



**EXHIBIT D**  
**MARINA BEST MANAGEMENT PRACTICES**  
**THE HARBOR MARINA LLC dba**  
**GIG HARBOR MARINA AND BOATYARD**

This guide was established to promote safe enjoyment and efficient operations of the Gig Harbor Marina & Boatyard facilities by property licensees, customers, employees and guests. This guide supports our continuous efforts to provide superior products and services, while being a good participant in the Gig Harbor and boating community and causing no harm to the environment. It is your responsibility as a boat owner to act in accordance with the laws and practices set forth by the U.S. Environmental Protection Agency, the State of Washington Department of Ecology, the city of Gig Harbor, and with the Marina Rules of The Harbor Marina LLC, dba Gig harbor Marina and Boatyard (GHMB).

The following best management practices will help keep the waters of the State of Washington clean:

**Commercial Activity**

1. All vendors, contractors, or their subcontractors must sign the log in the marina and boatyard office and sign the Outside Vendor Agreement.
2. In water cleaning of hulls with "soft" sloughing and ablative (self-polishing) hull paints is not allowed. In water cleaning of hulls with hard finish paint is allowed if properly conducted by a licensed diver. Hull cleaning of soft hull paint or maintenance may only occur in the boatyard.
3. Vendors and contractors must dispose of their own waste off site, unless disposed of in the provided boatyard facilities at the GHMB posted rate.

**Engines and Bilges**

1. Absolutely no oil, fuel, or anti-freeze is to be discharged into the waters of nor onto the land of marina and boatyard. Use absorbent pads to soak up oil and fuel in bilges. Extra emergency pads are available at each marina gate and from the marina and boatyard office. All pads must be disposed of in posted containers in the boatyard.
2. Do not pump contaminated bilge water into the marina. Install a bilge pump shutoff switch that has a manual setting to avoid discharging contaminated bilge water.
3. Never drain oil, antifreeze or other liquids into the bilge. Use pumps to drain engine oil directly into carrying container. Recycle all waste oil and antifreeze on shore. Fit a tray underneath the engine to collect drips. Use pads in the pan to make clean up easier. Keep the bilge area as dry as possible. Fix all fuel leaks in a timely manner. Inspect fluid lines and hoses for chaffing, wear, and general deterioration. Clean bilge areas after engine maintenance work. When changing engine oil wipe up any spills.



4. Do not dispose of fuel, oil or filters in the marina and boatyard dumpsters. Recycle oil, antifreeze, coolants, 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. GHMB provides a receptacle for soiled or oily rags and recycle containers for other items is available with payment of the posted fee.
5. 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.
6. Dispose of oil soaked absorbents when they are full by wrapping in newspaper and then double wrapping in plastic and placing in the proper receptacle. GHMB provides a receptacle for soiled or oily rags.

### **Boat Fueling**

1. There is no fuel station at the marina. Fuel transfers should occur at a fuel dock. No fuel transfer should occur in the marina or boatyard.
2. Report spills immediately to the U.S. Coast Guard National response Center at 1(800)-424-8802 and the Washington Department of Ecology at 1(800)-258-5990. Please also notify the Gig Harbor Marina and Boatyard at (253) 858-3535.
3. 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 makes recovery impossible and makes the spill worse under the surface.
4. 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. In-line fuel/air separators and indicator whistles can be installed to reduce fuel vent spills.
5. 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**

1. Do not discharge sewage directly into the waters of the State of Washington.
2. Y-valves and overboard discharge valves must be safety wired to ensure sewage flows into holding tank only.
3. Store sewage in holding tanks and dispose of it properly at a pump-out station or use a pump-out service.

4. 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.
5. As part of the Marina's Best Management Practices, Boat owners are required to complete the Method of Sewage Handling form on a quarterly basis identifying their method of sewage disposal.
6. Minimize detergent usage and oily food waste in on-board sinks and showers. Scrape off table scraps and dispose of in the appropriate trash or recycling receptacles in the marina or boatyard.
7. The discharge of laundry water from a vessel is prohibited.
8. Baking soda, vinegar, lemon juice and vegetable oil are far less harmful than conventional cleaning products; however, they are still foreign elements to the marine environment and should be treated as such. Use the minimal amount needed to do the job and as practical, do not discharge into the water.

### Vessel Cleaning

1. Scrub and rinse your boat often. A quick rinse after each outing reduces the need to scrub the top-side with harsh cleaners.
2. 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. Discharge of any cleaner into the water is prohibited.

### Surface Preparation and Refinishing

1. 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 boat above water surface areas must occur on land at the boatyard. Schedule cosmetic work during annual haul-outs.
2. 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.
3. The intention of the marina is that no dust or paint chips get into the water or on the ground at any time. All sanding on the exterior surfaces of the boat must be done using a vacuum sanding system. No by hand wet or dry sanding is allowed in the marina and boat yard.
4. Work should not occur from a float or small boat unless properly tarped on all surfaces **and only with the proper written approval of GHMB.**
5. Limit use of paint, thinners and varnish on board or on the dock to containers of one gallon in size or smaller.

6. All paint mixing must be done inside the vessel or onshore; no paint mixing is to occur on 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.
7. Spray painting is absolutely not allowed while boats are in the water, nor elsewhere in the Marina and boatyard.

### **Hazardous Wastes**

1. 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.
2. 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 must be deposited into the marked container in the boatyard

### **NEAREST HAZARDOUS WASTE FACILITY:**

#### **Purdy Transfer Station**

14515 54th Ave

Gig Harbor, WA

3. 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. Do not discard these materials in the sewer or storm drains, nor into the boatyard dumpsters.
4. Store useable chemicals, coatings and fuels securely on-board to prevent accidental overboard discharge. Do not store any hazardous or flammable materials on the dock, in dock boxes, in lockers, or elsewhere in the marina.

### **Solid Waste Disposal**

1. Securely store all garbage for shore-side disposal. "If it goes aboard, it comes ashore."
2. Dispose of all garbage in the marina trash receptacles.
3. Collect all pet waste in plastic bags and dispose of in the marina trash receptacles.



4. Dispose of recycled aluminum, cardboard, glass, plastic drink bottles and newspapers in the boatyard provided recycling receptacles.
5. Whenever possible select non-disposable containers for food and other items to minimize waste and chance of losing overboard.

**Stormwater and Runoff**

1. Pressure washing of boats is only permitted in the boatyard at the designate pressure washing area by boatyard personnel.
2. No dumping of any material into storm drains. The storm drains connect directly into the harbor.

When in doubt, use common sense or contact the marina and boatyard office if you have any questions regarding compliance with these BMP's. Thanks in advance for taking the appropriate steps to preserve the environment for future use and enjoyment.

**Spill Response**

Should a spill occur on or from your boat, immediately stop the spill or leakage source and contain the spill. Report spills immediately to the U.S. Coast Guard National response Center at 1(800)-424-8802 and the Washington Department of Ecology at 1(800)-258-5990. Please also notify the Gig Harbor Marina at (253) 858-3535. Boat owners, vendors, contractors, and others at the marina should have a supply of absorbent materials on board the boat or close at hand.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agree to by \_\_\_\_\_  
Print Names

Thank you for following these Marina Best Management Practices.