



The following 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 Scituate Boat Works Staff (SBW), boat owners and independent contractors performing work on boats in the marina/boatyard facility shall comply with the Massachusetts Office of Coastal Zone Management (CZM), Policies, and Procedures, and BMPs. Copies are available at the Scituate Boat Works main office.

All SBW customers and employees must be familiar with and follow these BMPs. Many items are summarized from the Massachusetts Office of Coastal Zone Management (CZM) Clean Marina Guide.

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 boatyard and haulout. Users of the boatyard and haulout must check in at the Scituate Boat Works Office to receive instructions and SBW Best Management Practices. Additional copies of BMPs and Marina Regulations, if applicable, are available at the Scituate Boat Works Main Office. Questions about these BMPs should be brought to the SBW office.
2. Any facility user who sees another individual violating these BMPs or the Marina Regulations is encouraged to report the violation to the SBW Office or Town of Scituate Harbormasters Office.



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 work yard 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 may be 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 boatyard are responsible for properly disposing of paint chips. Paint chips may be disposed of in the boatyard trash dumpsters after a request has been made to SBW.

8. No boat-bottom washing is allowed in the boatyard unless performed by SBW staff in specified boat power wash station.

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). SBW will periodically inspect the boatyard facility 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 in the open air boatyard.

11. All major vessel repair and maintenance work will be located away from the bulkhead.



11. 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.

12.. 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.

13. Containers of paint, thinners or similar materials:

- a. No containers of paint, thinners or similar materials larger than 5 gallons shall be allowed in the boatyard.
- b. All such containers must have lids that are capable of being sealed to prevent spillage during transport.
- c. Any paint spilled shall be handled as an oil spill.

16. Before removing machinery from a vessel in the boatyard, 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. NON-Biodegradable detergents and cleaning compounds used for washing boats by hand above the waterline shall be used sparingly. No suds visible on the water.

18. Spray painting is prohibited at any SBW wet slip.

Wastes

19. Ordinary trash generated by users of the boatyard facility should be placed in dumpsters located at SBW (subject to the restrictions). Dumpsters may not be used for disposal of any non-boating materials generated off site.

20. Dumpsters provided in the boatyard facility are for the collection of boatyard generated refuse ONLY. 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 SBW facility land, or on any floats or piers.

21. Abandoning wastes from on or off site on SBW 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. Disposing of such wastes on SBW property, unless produced by SBW staff, will be prohibited.

23. Waste engine oil and filters may NOT be disposed of at receptacles throughout the marina or boatyard unless produced by SBW staff. These SBW 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 boatyard facility 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 SBW office as soon as possible.

26. SBW Boatyard users who bring their pets on site shall clean up and dispose of their pet's waste as per the Town of Scituate animal control regulations, if applicable (i.e., "scoop laws").

Discharges

27. Discharge of sewage from vessel toilet facilities while in the boatyard facility is prohibited. Pumpout facilities are available for holding tank discharge at marina or via mobile waste pump out vessels. Contact services via VHF Ch 16

28. No liquid or solid waste shall be dumped in storm drains or on the ground.

29.. Contaminated Bilge Water:

- Bilge water contaminated with oil, antifreeze, solvents or similar materials shall not be pumped or emptied into Boatyard facility waters.
- Discharged bilge water shall not cause any visible sheen on the water.
- The use of dispersants 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 SBW office.



30. 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 Massachusetts Dept. of Environmental Protection
- The SBW office shall also be notified of any spills occurring at the boatyard, haulout or powerwash facility
- Follow the SBW Spill Response Plan (TBD)

31. In case of a spill at a SBW facility and boatyard users shall:

1. Immediately stop the source of the spill.
2. Shut off all ignition sources in the area.
3. NO SMOKING
4. Call the SBW Main Office (Day & Night: 781-545-0487)
5. Call National Response Corporation 1-800-OILS-911 or 1-800-424-8802 to report the spill.
6. Contain the spill.
7. Recover the spill as quickly as possible.

Chemicals and Fuels

32. Storage of oily rags, open paints, open solvents, open thinners, gasoline, or other flammable or explosive material is prohibited on or within the boatyard complex, except for gasoline stored aboard a vessel in U.L. or Coast Guard approved gasoline containers.

33. The use of antifouling paint containing tributyl tin is prohibited.

34. Volatile Organic Compounds (VOC's) containing products will be replaced with less hazardous water based substances when available.

35. No fueling or transferring of fuel shall be carried out in boatyard areas unless spill prevention procedures are in place and approved by SBW management

SBW REGULATIONS, POLICIES and PROCEDURES

BOAT LAUNCHING/HAUL-OUT: TRAVELIFT

A. DEFINITION OF SERVICES AND FEES

1. Rates for use of the travelift are as per the posted "Scituate Boat Works Rate Sheet"
2. A "round trip" consists of a haul-out and launch and includes thirty (30) minutes for owner to inspect hull



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. 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 immediately upon startup the following morning, as per the posted Scituate Boat Works Rate Sheet.
6. Charges for lift commence at time scheduled unless SBW operator is not ready to commence lift. Time of completion is when SBW 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.
7. When delay is encountered on travelift operations that are caused by the vessel owner, the owner will be charged hourly in one half hour increments, as per the posted Scituate Boat Works Rate Sheet.
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 SBW premises will be included in the regular haul-out fee. Cradles and/or boat blocking materials used on SBW premises will be charged additionally. Cradles and/or boat blocking materials used outside the SBW's yard will be provided by the boat owner or business storing the vessel.
10. Service may be refused by SBW Management in the event that any work or vessel is deemed unsafe to SBW personnel or equipment.

B. RESERVATIONS

1. Advance reservations are required for all travelift service(s).
2. 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 SBW Management.



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 SBW will not be responsible for underwater 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. Prior to haul out or boat movement, boat owner should ensure that he is protected by personal liability and property damage insurance or that his existing insurance policy will cover his boat haul out and storage in the repair area, including damage caused by weather and wind.

D. RESPONSIBILITIES OF SBW AND OPERATOR

1. SBW employees are responsible for the operation of all SBW equipment used for the lifting/lowering of vessels and related equipment.

XIV. YARD STORAGE

A. FEES

Yard storage charges are as per the posted "Scituate Boat Works Rate Sheet."

B. RESPONSIBILITIES OF SBW and VESSEL OWNER

1. Tools, equipment, and supplies must be kept aboard boat when not in use.
2. Area around boat must be kept neat and clean at all times and must pass inspection prior to launch.
3. Paint spillage must be cleaned up immediately.



4. 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.
5. 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 SBW premises are prohibited. Vessels entering winter storage are required to have all onboard fuel tanks no greater than 80-90% capacity to allow for expansion in the Spring and to minimize build-up of hazardous fumes.
6. Boat covers, equipment, and/or accessories must be neat and tidy and present a good appearance at all times.
7. 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 SBW may maintain waste oil containers which may be used for disposal of that liquid.
8. Sandblasting is prohibited in the SBW boatyard, except in an approved area.
9. 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.
11. Any private vehicles in the yard must be parked in a manner that will not hinder access for the travelift and other equipment or block any marked or assumed fire Lane.
12. Living aboard a vessel while blocked in the SBW's fenced or gravel yard area(s) is prohibited.
13. Security of vessel, once adequately blocked and placed in a proper cradle by SBW employees, becomes the responsibility of the boat owner. SBW 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 SBW employee.
14. All vessels in storage in the SBW Boatyard will be required to add SBW as additionally insured on their insurance policies, at no cost to SBW.
15. During the summer season (April 1 - October 31), when demand for yard space is high, the SBW's facility is provided for use as a work area, not a storage area, and time is of the essence. In the event that SBW 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.
16. All vessel repair maintenance performed in the SBW's yard area(s) will comply with the "Massachusetts Clean Marina Guide" for boatyards, issued by the Department of Coastal Zone Management.



17. All subcontractors are required to abide by Scituate Boat Work's BMP and are required to obtain the same General Liability Insurance and Ships Repairers Liability coverage's including all exclusions with equal or greater limits. Massachusetts Workers Compensation Insurance of equal or greater limits or a waiver of coverage will also be required.
18. All subcontractors will be required to add Scituate Boat Works as additionally insured.
19. All subcontractors are required to check in at SBW office before work is commenced.
20. Boat owners will not be allowed to perform any repairs, cleaning or moving of vessel while in the general boatyard area. SBW will allow vessel owners to perform low environmental impact repairs in a designated area, to be determined by SBW at a commercially reasonable fee.
21. A vessels will be required to have all holding tanks emptied before vessel can be blocked on SBW storage premises.
22. Boat owners will be required to abide by SBW's BMP and all local, state and federal guidelines for a Clean Marina/Boatyard. A copy of the Massachusetts Coastal Zone Management "Clean Marina Guide" will be available for review at the SBW office and is available online at www.mass.gov/CZM.

XV. WASHDOWN FACILITY

A. DEFINITION OF SERVICES AND FEES

1. Washdown facility charges are as per the posted "Scituate Boat Works Rate Sheet".
2. All vessel bottom washing will take place at the washdown facility.
3. Only qualified operators are authorized to operate SBW pressure wash equipment.
4. Handscrubbing and wet sanding are permitted, subject to the "Scituate Boat Works Rate Sheet".
5. 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.
6. Dry sanding, grinding and painting are prohibited in the washdown facility.
7. Use of NON-biodegradable soap is prohibited.
8. Dumping of bilge water or other contaminants is prohibited.
9. User is responsible for washing down the pad after each use.



Scituate Boat Works/Boatyard Best Management Practices (BMPs)

These BMPs are for SBW personnel who regularly work in and around the marina/boatyard facility. They are meant to assist Scituate Boat Works 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 facility staff 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.

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 Boatyard BMPs by facility users during the regular course of their work. Any violations shall be addressed immediately, and then reported to the SBW office or the appropriate supervisor.
3. Catch basins at the SBW boatyard and haulout 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 Mass Coastal Zone Management Clean Marina management practices.
4. Any materials found abandoned at the facility shall be reported to the SBW Office immediately.
5. Leaks occurring from facility users' boats or from SBW equipment shall be reported to the SBW office. Appropriate action should be taken to stop or contain the spill if possible and as long as it safe to do so.
6. SBW personnel shall be familiar with the SBW Spill Prevention Plan .Copies are maintained at the SBW Office.
7. SBW personnel shall ensure that hazardous materials generated by the SBW are stored and disposed of in accordance with state Hazardous Waste Regulations and existing Massachusetts EPA waste management practices.
8. Any intercepted SBW-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. SBW 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.
10. Due to future uncertainty-the SBW BMP will likely change over time and will be updated accordingly.



YARD STORAGE AMENDMENT

B. RESPONSIBILITIES OF SBW and VESSEL OWNER

1. SBW will create a vessel owner "Safe Zone", in which additional repairs may be performed. Vessel owners may schedule time in this "Safe Zone" at the SBW office. The "Safe Zone" location and size will be determined based upon recommendations of the Harbormaster and Waterways Committee. Final decision on size and location will be at the discretion of SBW Management..
2. All efforts will be made by SBW to create an environmentally friendly working area within the "Safe Zone". Special precautions will be made to deter any environmental impact to include ground cover, dedicated "Oil Spill Kit", fire extinguishers and daily monitoring by SBW staff to ensure all BMPs are being upheld.
3. Repairs permitted in "Safe Zone" by vessel owners are as follows:
 - Waxing of hull and superstructure
 - Boat washing and interior cleaning
4. Upon completion of the work or at the end of the day, the tarps must be picked up and any waste materials must be properly disposed. No storage of hazardous materials under or around the vessel is permitted
5. Repairs by vessel owners will only be allowed during SBW normal business.
6. Entry into general boatyard after hours will be prohibited.
7. A commercial reasonable fee, TBD, will be charged to the owner to relocate vessel to "Safe Zone" and re-secure vessel.
8. A daily commercially reasonable fee, TBD, will be charged per foot while in the "Safe Zone".
9. A maximum of three (3) consecutive days will be allowed in the "Safe Zone" to allow for greater availability to the general boating public. Additional days may be permitted upon request to SBW management.
10. Additional waivers of liability while in "Safe Zone" must be signed by vessels owners and will be kept on file at the SBW office.
11. Any repair performed which is not permitted in the "Safe Zone" will subject to immediate removal from area and additional penalty fee.



C. SUB-CONTRACTED REPAIRS

1. Outside vendors or contractors, scheduled directly by vessel owners, are not permitted on the Boatyard premises without permission of the SBW management. Such contractors or vendors may obtain permission to work on vessels in the Boatyard subject to certain conditions, regulations, insurance requirements and administrative surcharges, established by SBW to protect the Boatyard and its customers.
2. Any outside contractor or vendor not complying with these conditions will be required to leave the premises immediately.
3. Vessel owners are ultimately responsible to pay for their subcontractor's access fees in the event of a failure to pay by their subcontractors.

D. SCITUATE COMMERCIAL FISHING FLEET

1. Town of Scituate commercial fisherman may request special consideration and permission for additional repairs while in "Safe Zone". Request must be presented to SBW management for environmental impact review and approval.