

SMALL CRAFT HARBOURS ENVIRONMENTAL HARBOUR INSPECTION CHECKLIST

The following checklist summarizes the on-going implementation of environmental Best Management Practices (BMP's) which apply to the property under lease to a Harbour Authority. The checklist defines specific issues and techniques for reducing and preventing pollution and is intended to assist the Harbour Authority in complying with environmental regulations, minimizing environmental costs and liabilities, and ensuring good relations with the public.

Harbour _____

Date _____

WASTE OIL SITE (BMP 1)

Does waste oil site exist at the harbour? _____ (Yes or No). If no, proceed to next section; if yes, inspect the waste oil containment site and consider the following:

ISSUE	YES	NO	SUGGESTED ACTION	IF APPLICABLE - DATE AND ACTION TAKEN
Is there any evidence of a leaking tank? * (Refer to Note 1)			If Yes , immediately determine the source of the leak and take immediate action to contain and report any spills.	
Does the waste oil tank require a service call to be emptied soon?			If Yes , arrange for service to pick up waste oil prior to tank being completely full.	
Is there stained soil around the site?			If Yes , determine the extent of the contamination and remove applicable material in accordance with local standards.	
Are there containers of waste oil that have not been dumped into the tank?			If Yes , take appropriate action to dump the waste oil into the tank and dispose if the containers in accordance with local standards.	
Is the site generally clean and tidy?			If No , take necessary action to clean-up the site.	
Are there disposal containers in place for filters and other petroleum products (oily rags)?			If No , take action to install applicable disposal containers, if available.	
Is the emergency spill response number clearly posted?			If No , immediately take the appropriate action to have the number posted.	
Are waste-oil procedure signs posted?			If No , immediately take the appropriate action to have the signs posted.	
Is the internal space between the double walled tanks being monitored (eg. dip stick, vacuum gauge, visual check, electronic device)?			If No , immediately take the appropriate action to have the tank monitored.	
If applicable, is vacuum gauge on tank reading "0 Hg"			If Yes , arrange to call a certified petroleum tank installer, or SCH.	
Are suitable vehicle barricades in place to protect the tank?			If No , immediately take the appropriate action to have suitable barricades installed.	
Is the spill containment kit available and used materials replenished?			If No , take action to install spill containment kit and or to replenish absorbent materials.	
Is there a containment boom available for use at the harbour for larger spills?			If No , check into availability with local fire departments.	

Note 1: All petroleum storage systems must be visually inspected for leaks on a daily basis.

FUEL STORAGE AND DELIVERY SYSTEMS (BMP 2)

Does a fuel storage and delivery system exist? ____ (Yes or No). If no, proceed to next section; if yes, inspect the fuel sites and fuelling practices and consider the following:

ISSUE	YES	NO	SUGGESTED ACTION	IF APPLICABLE - DATE AND ACTION TAKEN
Is fuel system licenced and approved by the Harbour Authority?			If No , advise owner / operator accordingly. If compliance persist, contact the local SCH office.	
Are storage tanks properly labelled?			If No , advise owner / operator accordingly. If compliance persist, contact the local SCH office.	
Have any changes been made to the fuelling system since that last inspection?			If Yes , immediately contact the local SCH office.	
Is there any evidence of a leaking tank or any of its components (piping, dispensers, hoses, etc.) * (Refer to Note 1 on previous page)			If Yes , immediately determine the source of the leak and take immediate action to contain and report any spills.	
Are there any hold-open devices on the nozzle of the fuel dispensers?			If Yes , immediately advise the owner / operator accordingly to remove devices. If compliance persist, contact the local SCH office.	
Is there stained soil around the site?			If Yes , determine the extent of the contamination and remove applicable material.	
Is the site generally clean and tidy?			If No , take necessary action to clean-up the site.	
Is the emergency spill response number clearly posted?			If No , immediately take the appropriate action to have the number posted.	
Are fuelling procedure signs posted?			If No , immediately take the appropriate action to have the signs posted.	
Is the internal space between the double walled tanks being monitored (eg. dip stick, vacuum guage, visual check, electronic device)?			If No , immediately take the appropriate action to have the tank monitored.	
Are suitable barricades in place to protect the entire system from vehicle damage?			If No , take action to install adequate vehicle barricades.	
Is the spill containment kit available and used materials replenished?			If No , take action to install spill containment kit and or to replenish absorbent materials.	
Is there a containment boom available for use at the harbour for larger spills?			If No , check into availability with local fire departments.	

Is fuel delivered by truck to the harbour? ____ (Yes or No). If no, proceed to next section; if yes, consider the following:

Is fuel delivery by fuel truck licenced and approved by the Harbour Authority?			If No , advise fuel truck operator accordingly. . If compliance persist, contact the local SCH office.	
Is fuel delivery by fuel truck occurring in a location approved by the Harbour Authority?			If No , advise fuel truck operator accordingly. . If compliance persist, contact the local SCH office.	
Is fuel truck delivery taking place in accordance with the SCH operational standards for fuelling?			If No , advise fuel truck operator of the appropriate standards. If compliance persist, contact the local SCH office.	
Is fuel truck delivery being undertaken by a trained operator with an additional person present at the site to shut down dispensing operation in cases of an emergency?			If No , advise fuel truck operator accordingly. . If compliance persist, contact the local SCH office.	

SEWAGE AND GREYWATER (BMP 3)

Check the water quality in the harbours for evidence of contamination or any other effluents in the discharge water.

ISSUE	YES	NO	SUGGESTED ACTION	IF APPLICABLE - DATE AND ACTION TAKEN
Is there any evidence that vessels are discharging sanitary sewage in the harbour?			If Yes , determine the source of the problem and advise owner / operator accordingly.	
Is there any evidence that vessels are discharging greywater in the harbour?			If Yes , determine the source of the problem and advise owner / operator accordingly.	
Is there any indication that surface water may contain contaminants that flow into the harbour?			If Yes , determine the source of the problem and contact the local SCH office.	
Is there any debris floating in the harbour or visible on the harbour bottom?			If Yes , determine the source of the problem and clean up the debris.	

BOAT STORAGE AND MAINTENANCE SITES (BMP 4)

Inspect boat repair and storage areas, as well as maintenance activities.

ISSUE	YES	NO	SUGGESTED ACTION	IF APPLICABLE - DATE AND ACTION TAKEN
Is a travel lift or haulout facility being used for sandblasting, scraping, and spray painting vessels?			If Yes , special approval is required for these activities.	
Are there any containers of paints, solvents, and other materials located at the site?			If Yes , ensure that the users dispose of materials appropriately.	
Is there any evidence of paints, solvents or other materials spilled on the ground?			If Yes , determine the source of the problem and take appropriate action to clean-up the waste.	
Are there any catch basins located at the site?			If Yes , determine the location and ensure that waste products do not enter the storm sewer system.	

SOLID WASTE MANAGEMENT (BMP 5 & 6)

Inspect the harbour property and facilities for the following:

SOLID WASTE COLLECTION FACILITIES				
ISSUE	YES	NO	SUGGESTED ACTION	IF APPLICABLE - DATE AND ACTION TAKEN
Are there sufficient garbage containers for non-hazardous solid waste?			If No , install additional garbage containers.	
Are the garbage containers covered?			If No , install container covers.	
Are garbage containers emptied before they are full?			If No , empty containers more frequently.	
Is area around the garbage containers free of debris?			If No , clean up debris.	
Are garbage and recyclable materials separated?			If No , install separate containers if required by local Municipality waste collection facility.	
Do recycling bins contain what they should? Are plastics, metals, paper, and cardboard separated from each other?			If No , take action to have users separate recyclable materials.	
Are there any hazardous materials stored on the site?			If Yes , determine the location of the materials and contact the local SCH office.	

FISH PLANTS, GEAR SHEDS, BAIT SHEDS AND OTHER BUILDINGS				
ISSUE	YES	NO	SUGGESTED ACTION	IF APPLICABLE - DATE AND ACTION TAKEN
Are there strong odors at or near any buildings on the property?			If Yes , determine the source of the problem and take appropriate action to have odors suppressed.	
Are there containers of fish waste stored outside? Are they uncovered and open? Are they leaking?			If Yes , determine the source of the problem and take appropriate action to clean up the site.	
Are there any refrigeration units on the property that may have ozone depleting substances (ODS)?			If Yes , identify owner and contact local SCH office.	
Are there any fuel storage tanks or compressed gas cylinders located adjacent to or inside buildings?			If Yes , identify the owner and ensure that tanks and cylinders meet current environmental and safety standards.	
Is there any indication that there is any improper storage of materials in or around any buildings such as oil, paints, solvents, antifreeze, detergents, fiberglass resin, batteries, strong acid or alkaline products, flammable materials, etc.?			If Yes , determine the source of the problem and advise owner / operator to clean up the site. If problems persist, contact the local SCH office.	
Are there floor drains from the buildings that discharge into the harbour?			If Yes , determine the source of the drains, determine the discharge location, and monitor effluent.	

GENERAL SITE INSPECTION (BMP 7)

Examine the harbour property and adjacent properties and consider what would you think if you were a visitor who is not familiar with the harbour.

ISSUE	YES	NO	SUGGESTED ACTION	IF APPLICABLE - DATE AND ACTION TAKEN
Is the harbour property generally messy and untidy?			If Yes , take the appropriate action to clean-up the property.	
Is there any evidence of oil slicks on the water, oil coating in the shoreline, floating debris etc.?			If Yes , determine the source of the problem and take appropriate action to contain or clean-up the problem and/or report it to the local SCH office.	
Is much dust being produced from vehicles travelling on gravel surfaces? Is dust being blown towards neighbouring houses and businesses?			If Yes , consider environmentally friendly dust suppressant on applicable surfaces.	
Is there noise being generated at the harbour that is affecting neighbouring residents or businesses?			If Yes , determine the source of the problem and take appropriate action to reduce noise levels or report it to the local SCH office.	
Is there any indication that any land use of adjacent property is, or will have, a negative impact on the harbour property (such as storage of materials, garbage, fuel tanks etc.)?			If Yes , determine the source and extent of the problem and report it to the local SCH office.	

REPORT COMPLETED BY (name): _____

(title): _____