



Swantown Marina & Boatworks
 1022 Marine Drive NE
 Olympia, WA 98501
 Phone Marina Office: 360.528.8049
 Phone Boatworks Office: 360.528.8059
 Email: marina@portolympia.com

Vendor Application (Marina and Boatworks)

Business name:			
Owner name:			
Business address:			
City, State, Zip:			
Phone Work			
(Phone Personal)			
Type of Business:		Years in business:	
Insurance Company:		Policy Number:	
Liability Insurance (\$1,000,000) Coverage Required			
Business License Number			
License Expiration Date:			
Issuing Agency:			
<i>I have read the Port of Olympia's Best Management Practices. I understand that this agreement is in effect from date of issuance and may be cancelled by either party by giving a 30-day written notice. Fees will not be refunded.</i>			
Applicant Signature:		Date:	
Marina/Boatyard Rep Signature:		Date:	
Application Fee Annual (1 calendar year)	\$315		\$
Application Fee Single (one job/max. 1 month)	\$105		\$
Parking pass for Tenant Parking Lots	\$5	# passes:	\$
Key Rental Fee	\$15	# of keys:	\$
Total Due			\$
Administration Checklist			
1. Copy of driver's license			
2. Copy of insurance, including liability showing \$1,000,000			
3. Copy of business license			
4. Keys provided and key PDK dates reflect contract dates			
5. Entered in Vendor List in Laserfiche			
6. Complete physical file stored in Marina Office under Vendor Files			
7. Update Registered Marine Trades List, ask Emily to upload new version to the website (Boatworks and Marina)			

PORT OF OLYMPIA
MARINA & Boatworks BEST MANAGEMENT PRACTICES (BMP's)

Both the Marina and the Boatworks are Certified Clean Marine Facilities and both have been awarded the Leadership Award for our proactive environmental practices. We take our environmental responsibilities seriously and ask that you assist us in protecting the fragile marine ecosystem.

BMP's are intended to be practical and affordable actions that can reduce pollution at the source, but they will only work with everyone's participation. By effectively implementing source control measures now, marinas and marina tenants may be able to avoid more expensive and restrictive measures being placed on the boating public by regulatory agencies in the future. By adopting the following BMP's, we can show our commitment to preserving the surrounding environment in accordance with the guidelines issued by the Washington State Department of Ecology and the requirements of the Federal Clean Water Act. These BMP's shall be adhered to by all tenants at the marina and shall form part of the Rules & Regulations that must be followed as a condition of moorage.

Commercial Activity

- Boat hulls with soft or ablative anti-fouling paint shall not be scrubbed or cleaned in the Marina by divers or with underwater scrubbing devices. Approved haul-out facilities must be used for these coatings. Devices or scrapers, or any process that removes paint underwater may not be used.
- Divers are not allowed to leave any sort of material in the water including film, debris or zinc.
- Contractors must dispose of their own waste off site. The marina is not permitted to handle hazardous wastes generated by commercial operators or maintenance contractors.

Engines and Bilges

- Absolutely no oil, fuel, or anti-freeze is to be discharged into the marina waters. Use absorbent pads to soak up oil and fuel in bilges. Pads are available in the harbor office.
- Do not pump contaminated bilge water into the marina. Install a manual bilge pump shutoff switch to avoid discharging contaminated bilge water.
- Never drain oil, antifreeze or other liquids into the bilge. Use pumps to drain engine oil directly. Recycle all waste oil and antifreeze on shore.
- Do not dispose of fuel, oil or filters in the dumpsters. Recycle oil, antifreeze and oil filters at appropriate shore-side facilities. Do not mix any other fluid with waste oil when pouring into recycling tanks. Waste oil contaminated with other materials cannot be readily recycled and disposal costs increase dramatically.
- Do not use detergents or soaps on fuel, oil or otherwise contaminated bilge water. While enzyme-based bilge cleaners are generally safe to use, it may take some time before the oil sheen is gone. It is best to remove contaminated water and dispose of it appropriately at on-shore facilities. The discharge of emulsified oil is a violation of state law. Use absorbent pads.
- In Washington State, boats that are over 26' in length are required to display an "Oil Discharge is Prohibited" placard near the bilge pump switch (placards are available at most marine supply stores or are provided free of charge in the Harbor Office). Fines for discharging oil from a bilge can amount to as much as \$20,000 per day per violation.

Boat Fueling

- Report oil and fuel spills immediately to Washington State's hotline at 800.OILS.911 and the National Response Center 800.424.8802. If you cause a spill, stop it at the source and start to clean it up immediately. Do not pour liquid detergent onto the spill: this is illegal, makes recovery impossible and makes the spill worse under the surface.

- Do not “top-off” or overfill tanks. Know your fuel tank capacity and don’t wait for fuel to spill out of the overflow vent to indicate full. Place a bucket or an absorbent pad at the fuel vent in case of accidental overflow. Special No-Spill containers are available at marine supply stores for this purpose. Remember warm weather and direct sunlight can cause expansion and a fuel vent spill even after fueling is completed. In-line fuel/air separators and indicator whistles can be installed to reduce fuel vent spills.
- Do not hose down accidental fuel spills. Do not use detergents or soaps to clean up fuel and oil spills. Use absorbent pads when feasible.

Sewage and Gray Water

- Swantown Marina is a zero discharge zone. As such, it is illegal to discharge treated or untreated sewage into the marina waters.
- Do not discharge sewage directly overboard. Discharge within three (3) miles of land is illegal and subject to fines up to \$2,000.
- Y-valves must be safety wired to ensure sewage flows into holding tank only.
- Store sewage in holding tanks and dispose of properly at a pump-out station or use a pump-out service.
- Even treated sewage is a threat to the shallow water environments. Do not discharge treated sewage (including Coast Guard approved MSD’s) while in the marina.
- Minimize detergent usage and oily food waste in on-board sinks and showers. Scrape off table scraps and dispose of in the trash. Use shore side facilities whenever possible.

Vessel Cleaning

- Scrub and rinse your boat often. A quick rinse after each outing reduces the need to scrub the topside with harsh cleaners.
- If cleaners are used, no visible suds or discoloration of the water are permitted. Spot clean or use small amounts of phosphate-free and biodegradable soaps only when necessary. Otherwise, use alternatives such as baking soda or vinegar as all-purpose cleaners. Remember there is no legal discharge of any cleaner to our waters.

Surface Preparation and Refinishing

- Painting and refinishing of boats (when in the water) is limited to minor touch ups. All work must be contained. Major work involving more than 25% of the boats above water surface areas must occur on land at a permitted boatyard. Schedule cosmetic work during annual haul-outs.
- Tarps must be used to capture all dust, drips, and debris. Any discharge to marina waters is a violation of state and federal law. Airborne particles may damage adjacent boats. The open water area between the hull and the dock must be tarped during rail or minor hull work.
- Do not work from a float or small boat.
- All paint mixing must be done on the shore, not the dock or the deck of the vessel. Open cans should be placed inside some type of secondary containment that will catch spills. A five-gallon bucket or plastic tote works well for this purpose.
- Spray painting is not allowed while boats are in the water.

Hazardous Wastes

- Contact the county to locate an off-site disposal facility. Do not dispose of any liquid paint, solvents or other hazardous wastes in the marina trash receptacles or any solid waste container. Completely dry all paint cans before placing in the trash.
- All hazardous waste must be disposed of properly. Do not dispose of the following in the marina trash receptacles:
 - Fuel, used oil, used oil filters, antifreeze or transmission fluid

- Paints, solvents or varnish
- Batteries
- Wet shop rags
- Buy only the amount of materials you need. Use up remaining paint if possible. Take excess paints and chemicals home or dispose of them at the local hazardous waste facility located at Hawks Prairie. Do not discard these materials in the sewer or storm drains.
- Store usable chemicals, coatings and fuels securely on-board to prevent accidental overboard discharge. Do not store any hazardous or flammable materials on the dock, in lockers or elsewhere in the marina.

Solid Waste Disposal

- Securely store all garbage for shore-side disposal. "If it goes aboard, it comes ashore."
- Dispose of all garbage in the marina trash receptacles.
- Collect all pet waste in plastic bags and dispose of in the marina trash receptacles.
- Let empty paint cans dry out completely before disposing
- Recycle aluminum, cardboard, glass, plastic drink bottles and newspapers.
- Whenever possible select non-disposable containers for food and other items to minimize waste and chance of losing overboard.

Storm Water and Runoff

- No pressure washing of any kind is permitted in upland areas.
- No boat or vehicle washing is allowed in marina parking areas.
- No dumping of any material into the storm drains.



PORT OF OLYMPIA BEST MANAGEMENT PRACTICES

In accordance with the Federal Water Pollution Control Act, Title 33 United States Code, Section 1251 et seq. (The Clean Water Act), and State Regulations RCW 90.48, the Port of Olympia has developed the following Best Management Practices for operation of the Swantown Boatworks facility.

THESE ENVIRONMENTAL REGULATIONS ARE APPLICABLE TO ALL BOATYARD USERS

It shall be the recreational and commercial boat owner's responsibility to adhere to the following Best Management Practices at all times while working in the boatyard, or on any Port of Olympia dock or facility.

HAUL OUT AND LAUNCHING PREPARATIONS

- All bilge pumps, automatic bilge switches, marine sanitation devices, etc. must be turned off prior to hauling of vessel.
- All thru-hull fittings must be closed prior to hauling the vessel.
- No discharging of bilges, galley drains, showers, cockpits or marine sanitation devices is allowed in the boatyard or East Bay basin.
- Bilges must be free of fuel, waste oil or contaminated waste products.
- All engines **MUST** be turned off prior to hauling and until the vessel is clear of Travelift straps.

UPLAND VESSEL MAINTENANCE & REPAIR

Vessel Preparation, Washing & Materials

- No external sanding or grinding may be performed without the use of an EPA approved vacuum sander filtration systems. This equipment must be inspected and approved by boatyard staff prior to beginning any work.
- Any scraping of bottom paint must be done in a completely enclosed area and be immediately and completely cleaned up when the work is completed for the day with an inspected and approved vacuum system.
- No washing, steam cleaning, hand scrubbing and rinsing with low pressure from a hose, sandblasting or wet sanding will be allowed to be performed by the owner. Only approved contractors may perform these activities.
- Washing of vessels shall be confined to the wash down pad area of the boatyard by Port staff.
- All work areas are to be cleaned daily. Ground cover is to be swept, vacuumed and cleaned daily with an approved vacuum system.

Painting & Application of Chemicals

- No spray painting or spray application of chemicals or paints will be allowed by the boat owner. Only approved tenants and contractors will be allowed to perform these tasks in completely enclosed areas.
- Only EPA approved bottom paints, topside paints, varnishes, epoxy products, fiberglass and other chemicals may be used. Application must be consistent with all manufacturer and OSHA guidelines.
- All paints, thinners, chemicals, resin, etc. must be kept in their original or OSHA approved containers with product labels in place in accordance with all applicable rules and regulations.
- No tributyltin antifouling paints may be applied by boat owners.
- All paints, epoxy, fiberglass and other chemicals must be mixed and applied over approved drip pans, drop cloths or other containment devices.
- All unused paints, thinners, solvents, and other hazardous materials for disposal must be properly disposed of in the recycle center located within the boatyard. The disposal of all antifouling bottom paints shall be in accordance with the Washington State Department of Ecology Dangerous Waste Regulations.
- All bottom paint dust must be bagged free of trash and disposed in the designated bottom paint dust collection bin.
- All paint and chemical spills must be reported to the office immediately.

Engine & Bilge

- All waste oil, diesel, used oil filters and other petroleum products for disposal must be properly disposed of in the recycle center located in the boat yard.
- All engine repair work performed outside the vessel must be approved prior to haul and must be performed over an approved containment device. Engine hoses and fuel lines must be completely capped and secured prior to removal from vessel.
- No tanks, barrels or containers over five gallons are allowed in the boat yard.

Initial: _____



IN WATER VESSEL MAINTENANCE & REPAIR

- All modifications must be approved by Port staff including; coating, or painting of superstructure surfaces (decks, housing, masts, and other topside areas) and must be limited to 25% of vessel surfaces. No cleaning, repairing, or coating of any part of vessels hull permitted in water.
- Drop cloth, tarpaulins, and/or other collective devices must be used to contain all solids or liquids used to prevent release into water. No mixing of paints, solvents or other chemicals are allowed on the docks.
- All clean-up of collected materials must be done daily.
- Only biodegradable and EPA approved soaps or cleaners may be used on vessels while tied to any Port of Olympia dock.

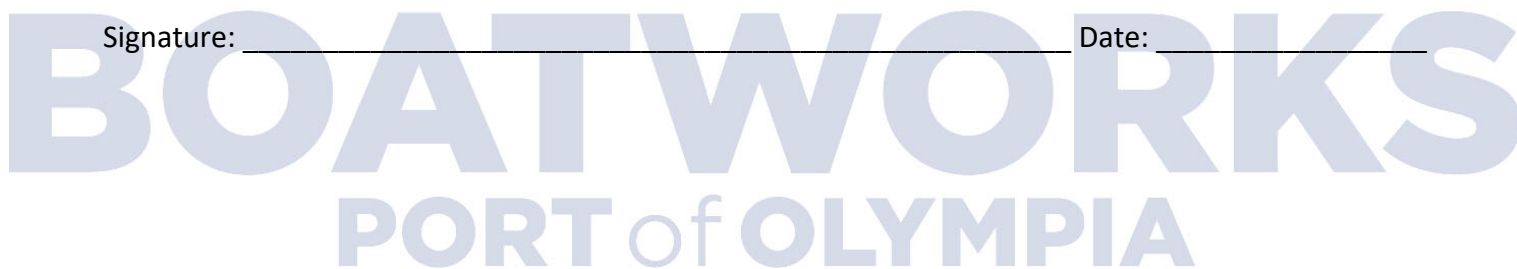
OTHER

- All welding, brazing, soldering or other hot work must be approved by the boatyard manager to be allowed to be performed by the boat owner. Otherwise only approved tenants and concessionaires will be allowed to perform these tasks.
- Any disposal of sewage in holding tanks by boat owners must be performed prior to haul out at the approved pump out station located at the Fuel Dock. Only licensed and approved sewage waste handlers may handle sewage in the boat yard.
- No dumping of materials of any kind in the wash -down pad unless instructed by Port staff.
- Should boat owner fail to adequately adhere to the Port of Olympia's Best Management Practices, as set forth in the Rules and Regulations, Port staff will perform the necessary clean up and disposal. A charge of \$65.00 per hour will be added and collected prior to launching the vessel for these services. In addition, the boat owner will be responsible for any hazardous waste disposal fees incurred.

Signer assumes full responsibility and obligation to pay any fines or other charges levied against him/her or the Port of Olympia by any government agency due to owner or owners' agents' failure to comply with all applicable laws. Failure to comply with any BMP's may also result in immediate and permanent termination of services.

Name: _____ Vessel: _____

Signature: _____ Date: _____



Initial: _____



ANTIFOULING PAINT REMOVAL

Per Washington State Department of Ecology Boatyard General Permit standards and Swantown Boatworks Best Management Practices, all customers and contractors are required to use an “EPA Approved” vacuum sander system which meets minimum performance standards for ALL antifouling paint removal.

Antifouling bottom paint dust is designated as “Extremely Hazardous Waste” and must be removed and handled as such.

NO BOTTOM PAINT REMOVAL MAY PROCEED UNTIL YOUR VACUUM SYSTEM HAS BEEN ASSEMBLED, INSPECTED, AND GIVEN AN APPROVED INSPECTION TAG BY BOATYARD MANAGEMENT.

Swantown Boatworks and Department of Ecology Vacuum Sander system requirements for the removal of bottom paint

Requirements for Sander tool:

- 98% dust extraction capable
- Variable speed random orbit with proper dust collection shroud

Minimum Specifications for Vacuum system:

- No smaller than 10 gallons
- Power: 9 Amp, 6HP
- Minimum Peak Air Flow 120 CFM

Minimum Vacuum Filtration Specifications:

- BRAND NEW 1 micron cartridge
- Manufacturer approved 5 micron collection bag filter (bag must be changed regularly)

Equipment must be in good working order, and all vacuum/hose/sander/filter connections must be airtight and regularly inspected during use.

If your equipment does not meet these minimum standards, you will NOT be permitted to remove ANY bottom paint from your vessel.

NO HAND SANDING OR WET SANDING, NO EXCEPTIONS.

GRINDERS & BELT SANDERS of any kind are NOT PERMITTED for use on antifouling paint.

Scraping must be done in a completely enclosed area while using a vacuum meeting the minimum equipment standards.

Work site must be clean of all debris at the end of each working day.

All collected bottom paint dust must be contained in a sealed bag or container, and disposed of in the designated bottom paint dust collection bin.

Failure to comply with these standards or any other Boatworks BMP’s may result in a 1st violation fee of \$250, 2nd violation fee of \$500, and or termination of Yard Service Agreement and suspension of all work being performed on the vessel. Violations may also be subject to fines from the Department of Ecology of (\$10,000 or higher).

It is essential that these standards are strictly adhered to. Doing so will ensure that the Port of Olympia can continue allowing customers to do their own antifouling paint prep work at Swantown Boatworks.

Initial: _____