

Best Management Practices

Best Management Practices (BMPs) are designed to help prevent water, soil and air contamination that can result from maintenance, repair and other activities associated with boats. They 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, harbors and harbor tenants may be able to avoid more expensive and restrictive measures being placed on the boating public by regulatory agencies in the future.

All boat owners and independent contractors performing work on boats in the Harbor and boatyard facilities shall comply with the Valdez Harbor's BMP's through proper management of activities which occur at this facility. Following these BMP's will show our commitment to preservation and safekeeping of our surrounding Harbor and marine environment. Copies are available at the Harbor office located on N. Harbor Dr.

These BMP's must be familiar to all facility users, and shall be followed. Appendix 1 provides instructions for Port personnel regarding the BMP's.

Failure to properly follow these BMP's may result in suspension of facility use privileges, vessel impoundment, cleanup costs and/or fines.

General

- The Valdez Harbors has two types of boatyards:
 - Working Boatyards: provide a location for maintenance, repair and work that is required to be conducted upland.
 - Upland Storage Boatyards: allow owners an upland location to store their boats and/or trailers, yet they do not allow maintenance and repair work.
- These BMP's will be posted at locations around the Harbors and at the boatyards and haul-outs. Users of the boatyards and haul-out must check in at the harbor Office to receive instructions and Best Management Practices before first using the facilities. Additional copies of BMP's and Harbor Policies are available at the Harbor Office. Questions about these BMP's should be brought to the Harbor Office.
- Any facility user who sees another individual violating these BMP's or the Harbor Policies, is encouraged to report the violation to the Harbor Office or Harbor staff member as soon as possible.
- There may be additional requirements mandated by Alaska Department of Environmental Conservation, various Federal and State regulations, and/or other regulatory agencies. You are required to know and comply with these regulations.

Environmental Policies

- All self-employed boat workers and independent contractors must register with the Harbormaster and receive approval before beginning any work on Harbor property.
- Owners may undertake boat projects as needed to maintain the vessels safety, appearance and utility. Substantial exterior work encompassing more than 25% of the hull's deck and

superstructure area is not allowed. Welding, burning and sandblasting are not permitted in the Harbors. Operation of power tools is prohibited between 10pm and 7am.

- Boat hulls with soft or ablative anti-fouling paint shall not be scrubbed or cleaned in the Harbor by divers or with underwater scrubbing devices. Approved haul-out facilities must be used for these coatings. Mechanical 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 Harbor is not permitted to handle hazardous wastes generated by commercial operators or maintenance contractors.
- Harbor management expects all vessel owners to adhere to the Best Management Practices.

Electrical Wiring and Equipment

- Electrical systems and equipment used within the Valdez Harbor facilities will comply with NFPA 70, National Electrical Code and Chapter 3 of NFPA 303.
- Cords with current carrying capacity of less than fifteen (15) amps will not be used. Flexible cords will be used only in continuous lengths without splicing or taps.
- Maximum allowable current-carrying capacity of flexible cords is as follows:

○	AWG	AMPS
○	14	15
○	12	20
○	10	25
○	8	35
○	6	45
○	4	60
- Cords, attachment plugs and connector bodies will not be smaller than required for the rated current of the attached cord or connected equipment.
- Infrared heating lamps may only be used with porcelain type sockets.
- Any heater capable of causing a fire if overturned must be equipped with a safety switch that will disconnect electric current to the heater if overturned.
- The following power cord types are approved for use: SO, ST, STO, POW, K, S.
- The following power cord types are NOT approved for use: SP#, SPT3, TP, TPT, TS, TST, AFC, AFPO, CFC, CFPO, CFPD, PO1, PO2, PO, SPT1, SPT2, SP1, C, PD, P1, P2, P, PW1, PW2, SV, SVT, SJ, SJO, SJT, SJTO.
- Any cord not listed must be inspected and approved by the Harbormaster prior to its use.

Upland Boatyard Repair & Maintenance

- Haul-out facility users must ensure that all gear and equipment in the boat is secured against lurching or swinging off the boat prior to lift. Materials stored on the boat should similarly be secured from spilling or swinging off.

- When stripping, sanding, scraping, painting, coating and/or varnishing any portion of the vessel, all particles, oils, grits, dusts, flakes, chips, drips, sediments, debris and other solids shall be collected and managed to prevent release into the environment. Drop cloths, tarps, drapes, shrouding, enclosures or other protective devices are required to collect and manage such material and must be adequately secured by tying up to boat stands or blocking material. These items should be swept or vacuumed daily.
- A vacuum sander or vacuum grinder 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 is required. Non-vacuum grinding is prohibited in the boatyard, any deviation from this practice must be approved by Harbor management.
- Users of the boatyards and Harbor facilities are responsible for properly disposing of paint chips. Paint chips may be disposed of in Harbor or boatyard trash dumpsters.
- No boat-bottom washing is allowed in the boatyards except when on designated wash-down or maintenance pads. No boat or vehicle washing is allowed in Harbor parking areas.
- 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). Harbor facility personnel will periodically inspect the Harbor /boatyard facilities to ensure cleanliness. The area around the boat must pass inspection prior to launch.
- Sand blasting or power spraying of any abrasive grit or substance is prohibited. Any deviation from this practice must be approved by Harbor management.
- Drip pans, tarps or other devices shall be used during the transferring of oil, solvents, paints, contaminated bilge water, and during paint mixing, i.e. Pumps, spigots, and cover funnels.
- Containers of paint, thinners or similar materials:
 - No containers of paint, thinners or similar materials larger than 5 gallons shall be allowed in the boatyard or on Harbor docks.
 - All such containers must have lids that are capable of being sealed to prevent spillage during transport.
 - Paints and solvents shall not be mixed on floats or small boats.
 - Any paint spilled shall be handled as an oil spill.
 - Before removing machinery from a vessel in the boatyards, 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.
- Store engine parts and engines on impervious surfaces. Do not wash engine parts over bare ground or water. Adopt alternatives to solvent-based parts washers such as Bioremediating systems that take advantage of microbes to digest petroleum. If using solvent to clean engine parts, do so in a container parts washer with a lit to prevent evaporation of volatile organic compounds. Use drip pans when handling any type of liquid and use separate drip pans when handling any type of liquid and use separate drip pans for each fluid to avoid missing. Use funnels to transfer fluids and drain all parts of fluid prior to disposal. Clean engine repair areas regularly using dry cleanup methods.

- Repairs, modifications, surface preparation, or coating of topside of superstructure shall be limited to 25% of the topside or superstructure surface where the deck composes one collection surface.
- In-water cleaning of underwater portions of the hull by divers or other means is prohibited.
- Biodegradable detergents and cleaning compounds used for washing boats by hand above the waterline shall be used sparingly (substitute vinegar for soap for the best solution to environmental cleaning). No suds visible on the water.
- Stretch tarps between the side of boat and dock when working over the water. Use tarps liberally to capture all scrapings, debris and drips (is this already prohibited?). Airborne particles may damage adjacent boats.
- Any repair, modifications, surface preparation or coating of any portion of a boat's or vessel's hull while the vessel is afloat is prohibited. If this work is necessary, then the boat/vessel shall be hauled out into the boatyard.
- The cleanup of all collected materials shall be conducted daily. Vacuum dust and debris hourly or every time the tarp is moved.
- Reverse the boat in the slip to work on the far side.

Fire Protection

- Berthing and Storage
 - Wet Storage and Berthing: Each berth will be arranged to allow a vessel to be removed safely in the event of an emergency. Ready access to the vessel for fire equipment will be provided. Electrical lighting will be provided that assures adequate illumination of all exterior areas, piers and floats.
 - Outdoor Dry Storage: The use of portable heaters within the boat storage area is prohibited unless the heater is needed for the repair of the vessel and there is a person attending the heater while it is being used. Ladders sufficiently tall enough to reach the deck of any stored vessel will be readily available. The use of blowtorches or flammable paint remover is prohibited.
 - Battery Storage: Lead-acid type batteries should be removed for long-term storage and recharging. If it is impractical to remove the battery, the batteries may remain onboard provided:
 - The battery compartment has adequate ventilation.
 - A listed charger is in use.
 - The power connection to the charger consists of a three-wire cord, with not less than #14AWG conductors, attached to a 120 volt single phase current system using a control switch and approved circuit protection.
 - There is no connection on the load side of the charger from this circuit to any other device.
 - The battery is properly connected to the charger and the grounding conductor effectively grounds the charger enclosure.
 - Unattended battery chargers should be checked every two hours.
- Operational Hazards

- Welding Equipment, Torches or Open Flames: No person will use welding equipment, a burning torch or any other open flame or conduct any hot work within the Valdez Harbors and uplands without a hot work permit issued by the Valdez Fire Chief (**they no longer require this**). Valdez Harbors and the VFD will be notified when the hot work is completed.
- Conditions on Individual Boats: Valdez Harbors may have an inspection made of boats received for storage. This inspection will determine if there is the presence of any combustible vapors onboard, general cleanliness and condition of the vessel, fire safety equipment available onboard and appropriate power connections. Storage may be refused until the condition of the vessel is corrected.
- Posting of Safe Operating Procedures: Valdez Harbors will post a list of safe operating procedures for Harbor users. The operating procedures will include information on fueling, use of charcoal cooking equipment, disposal of trash, nonsmoking areas, location of fire safety equipment and procedures for making a fire alarm. These procedures can be found in **Appendix A** of this document.
- Fueling Areas: Commercial fueling operators will have an operations plan approved by the US Coast Guard and abide by it. The City of Valdez will designate fueling areas.
- Preferred Location: Valdez Harbor users will fuel their vessels at designated sites or outside of the mooring basin.
- Fuel Containers: Gasoline, heating oil and other flammable liquids carried to vessels within the Valdez Harbors will be transported in approved containers especially designed for storage and carrying of these liquids. Glass jars, open pails or cans will not be used to carry flammable or combustible liquids with the Valdez Harbors. Do not leave any fuel container on the floats or docks.
- Safety Equipment: Valdez Harbor users self-fueling their vessels will use approved containers and have a 10 pound ABC dry chemical portable fire extinguisher at hand. Self-fueling of vessels within the mooring basin is prohibited. The use of oil absorbent socks and pads while fueling is required.

Wastes

- Securely store all garbage for shore-side disposal. "If it goes aboard, it comes ashore."
- Ordinary trash generated by users of the Harbor facility should be placed in dumpsters located around the Harbor facility and in the boatyards (subject to the restrictions laid down in the Harbor Policies (**not yet??**)). Dumpsters may not be used for disposal of any non-boating materials generated off site.
- Dumpsters are provided throughout the Harbor/boatyard facilities for the collection of boating generated refuse. 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 Harbor facility land, or on any floats or fingers.
- Users are required to recycle appropriate materials and use recycle containers that are provided throughout the Harbors.
- Abandoning wastes from on or off site on Harbor property is prohibited.
- 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.

- Waste engine oil and filters can be disposed of at receptacles located in both Harbor uplands. These receptacles shall be used for the disposal of waste oil only, which is recycled. Oil pads, filters must drain 24-hrs prior to disposal. 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.
- Dumpsters located in the Harbor/boatyard facilities 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.
- 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 Harbor Office as soon as possible.
- Harbor/boatyard users who bring their pets on site shall clean up and dispose of their pet's waste as per the City of Valdez's animal control regulations. Pet waste may be a substantial source of fecal contamination to Alaskan waters. Rinsing or washing pet waste into the waterway is strictly prohibited. Waste collection bags are provided in dispensers along the boardwalk and docks.
- Notice to Boaters: A treaty known as the marine Pollution Act (MARPOL) specifically prohibits the dumping of any plastics from any vessel anywhere in the ocean, or in our navigable waters, and restricts the dumping of all other types of refuse from boats.
 - If your boat is over 40' you are required by MARPOL to have a written waste management plan onboard. It must contain – name of the vessel: person in charge and; a short description of what you plan to do with your waste.
 - The Coast Guard requires all boats over 26' to display the MARPOL placard in a visible location.

DISPOSAL OF ALL GARBAGE PROHIBITED EXCEPT OTHERWISE SPECIFIED	
<small>MARPOL Annex V and the Clean Water Act prohibit dumping of waste in the ocean and navigable waters of the United States including the Arctic Lakes. Depending on the nature of the waste, discharge of some waste is permitted outside of specific distances offshore except in "Special Areas" designated under Section 105 (b).</small>	
Type of Waste	Discharge Permitted
Plastics, including synthetic ropes, fishing nets, and plastic bags	Prohibited in all areas
Flammable, toxic, or corrosive liquids	Prohibited less than 25 nautical miles from nearest land
Food waste, paper, cups, glass, metal, bottles, containers, and similar items	Prohibited less than 12 nautical miles from nearest land
Domestic or general floor waste, paper, bags, glass, etc.	Prohibited less than 3 nautical miles from nearest land
Violation may result in heavy penalties.	

Discharges

- Discharge of sewage from vessel toilet facilities while in the Harbor/boatyard facilities is prohibited. Pump-out facilities are available for holding tank discharge at the North Fuel Dock, end-tie of B-Float and the transient sides of R and S Floats, free of charge. The Harbor maintains a mobile pump-out cart and pump-out boat that customers are able to schedule pump-outs with the Harbor Office, for free.

- Discharge within three (3) miles of land is illegal and subject to fines up to \$200 (other federal fines to cite?).
- Boat owners may be required to seal or render inoperable all on-board toilet facilities if an agreement for live-aboard is granted.
- If onboard holding tank used, Liveaboards must pump their holding tank monthly and document the pump-out on the pump-out log located at the Harbormaster's Office (does this match verbiage in Live-aboard Agreement?).
- Even treated sewage is a threat to shallow water environments. Do not discharge treated sewage (including Coast Guard approved MSD's) while in the Harbor.
- Biodegradable soap is required in small amounts for dishes, on-board laundry and cleaning. Gray water discharge from sinks, dishwasher, laundry and showers may be harmful to aquatic life within the Harbor and contains bacteria in sufficient quantities to be a public health concern.
 - Vessel owners are encouraged to utilize: a) a pump out service provided by the Harbor, b) contain gray water and use self, pump-out stations located in multiple locations throughout the Harbors.
 - The discharge of laundry water from a vessel is prohibited.
 - Use sink screens or strainers and dispose of strained waste in the garbage.
- Shore-side restrooms and shower facilities are available for use 24-hours a day. We encourage you to use them.
- All substances prohibited by law from disposal in a sanitary sewer system (i.e. dangerous wastes, pesticides, flammable materials) shall NOT be disposed of in Harbor toilet facilities nor into the sewer system indirectly through vessel holding tanks.
- No liquid or solid waste shall be dumped in storm drains or on the ground.
- Contaminated Bilge Water:
 - Bilge water contaminated with oil, antifreeze, solvents or similar materials shall not be pumped or emptied into Harbor facility waters, but can be pumped and emptied into our bilge water treatment facility, free of charge. The bilge water pump-out out is located on the transient side of R-Float. Subsequently, installation of a manual bilge pump shutoff switch will avoid discharging contaminated bilge water.
 - Never drain oil, antifreeze or other liquids into the bilge. Use pumps to drain engine oil directly.
 - The use of dispersants or mechanical means to dissipate slicks is prohibited.
 - Use absorbent bilge pads to soak up oil and fuel. Oil pads are available at the Harbor Office.
- Oil or hazardous material spills that occur despite preventative measures should be stopped at their source and then contained.
 - Facility users are required to report spills to the Coast Guard and Dept. of Environmental Conservation.
 - The Harbor Office shall also be notified of any spills occurring at the boatyard, haul-out or Harbor facility.
- In case of a spill at the Valdez Harbor facilities, Harbor/boatyard users shall:
 - Immediately stop the source of the spill
 - Shut off all ignition sources in the area.
 - NO SMOKING

- Call the Harbor Office (Day 907-835-4981) or the Harbormaster (Night 907-831-0505)
- Call the National Incident Response Center (1-800-424-8802)
- Call Coast Guard Station Valdez, in water only (907-834-5350 or 907-406-0001)
- Call the Alaska Department of Environmental Conservation (907-269-3063)
- Contain the spill
- Do not pour liquid detergent onto the spill; this is illegal, makes recovery impossible and makes the spill worse under the surface.
- Recover the spill as quickly as possible.
- There is a spill kit underneath

Invasive Species

- Do we still have any??

Chemicals and Fuels

- Storage of oily rags, open paints, open solvents, open thinners, gasoline, or other flammable or explosive material is prohibited on or within the Harbor/boatyard facilities, except for gasoline stored aboard a vessel in U.L. or Coast Guard approve gasoline containers.
- The use of antifouling paint containing tributyl tin is prohibited.
- No fueling or transferring of fuel shall be carried out in berthing areas. Any deviation from this practice must be approved by Harbor management.
- 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.

Air Quality

- Vessel Maintenance
 - No plumes of dust, smoke, noxious fumes, and/or vapors should be created while in the Harbors due to any activities aboard your vessel. If this occurs the offending activity should be stopped immediately to insure compliance with the BMP’s.
- Wood of Diesel Burning Heaters
 - Wood Burning Heaters/Stoves
 - Stoves burning solid fuels must comply with Alaska DEC regulations which can be found at <https://dec.alaska.gov/air/burnwise/regulations/>
 - Smoke plumes can have no more than 20% opacity, meaning that you should only see heatwaves coming from a chimney or vent.
 - Wood burning stoves that cause smoke and ash to fall in the vicinity of your vessel are prohibited in the Harbors. If a vessel causes ash to fall on neighbor vessels, the owner could be subject to legal action by the affected party.

- If you are a live-aboard and wood burning heat is your only source of heat, you may use your heater during a Stage 1 burn ban (correct here in AK?).
- Stage 2 burn bans restrict all wood heating.
- Diesel Heaters
 - Diesel heater must not produce smoke greater than 20% opacity.
 - Diesel heater must not cause smoke and ash to fall in the vicinity of your vessel. If a vessel causes ash to fall on neighbor vessels, the owner could be subject to legal action by the affected party.

Boat Cleaning

- Read labels and buy products that will do the job without harming people and the water, i.e. “non-toxic” and “phosphate free” cleaners.
- Help other boaters understand cleaner ways to do boat maintenance.
- Use alternative cleaners, such as baking soda, lemon juice, vinegar, and elbow grease.
- Wash decks and hulls frequently with fresh water, using little cleaner goes a long way.
- Buy only as much cleaner as you need to avoid the need to dispose of leftover supplies.
- Follow the label recommendation and local regulations for proper disposal.
- If using onboard washer, use soaps compatible with the environment. Use soaps with biodegradable bases like coconut or soy.

Winterizing

- Use propylene glycol antifreeze for all systems; it is less toxic than ethylene glycol.
- Ethylene glycol should never be used in potable water systems; it is highly toxic and cannot be purged reliably.
- Add stabilizers to fuel to prevent degradation. Be sure fuel tanks are 85-90% full to prevent flammable fumes from accumulating and to minimize the possibility of condensation leading to corrosion.
- Do not fill the tank more than 90% full
- Use the highest rated octane recommended by the engine manufacturer; premium fuels are more stable than others. Be sure the gas cap seals tightly.

Recommended Safety Equipment

- There is an increased Coast Guard presence in Port Valdez due to heightened security at the pipeline terminal. For your own safety and to ensure an enjoyable trip, make the following preparations to your boat:
 - Proper display of registration numbers
 - Current registration papers on onboard.
 - Personal floatation devices (PFD's) available for each passenger onboard, plus one immediately available throwable floatation device. (Loaner PFD's are available at the top of each gangway in both Harbor basins??.)
 - At least three approved visual distress signals for day and night use. Check the expiration dates.
 - At least one type B-1 fire extinguisher for boats up to 26 feet in length.

- Approved ventilation system for boats with inboard gasoline powered inboard engines.
- Backfire flame arrester for carburetor equipped gasoline powered inboard engines.
- Sound producing device (whistle, horn, siren, etc).
- Navigation lights between sunset and sunrise.
- Pollution and trash placards for boats over 26 feet in length.
- Marine sanitation devices must be Coast Guard approved.
- To ensure compliance with current state and federal safety equipment requirements, the Harbor can arrange a free safety check of your boat with the Coast Guard Auxiliary. Contact the Harbor at 907-835-4981 to schedule an examination at your convenience. N/A anymore??

Harbor Launching Procedures

- Pre-Launching Preparations
 - Prepare your boat for launching away from the ramp as a courtesy to others and to prevent rushing during the launch.
 - Register your boat and pay for the launch at the self-service station.
 - Ensure that there has been no damage to the boat caused by the trip to the Harbor.
 - Raise the lower unit or outboard so that it will not hit bottom during the launching.
 - Remove trailer tie-downs and make sure that the winch is properly attached to the bow eye and locked in position.
 - Put the drain plug in securely.
 - Connect the fuel tank, check fluid levels and safety equipment.
 - Disconnect the trailer light plug to prevent shorting of electrical system or burning out a bulb.
 - Attach a line to the bow and stern of the boat so that the boat cannot drift away after launching and it can be easily maneuvered at the courtesy float.
 - Visually inspect the launch ramp for hazards such as a steep drop off, slippery areas and sharp object.
 - When everything has been double checked, proceed slowly to the ramp remembering that your boat is just resting on the trailer and attached only at the bow.
 - The ideal situation is to have one person in the boat and one observer at the water's edge to help guide the driver of the tow vehicle.
- Launching
 - Drive to the ramp and observe the directional signage.
 - Back the boat and trailer down the appropriate ramp.
 - Keep the rear wheels of the tow vehicle out of the water. This will generally keep the exhaust pipes out of the water. If the exhaust pipes become immersed in the water, the engine may stall.
 - Set the parking brake and insure the transmission is in park.
 - Lower the motor and prepare to start the engine (after running blowers and checking for fuel leaks).
 - Start the boat motor and make sure that water is passing through the engine cooling system.
 - Release the winch and disconnect the winch line from the bow when the boat operator is ready.

- At this point, the boat should launch with a light shove or by backing off the trailer under power.
- Return the towing vehicle and trailer to the parking lot as soon as the boat is launched so the next person in line may proceed.
- Finish and final loading of your boat at the transient moorage float, away from the launch ramp so that others may continue to use it.
- Retrieval
 - The steps for removing your boat from the water are basically the reverse of those taken to launch it.
 - Keep in mind that the following conditions may have changed since you launched your boat:
 - Change in wind direction and/or speed.
 - Change in current and/or tide.
 - Increase in boating traffic.
 - Visibility.
 - Unload the boat away from the launch ramp.
 - Maneuver the boat carefully to the submerged trailer, and raise the lower unit of the engine.
 - Winch the boat onto the trailer and secure it.
 - Drive the trailer with the boat aboard carefully out of the ramp to the wash-down area for cleanup, reloading and an equipment safety check.
 - Remove the drain plug to allow water to drain from the bilge.

APPENDIX A

Valdez Harbors Safe Operating Procedures

1. Avoid using hibachis or charcoal grills on wooden floats or docks and/or near fueling areas.
2. No smoking near designated fueling areas.
3. Portable fire extinguishers are located along the mooring floats.
4. In the event of a fire or other emergency, call 911 from the telephones located at the top of gangways or near the Harbormaster's Office (there are none of these currently in place except at office).
5. Please dispose of trash and garbage in the containers provided at the top of each gangway ramp.

Fueling Procedures

- Before Fueling
 - Stop all engines and auxiliaries.
 - Shut off all electricity, open flames and heat sources.
 - Check bilges for fuel vapors.
 - Extinguish all smoking materials.
 - Close access fittings and openings that could allow fuel vapors to enter the boat's enclosed spaces.
 - Remove all personnel from the boat except the person handling the fueling hose.

- During Fueling
 - Maintain nozzle contact with fill pipe.
 - Fuel filling nozzle must be attended at all times.
 - Wipe up spills immediately.
 - Avoid overfilling.
- After Fueling and Before Starting Engine
 - Inspect bilges for leakage or fuel odors.
 - Ventilate until odors are removed.

APPENDIX B

Valdez Harbor Contact Information

1. Valdez Fire Department
PO Box 307
Valdez, Alaska 99686

Emergency: 911
Telephone: 907-835-4560
Fax: 907-835-3420
Email:
Website:

2. Valdez Small Boat Harbor
PO Box 275
Valdez, Alaska 99686

Telephone: 907-835-4981
Fax: 907-835-2958
Cell: 907-831-0505
Email:
Website:

3. United States Coast Guard
Valdez Marine Safety Office
PO Box 486
Valdez, Alaska 99686

Telephone: 907-835-7200
Fax: 907-835-7287
Website:

4. Alaska Department of Environmental Conservation

(Include a map locating all pertinent locations, i.e. pump-out stations, WP & MP's-see Ludlow's)

APPENDIX 1

Valdez Harbor/Boatyard Best Management Practices (BMPs)

Attention Harbor Personnel

These BMP's are for Harbor personnel who regularly work in and around the Harbor/boatyard facilities. They are meant to assist the Harbor in maintaining a quality environment in and around its facilities, and in meeting its regulatory obligations to prevent pollution. These BMP's will be provided to all boatyard and Harbor facility personnel and will be posted in a central location. It is important that personnel are familiar with these BMP's, as well as those BMP's written for Harbor and boatyard users. BMP's for facility users shall also be followed by Harbor personnel unless special arrangements are made with the concurrence of Harbor management, except that wastes shall be disposed of in accordance with existing Harbor waste management practices.

Operational/General?

1. The Harbor boatyard and haul-out facility shall be inspected regularly to ensure that users are following proper BMP's, and that the facilities are clean.
2. Personnel shall always be on the lookout for violations of Harbor/Boatyard BMP's by facility users during the regular course of their work. Any violations shall be addressed immediately, and then reported to the Harbor Office or the appropriate supervisor.
3. Catch basins at the Harbor boatyards and haul-out areas will be visually inspected regularly 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 Harbor waste management practices.
4. Any materials found abandoned at the facility shall be reported to the Harbor Office immediately.
5. Leaks occurring from facility users' boats or from Harbor equipment shall be reported to the Harbor Office. Appropriate action should be taken to stop or contain the spill is possible and as long as it is safe to do so.
6. Harbor personnel shall be familiar with the Valdez Harbors Spill Prevention, Control and Counter Measure Plan for Oil or Hazardous Materials **(does ours encompass all of these?)**.
7. Harbor personnel shall ensure that hazardous materials are stored and disposed of in accordance with state **Dangerous Waste Regulations** and existing Harbor waste management practices **(do we have those?)**.
8. Harbor employees are encouraged to point out to managers; areas where Harbor/Boatyard environmental practices might be improved, and to provide suggestions for reducing the Harbor/Boatyard waste stream.

Fire Safety Management

1. Location: Valdez Harbors will place detailed map placards at the head of each ramp to assist emergency personnel responding to the Harbor. The placards will detail slip identifications and locations of fire safety equipment (**currently we do not have this in place**).
2. Record Keeping: Written records will be kept by the Valdez Harbors that describe identification, location, purchase date and current inspection date of all fire safety equipment within our facilities (**yes/no?**).
3. Cleanliness: Valdez Harbors will maintain its facilities in a state of general order and cleanliness. No unconfined trash, wood waste or other debris will be allowed. Facilities will be kept free of open containers containing flammable or combustible liquids. Spills of oil, paint or fuel will be avoided. Covered containers will be provided throughout the Harbor facilities for disposal of garbage and trash.
4. Shop: Shop floors will be cleaned daily. Covered metal containers will be provided for the storage of oil rags. Smoking will be prohibited and signs posted in any area used to store fuel of other flammable liquids.
5. Maintenance: all fire safety equipment will be inspected and maintained on a yearly basis or after use. This includes fire extinguishers, fire hose, nozzles and pumps. Walkways, piers, access roads, dock and floats will be kept clear of obstructions that would limit safe access by fire equipment.
6. Training: Selected Harbor personnel will train with the Valdez Fire Department (VFD) at least twice a year. Training will include basic fire-fighting skills, pump use and fire systems. Management will stress cooperation between the two departments. All Valdez Harbor employees will be trained in properly reporting a fire and the use of portable fire extinguishers.
7. Fire Department Liaison: The VFD will be encouraged to visit the Valdez Harbors on a regular basis to become familiar with Harbor facilities. Valdez Harbors will assist the VFD with any fire preplanning efforts that apply to Harbor facilities. Valdez Harbors will make information available to the VFD concerning extinguisher locations, standpipe systems, fire hydrant locations, safety equipment available, construction standards and any other information necessary for effective preplanning. Harbor residents will be encouraged to contact the VFD through 911 in the event of a suspected fire or other emergency.

Fire Safety Protection

1. Portable Fire Extinguishers: A 10 pound ABC dry chemical portable fire extinguisher will be provided at the end of each float that extends more than 25'. Floats that exceed 75' in length will have a 10 pound multi-purpose dry chemical portable fire extinguisher placed every 75' along the float. **Vessel storage yard aisle-ways will have a 10 pound ABC dry chemical portable fire extinguisher placed every 100' so that an extinguisher is within 50' of any stored vessel (this has never been in place).**
2. Fixed Fire Extinguishment Systems: New Valdez Harbor construction projects will include a plan review from the State Fire Marshall and will consider use of fixed fire extinguishment systems.
3. Transmittal of Fire Emergency: Valdez Harbors will provide a telephone to allow for notification of fire emergencies (**really??**). This telephone will require no payment to contact 911. The local emergency number, 911, will be posted by the telephone.

4. Fire Detectors: A smoke detector will be installed in the Valdez Harbormaster's Office and shop. Smoke detectors will be installed in other areas at the direction of the Fire Chief. Smoke detectors will be tested monthly and their batteries will be replaced yearly.