underground storage tank operators. (New 2013)

Attachments:



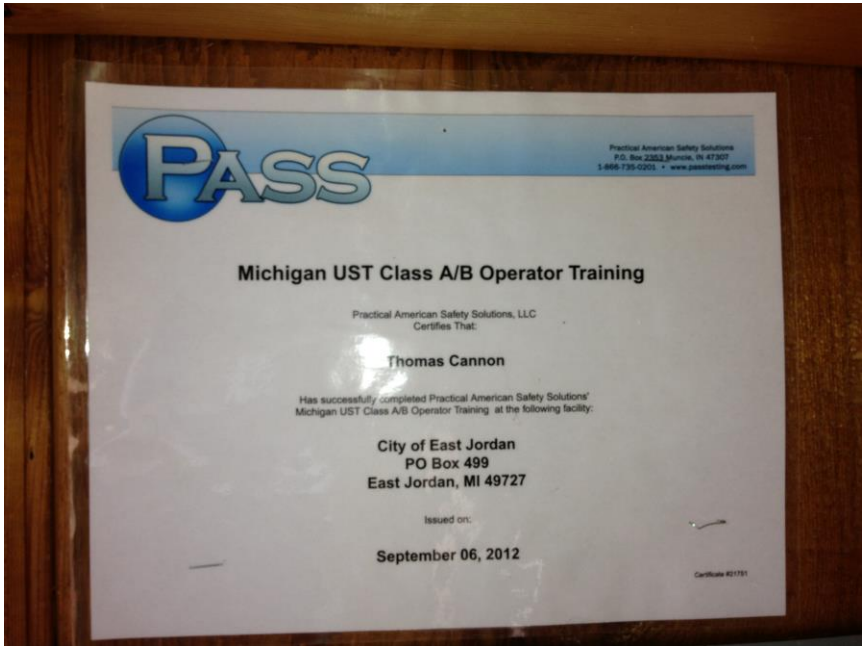


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M7 Fire Extinguishers

Have you provided the required number of fire extinguishers for all marina buildings and facilities and provided for annual inspections as required by the National Fire Protection Association's standards for marinas and by the local fire authorities?

The marina currently has one fire extinguisher located at each building and one extinguisher on the gas dock. Each fire extinguisher is inspected yearly and tagged.

Attached is a copy of the paid invoice from Northern Fire and Safety who the City contracts all fire equipment to be inspected.

Below are pictures of the fire extinguishers that are located at the City Marina.

Attachments:





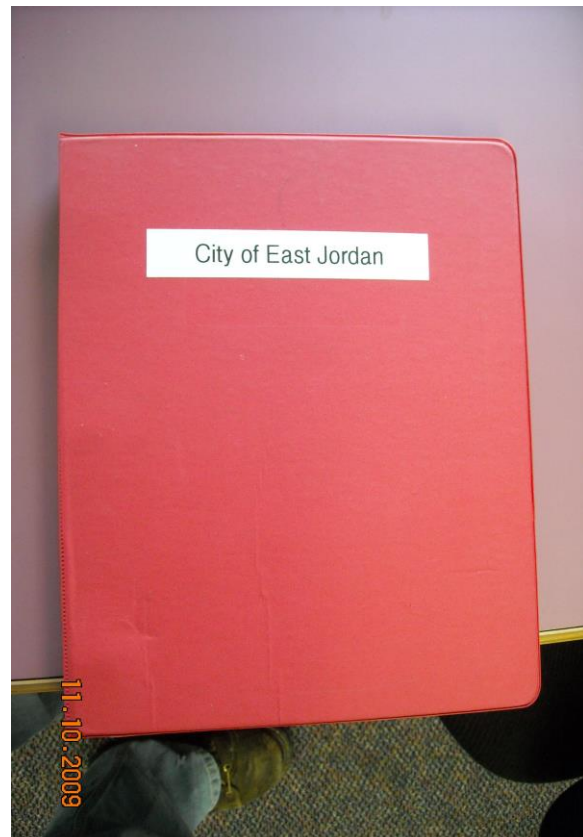
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M8 Material Safety Data Sheet

Do you keep a file of Material Safety Data Sheets (MSDS) for all products used at your facility, as required by the Occupational Safety & Health Act of 1970 (29 USC Sec. 657) stored in an office away from material storage areas?

The East Jordan City Marina has a MSDS binder which includes all chemicals that are used at the marina. The binder is kept in the main office building on the lower desk. The main office is has the storage room where all of the cleaning agents are kept.

Attachments:





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M9 Oil Spill – US Coast Guard

Because of the harm associated with petroleum, the discharge of oil is absolutely prohibited. The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into or upon the navigable waters of the United States. The United States Coast Guard must be notified any time a spill produces sheen on the water. Have you posted the National Response Center phone number of (800) 424-8802 at various and appropriate areas of your marina to allow for the proper notification of a spill?

The City has displayed two signs notifying all boaters of the National Response Center phone numbers at both doors. The decals are bright green and are easily visible from the outside.

Attachments:

Attached is a copy of the City of East Jordan Emergency Call-Out List.

This memo is posted on wall near employee phone list.

HAZARDOUS WASTE EMERGENCY INFORMATION		
EMERGENCY	NAME <u>U.S. Coast Guard</u>	Map of facility with emergency equipment, spill equipment, exit routes, and alarm locations.
COORDINATOR	PHONE <u>1-800-424-8802</u>	
ALTERNATE	NAME <u>Central Dispatch</u>	
	PHONE <u>911</u>	
FIRE DEPT.	PHONE <u>911</u>	
HOSPITAL	PHONE <u>231-547-4024</u>	
POLICE	PHONE <u>911</u>	
Fire alarm is located: _____		
Spill control equipment is located: <u>on gas dock. White dock box contains absorbent tubes.</u>		
Fire extinguishers are located: <u>Gas Dock and main office building</u>		
National Response Center: 1-800-424-8802 Michigan Pollution Emergency: 1-800-292-4706		
Provided by: The Environmental Assistance Division and the Waste Management Division of the Michigan Department of Environmental Quality Environmental Assistance Center 1-800-662-9276		
Other hazardous waste requirements may apply.		





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M10 Oil Spill – Michigan DEQ

All spills must also be reported immediately to the Michigan Department of Environmental Quality. Have you posted the MDEQ phone number of (800) 292-4706 at various and appropriate areas of you marina to allow for the proper notification for a spill?

The City has posted the Hazardous Waste Emergency Phone Number signs on both office doors. The signs are bright green and easily visible from outside.

Below are the oil spill tubes and container that is located on the fuel dock.

Attachments:



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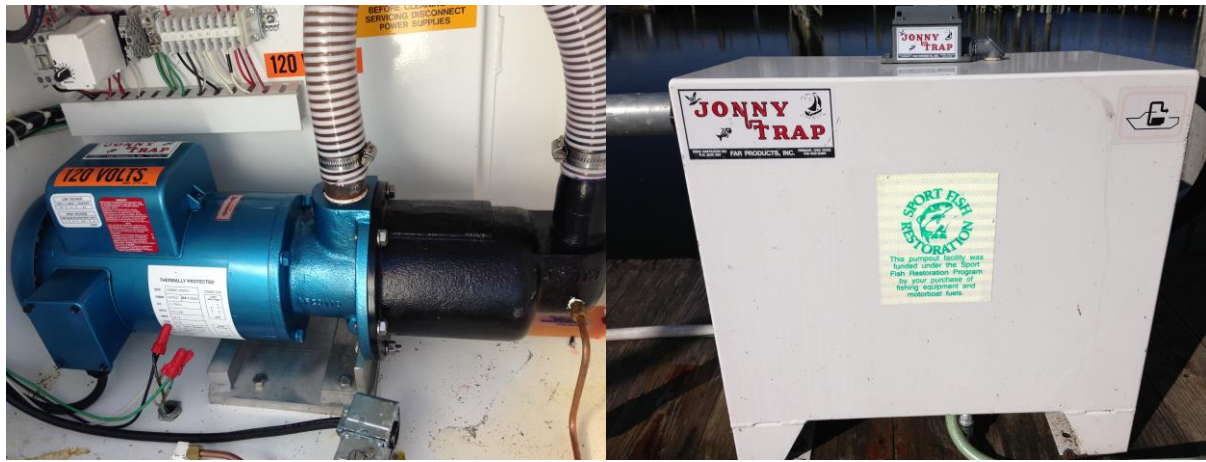
M11 Pump Out Facilities

Michigan is a “No Discharge” state (effective on all freshwater bodies) It is illegal to discharge raw and/or treated sewage from a watercraft within the water of the state. Michigan law, NREPA Act 451, Part 95, requires that all docking facilities provide pumpout stations or have a signed agreement with another facility to accommodate pumpouts for their vessels. Does your marina have a signed agreement or provide a pumpout which will empty boat holding tanks and porta-potties and dispose of waste in an acceptable manner?

The East Jordan City Marina has a pumpout facility located on the gas dock. This is a full-service pumpout as only employees are allowed to pump out vessels. All waste is pumped into the City’s sewer system.

The pumpout equipment was replaced in 2012 and funded by the DNR’s Clean Vessel Act.

Attachments:





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M12 Restrooms

Does your marina provide clean, functional restrooms, which are open 24 hours a day to encourage people not to use their heads while in port?

The East Jordan City Marina has both public and private boater restrooms. The public restrooms are open 24 hours a day. The restrooms are cleaned at least once daily. The private restrooms have a key code that is given to all seasonal and transient boaters. There are a total of 6 toilets and 1 urinal for all of the restrooms. There are 8 total sinks in the facilities.

There are 4 shower rooms with 1 handicap accessible. The boaters are given a shower key access.

Attachments:





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M13 Fish Waste

It is illegal to dispose of fish waste in the waters of the State. Does your marina provide a fish cleaning station or contractually bind your customers to the proper disposal of fish waste?

There is not a fish cleaning station available to boaters at the East Jordan City Marina.

All waste is taken to the City's transfer station on a daily basis by City employees.





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M14 Pet Waste

The dumping of pet waste into the water is illegal. Does your marina provide dog walks or contractually bind your customers to the proper disposal of pet waste?

The East Jordan City Marina as well as other public parks in town provide "Mutt Mitts" which are disposable bags to pick up pet waste within the parks. A photo of the Mutt Mitt dispenser is below. The marina does not have a posted dog walk area.

Attachments:





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M15 Erosion Control

To protect the waters of the State by minimizing erosion and controlling sediment, NREPA Act 451, Part 91 requires a permit for any earth change that disturbs one or more acres, or is within 500 feet of a lake or stream.

A. Have you received the proper erosion permits for all past marina construction?

Yes, all erosion permits have been obtained for any marina construction. Attached are the permits that were used for two dredging projects, an electrical upgrade, and a rain garden installation.

B. Do you pledge that proper erosion permits will be obtained for all future marina construction?

The City of East Jordan pledges that all erosion permits will be obtained for any future marina construction project.

Attachments:

Soil Erosion Permits are attached.





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M16 Storm Water Prevention Plan

If required, do you have Storm water Pollution Prevention Plan (SWPPP)?

Charlevoix County has a Storm Water Control Ordinance that governs the City of East Jordan. The City of East Jordan does not have it's own SWPPP. Attached is the County's Ordinance.

Attachments:

Charelvoix County Storm Water Control Ordinance





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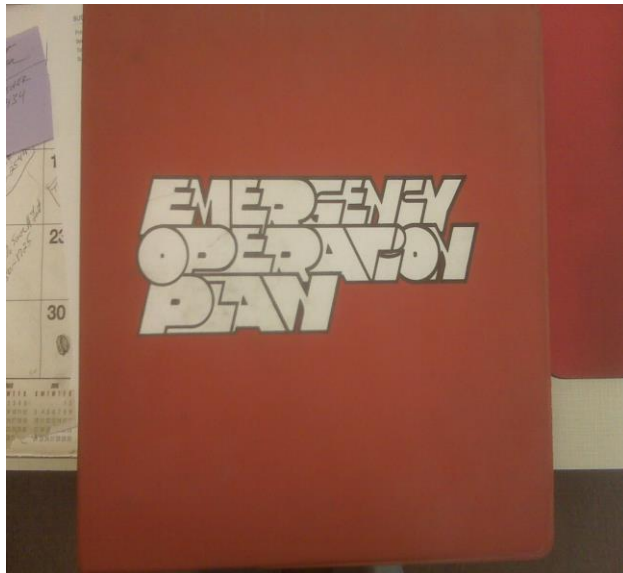
Recommended Practices

R1 Emergency Response Plan

Do you have a current, written emergency response plan, which is readily accessible to trained staff?

The City has an Emergency Response Plan which is conducted by City Police, Fire, EMS and Department of Public Works. Employees at the City Marina are trained to contact the employees listed on the "List of Call Out Personnel" once an emergency takes place. Seasonal staff is not trained for all emergency situations.

Attachments:





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R2 Dock Materials and Design

Do you use best management property practices such as fixed or floating piers to enhance water circulation, avoid exotic timbers or wood treated with creosote, and limit shaded areas over the water by limiting the number of covered slips?

When replacing any timbers or other infrastructure improvements take place, the City of East Jordan does not use exotic timbers or creosote. The City Marina does not have shaded slips.

There is plenty of water circulation to and from the marina basin from the south end near the river mouth and from the harbor entrance on the north end of the basin.

Attached are photos of the marina.

High efficiency LED lighting was installed in the spring of 2013

Attachments:





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R3 Dry Stack Storage

Dry-stack storage provides various environmental benefits over adding additional wet slips.

- A. **Do you operate a dry-stack facility?** No, the East Jordan City Marina does not operate a dry-stack storage facility.
- B. **Do you control storm water runoff from dry-stack areas?** N/A The East Jordan City Marina does not have dry-stack areas.
- C. **Do you keep your forklifts well tuned to prevent grease or oil from dripping onto staging areas or into the water?** The City does not operate forklifts.
- D. **Do you have provisions in place to handle accidental spills and absorbent booms to collect any grease or oil in the launching and retrieval area?** The East Jordan City Marina does provide absorbent booms in case of a spill but does not have a launching or retrieval area.





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R4 Upland Property

If your marina owns any upland property, have you used this property to locate service operations, parking and boat storage away from the water where feasible?

The City of East Jordan does not provide boat storage for seasonal or transient boaters. There is a boat launching facility within City limits that does provide parking for vehicles and trailers. A photo of this parking area is located below.





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R5 Adjacent Land

If the marina owns sensitive adjacent land, have you placed, or explored the protection of this land, in a conservation trust?

The East Jordan City Marina does not own sensitive adjacent land that is in a conservation trust. Any land such as this is located in other areas of City limits away from the marina basin.





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R6 Water Conservation Practices

Do you practice water conservation through the use of:

- A. **Measured watering and water-wise landscaping?** The East Jordan City Marina is planning to use lake water for the irrigation system instead of the public water system.
- B. **Promote hand weeding and efficient landscaping including mulch to reduce use of toxic chemicals?** The City does promote hand weeding along the shoreline of the marina basin. The City also provides mulch for landscaping purposes.
- C. **Proper installation and maintenance of freshwaters outlets?** The East Jordan City Marina does install and maintain all freshwater outlets. All freshwaters outlets were replaced in the spring of 2009 when new pedestals were installed.
- D. **Installation of “low-flow” faucets, toilets and/or showerheads?** The City replaced all restroom and shower fixtures in 2011 with a more flow efficiency.
- E. **The installation of automatic faucets and/or toilet fixtures including waterless urinals?** The East Jordan City Marina currently does not have automatic faucets or waterless urinals in the restroom facilities.





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R7 Storm Water Management

Storm water runoff is precipitation that has not been absorbed by the ground. Does your best management storm water consideration include:

- A. Cultivated vegetated areas particularly as buffers between parking lots, roads, upland property and the water's edge?** The City has installed a rain garden that is located near the entrance of the main walking pier. The rain garden is located near a slope that gets an abundance of rain water from the nearby highway.
- B. Only paving necessary areas?** The City of East Jordan's Department of Public Works is responsible for all paving of roads. All access areas to the East Jordan City Marina are paved.
- B. Label storm drains stating no dumping and indicating that the drain empties into the lake.** When replacing storm drains, the City attempts to use storm drains that state no dumping of waste. Picture shown below:

Attachments:





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R8 Boat Repair & Maintenance Practices

Your best management practices also apply to any of the services, which you may sublease at your marina. You may not answer N/A to any of the questions, which apply to service tenants. You must at a minimum tie your best management practices into those lease agreements. Do your best management practices for boat repair and maintenance include:

A. No sanding or blasting work of any sort carried out by individual boat owner or their contractors unless it is done inside one of the designated shops or a vacuum sander is used and the residue is properly disposed of? The East Jordan City Marina does not provide any boat or engine service.

B. Do you rent or loan vacuum sanders for use by tenants and contractors? The East Jordan City Marina does not provide any boat or engine service.

C. Have you restricted the power washing of boats to a designated area within the marina? The East Jordan City Marina does not allow power washing of boats.

D. Have you installed infrastructure improvements to your power washing area which include:

Filtration of particles? The East Jordan City Marina does not provide this service to boats.

Recycle the wash water? The East Jordan City Marina does not provide this service to boats.

E. Have you restricted spray painting, spraying fiberglass or other chemicals unless it is done inside of a designated shop? The East Jordan City Marina does not allow this service at the marina.





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- E. Have you restricted painting outside of designated shops to the use of rollers and brushes with proper use of tarps and tenting to protect the surrounding area?**

The East Jordan City Marina does not provide any boat or engine service.

- G. Have you implemented procedures for the proper and environmentally sensitive engine maintenance?**

The East Jordan City Marina does not provide any boat or engine service.

- H. Do you regularly inspect and repair fuel transfer equipment?**

Yes, the East Jordan City Marina does yearly inspections on fuel transferring equipment. The equipment is also inspected by various State departments.

- I. Do you train staff to promote environmental precautions while fueling?**

Yes, the East Jordan City Marina trains staff on environmental precautions while fueling. Staff are trained how to use absorbent tubes. They are also instructed not to add soap or other chemicals to the water after a spill.

- J. Have you implemented procedures for the proper and environmentally sensitive operation of the fuel dock facility?**

The East Jordan Marina does not have established procedures. However, all staff are hands-on trained for proper fueling of vessels.

- K. Do you offer spill-proof oil changes or have a recycling center for used oil for boaters who perform their own oil changes?**

The East Jordan City Marina does not provide any boat or engine service.





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L. Do you take precautions to minimize spills from machinery?

The East Jordan City Marina does not provide any boat or engine service.

M. Do you provide for oil filter disposal preferably with an oil filter crusher to reduce the size of the waste disposal?

The East Jordan City Marina does not provide any boat or engine service.

N. Do you store oil spill response equipment in readily accessible locations such as the fuel dock and any launch areas?

Yes, there is oil spill absorbent tubes that are located at the gas dock.

O. Is the operation of the fuel pumps and pumpout restricted to trained personnel?

Yes, the gas dock is a full service only operation. Only trained City employees may operate the gas pumps or pumpout equipment.

P. Is your pumpout connected to the municipal sewer?

Yes, the pumpout is connected to the municipal sewer system.

Q. If you are not connected to the public sewer, is your septic or private sewage treatment system regularly maintained?

The pumpout is connected to the public sewer system.





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- R. Do you provide convenient, adequate and screened dumpsters, which are away from the water to avoid tossed or blown trash from ending up in the water?**

Yes, the East Jordan City Marina provides an enclosed garbage area which is emptied by City employees and brought to the City's transfer station. The area is away from the water.

- S. Do you require your employees to be involved in policing the marina grounds, waters and shoreline for trash and litter?**

Yes, all employees are trained to pick up trash and litter within the marina basin as well as the adjacent park.





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R9 Hazardous Materials Practices

In addition to the MSDS files required by OSHA and covered under question M8 of this Checklist, do your best management practices regarding hazardous materials require the following:

- A. Proper storage, use and disposal of hazardous materials?** The City properly stores fuel and other hazardous materials in the appropriate containers and locked cabinets.

- B. Minimize your use and storage of hazardous materials?** The City minimizes as much as possible the use of hazardous materials. Only cleaning agents and paints are kept in storage at the City marina, all of which are labeled.

- C. Proper disposal of plastics such as shrink-wrap?** The East Jordan City Marina does not offer shrink-wrapping of boats.

- D. Proper disposal of lead batteries?** There is a local business that offers disposal of lead batteries. Customers are asked to bring batteries to this location.

- E. Do you participate with your local trash hauler in any recycling programs, which the hauler may make available in order to promote solid and liquid waste recycling?** The City owns a transfer station in which all waste is brought by City employees. The City partners with Charlevoix County to promote recycling which is also available at the City's transfer station.

- F. Track polluting incidents?** Polluting is strongly discouraged at the East Jordan City Marina. The marina currently does not have a tracking system in place for incidents of polluting.





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G. Keep all hazardous materials on an impervious surface away from floor drains?

All hazardous materials are kept away from floor drains and impervious surfaces.

H. Followed recommended waste disposal methods?

The City of East Jordan Marina employees use proper waste disposal methods. The City Marina also participates in a recycling program and glass, plastic and aluminum containers are available to the boaters and public.





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R10 Communication & Signage

Once you have adopted the best management practices, have you communicated these practices to your employees, tenants and contractors as follows:

- A. Do you train your employees so that they comply with your best management practices in the areas of storm water pollution, equipment and chemical use, emergency response procedures and fuel spills or inappropriate discharges?**

Yes, all employees are trained for best management practices in all capacities of their job.

- B. Proper training of employees with proper maintenance of training records?**

Once hired, all employees must sign paperwork acknowledging that they have gone through the orientation of all operations at the marina.

- C. A procedure to approach boaters or contractors who are not following the best management procedures?** The East Jordan City Marina does not currently have a written procedure when contractors or boaters are not using the best management procedures. However, City officials and staff oversee all projects taking place within City limits as well as marina staff supervising the harbor facilities.

- D. Include language regarding best management practices in your contracts?**

Contractors are all required to sign documents before a project may begin. Seasonal boaters are also required to have a seasonal boater contract on hand before their vessel may be moored at the East Jordan City Marina.

- E. Post signs regarding your best management procedures throughout the marina?**

All employee related legal documents are displayed at the East Jordan City Marina main office building.





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F. Do you incorporate environmental education to your boaters and contractors through direct mail, email or other sources?

Any educational information for boating or environmental practices that the City receives are available at the Marina's main office building. Brochures are also handed out in "Welcome Packets" to transient boaters.

G. Host workshops, walking tours of the facility or use public relations and customer recognition to demonstrate and promote best management practices?

The East Jordan City Marina does not host workshops nor organize walking tours of the facility at this time. The marina is a public marina and people are welcome to walk the docks and enjoy the park at their own leisure. Staff is trained to answer questions regarding the facility or information about the City of East Jordan.

H. Utilize signage and/or other notices warning boaters about their role in controlling the spread of Aquatic Invasive Species?

The East Jordan City Marina posts signs at the City boat launch as well as the City Marina warning boaters of the spread of Aquatic Invasive Species.



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