



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda Ports and Harbor Commission

Monday, July 6, 2020

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC BUSINESS FROM THE FLOOR

IV. NEW BUSINESS

1. [Discussion of Proposed Live-Aboard Requirements](#)

Attachments:

[Liveaboard Rules and Policies.2020-06-24.D05](#)

[Live-Aboard Application and Agreement.2020-06-23.D08](#)

[Best Management Practices](#)

V. REPORTS

VI. COMMISSION BUSINESS FROM THE FLOOR

VII. ADJOURNMENT



Legislation Text

File #: 20-0213, **Version:** 1

ITEM TITLE:

Discussion of Proposed Live-Aboard Requirements

SUBMITTED BY: Sarah Von Bargaen - Harbormaster

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss and provide feedback on proposed live-aboard requirements, including a new live-aboard application and agreement, live-aboard rules and updated Best Management Practices.

SUMMARY STATEMENT:

Currently, the Harbor has no set requirements or guidelines in place for our live-aboard community. The only stipulation is if you are living on your vessel for 90 days or more within the calendar year, you are required to pay the Harbor Residential Surcharge in lieu of property taxes. Live-aboards who pay property taxes but still choose to live on their vessel are exempt from paying the surcharge.

In this meeting staff is hoping to hear feedback from the Ports & Harbors Commissioners as well as members of our live-aboard community as to their thoughts and/or concerns on the proposed implementation of live-aboard requirements and the approval process. Some of the items proposed will help Harbor staff vet potential live-aboard customers based on personal and vessel information and also help enforce live-aboard accountability.

VALDEZ SMALL BOAT HARBOR

LIVE-ABOARD RULES / POLICIES / REQUIREMENTS

I. INTRODUCTION

Live-aboard status is considered a privilege and is granted to Valdez Harbor Moorage customers as a revocable license. Customers that have been granted a Live-aboard License are herein referred to as a “Live-aboard Licensee.” Live-aboard Licensees provide an important service to the Harbor; serving as neighbors that promote safety and security for all boaters. As such, the Harbor has an important responsibility to assure Live-aboard Licensee’s set a good example for other licensees, as well as Harbor users and guests. Therefore, the application for live-aboard status is carefully considered and can be denied, or a Live-aboard License can be revoked as deemed necessary by the City of Valdez (“City”) for the enjoyment of all boaters and for a safe secure Harbor. The Harbormaster may decline to execute or renew a Live-aboard License Agreement at the Harbormaster’s sole discretion and for any reason.

An initial determination of eligibility for a Live-aboard License does not ensure that such license may continue nor does it create a landlord-tenant relationship between the City and the Live-aboard Licensee. It is the responsibility of the Live-aboard Licensee to comply with any applicable rules, regulations, policies, requirements, and procedures of any agency with jurisdiction. The grant of a Live-aboard License by the City does not alter the Live-aboard Licensee’s responsibility nor create an obligation on the City to make changes or incur obligations to allow Live-aboard Licensee’s continued privileges associated with the live-aboard license.

II. APPLICATION AND ELIGIBILITY REQUIREMENTS

A. Required Documents for Application.

At the time of application, all persons applying for Live-aboard License must provide the following documents:

1. Approved Moorage Agreement;
2. Completed Live-Aboard Application;
3. Photo identification of all those intending to live aboard, including a photo of pets;
4. Valid driver’s license for all persons intending to operate motor vehicles or the vessel;
5. Approved Credit Report?
6. Copy of current boat registration or certificate of documentation;
7. Valid certificate of insurance complying with the insurance requirements set forth herein and naming the City as an additional insured as follows:

City of Valdez
PO Box 275 or 307
Valdez, AK 99686

8. Vessels over 10 years old must provide current photo(s) including a view showing registration (AK) numbers of documented name; and
9. Completed vessel inspection.

B. Background Check.

An Applicant may be subject to credit and/or criminal background checks at their expense. Existing Live-aboard Licensees may be subject to annual credit/criminal background checks as the City's discretion, if deemed by the Harbormaster to be necessary. (Is this necessary??) Registered sex offenders and convicted felons (convicted within 15 years) are ineligible for live-aboard status. (?? Do we need to exercise this??)

C. Fees.

All Applicants must pay a \$50 non-refundable application fee and the monthly live-aboard fee with leasehold tax, all as established by the City. These fees are in addition to the monthly moorage fee and subject to change with sixty (60) days' advance notice. Monthly live-aboard fees will not be waived during periods when Live-aboard Licensee is absent from their vessel for any purpose.

The live-aboard fee is based on one person living aboard the vessel. Each additional person is charged an additional live-aboard fee (children under the age of 10 are free of charge). The live-aboard fee is listed in the Valdez Harbors Schedule of Rates & Fees (not currently). Moorage rates for vessels being used as residences are charged pursuant to the Harbor's Schedule of Rates & Fees, including a Harbor Residential Surcharge (clean-up/clarify).

The Live-aboard Licensee is responsible for electrical service charges according to the Harbor's Schedule of Rates & Fees. Pump-out services and water are included in the moorage fee.

D. Legal Ownership Required.

All Live-aboard Licensees must be the legal owner of the vessel, with exception of being listed as registered owner with a financial institution listed as lien holder. Proof of ownership is required.

E. Limitations on People Eligible to Live-Aboard.

Live-aboard vessels may have up to two (2) adults living aboard the vessel. A Live-aboard Licensee may also have children under the age of twenty-one (21) live with them on the vessel with Harbormaster's approval. Only the legal owner of the vessel, immediate family members, or dependents may live on board. The immediate family member(s) or dependent(s) must be listed on the Live-aboard License Agreement and they must live on board concurrently with the legal owner.

Families with small children are discouraged from living aboard their vessels because of the lack of recreational opportunities, facilities, and the inherent safety hazards. Children under the age of twelve (12) must be accompanied by a responsible adult while on the docks and floats. The City takes no responsibility for providing for the safety of children while on City property and facilities. A child's physical safety is the sole responsibility of the parent or guardian. Transfers of Live-aboard Licenses or allowing guests to live-aboard without the owner present is not allowed.

The vessel owner or Live-aboard Licensee shall update the occupants list in writing within five days of any change in persons or animals living aboard. The vessel may not be leased or rented to third parties for the purpose of residency or monetary gain (i.e. Air B&B, VRBO, etc.).

F. Vessel Qualifications and Requirements.

1. In general, only vessels registered/documented at 26' or longer are eligible to be considered for live-aboard status. However, Harbormaster may, at Harbormaster's discretion, grant a Live-aboard License on smaller vessels.

2. Vessels must meet federal, state, and local laws at all times, which include those pertaining to navigation and safety equipment. A copy of the vessel registration (federal or state) is required to be submitted with the Moorage Agreement. Annual state registration decals must be attached to the hull of the vessel, and state registration numbers must be attached to both sides of the hull and in opposing colors of the vessel.

3. Vessels must be seaworthy and operable, immediately ready for cruising in local waters. The Harbor reserves the right to perform periodic vessel inspections for compliance where these qualifications may be in question. Owners attempting to use vessels solely to live aboard and not utilize for boating are ineligible for live-aboard status.

4. Surveys:

a. Vessels with wooden hulls require a valid marine survey conducted by a SAMS, NAMS, ACMS, USSA, or IIMS marine surveyor within the past 2 years;

b. All other vessels require a valid marine survey conducted by a SAMS, NAMS, ACMS, USSA or IIMS marine surveyor within the past 5 years

5. The vessel must not be permanently attached to the dock and must leave the Harbor waters under its own power at least once (3 times per our current code). Any operation/trip log must be maintained and provided upon request.

6. The vessel must be equipped with a working and operational telephone connected to the local telephone system. Cellular telephones and VHF Marine radio-telephones satisfy this requirement.

G. Insurance Required.

Vessel owners shall procure and maintain a comprehensive general liability policy covering all claims for personal injury (including death), property damage (including all real and personal property), and pollution liability arising out of the intentional or negligent acts of the Live-aboard Licensee or breach of the Moorage Agreement or Live-aboard License Agreement by the Live-aboard Licensee. The limits of liability shall be not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and in the aggregate. The foregoing insurance policy(s) shall name the City as an additional insured. The Live-aboard Licensee shall provide an additional insured endorsement as evidence of the City's additional insured status and must contain the express condition that the Harbor is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance.

All insurance policies obtained must contain a Waiver of Subrogation stating: To the fullest extent permitted by law, the Live-aboard Licensee hereby waives its and its insurer(s)' rights of recovery against the City under all required insurance policies for any loss arising from or related to this Live-aboard License Agreement. The Live-aboard License Agreement shall require its insurers to execute any waiver of subrogation endorsements, which may be necessary to affect such waiver.

All Live-aboard Licensees must maintain automobile liability insurance coverage as required by Alaska law.

III. TERMS AND CONDITIONS

A. Written Agreement.

All Live-Aboard Applicants (living on the vessel for ninety (90) days or more within a calendar year) must fill out and sign a written Live-aboard Application, which can be obtained at the Harbormaster's office. Only those granted a Live-aboard License are eligible to live-aboard their vessel. The Live-aboard License Agreement must be renewed on an annual basis (calendar year) and it is the sole responsibility of the Moorage Customer to annually reapply in order to maintain their license to live-aboard. Failure to reapply for a Live-aboard License prior to the expiration of an existing license will result in the loss of live-aboard privileges upon expiration of the term of any existing license. If the required proof of insurance expires, the vessel owner will be required to provide updated proof of insurance upon expiration of any previously provided proof to remain eligible for live-aboard status.

B. Compliance with Harbor Policies.

All Live-aboard Applicants must agree and adhere to the Valdez Harbors live-aboard policy, and all Live-aboard Licensees and persons living aboard must comply with Harbor Best Management Practices (BMP's), including, but not limited to, the proper handling and disposal of fuel, oil, chemicals, hazardous waste, grey water, sewage, and other waste, as well as all items referenced in the Harbor Policies & Procedures and City Code regarding parking, noise ordinances, and conduct. Failure to observe Harbor Policies & Procedures, BMP's, and City Code will result in the termination of the Live-aboard License and/or the right to moor in the Harbors. A Live-aboard License is not transferable to any other individual or vessel.

C. Not A Residential Tenant.

Due to zoning and fire regulations, the City cannot allow a boathouse to be used for residential purposes. The Moorage Agreement provides for the mooring of operable, seaworthy vessels only.

D. Dock Debris.

The docks must remain free from debris that may cause a safety hazard, including, but not limited to, hoses, planters, bicycles, barbecues, dock carts, etc. Any personal or boating related items must be stored onboard the vessel and are not allowed on the docks. Vessel exteriors must be kept in a clean, neat, and orderly manner. No outward evidence that persons are living aboard (such as clotheslines, excessive storage above deck, or on the docks etc.) shall be allowed.

E. Winter Water Service (Not Guaranteed).

Harbor staff may turn off the dock water supply during periods of winter freezing conditions and customers need to be prepared to be without dockside water supply during these times.

F. Sewer Disposal.

1. The Harbormaster will conduct an inspection of the vessel's marine sanitation device (MSD) before a license is granted. All live-aboard vessels must have an approved Type III MSD or working Porta-Potty and ensure that any valves are secured in the closed position to prevent illicit discharge. Dye tablets may be required for holding tanks to ensure the highest possible water quality is preserved.

2. Discharge of untreated sewage anywhere within the waters of Prince William Sound, including both the North and South basins of the Valdez Harbors, is prohibited by law. A live-aboard vessel found discharging waste or other hazardous materials into the Harbor will have their license to live aboard immediately terminated and fines will be levied.

3. All Live-aboard Licensees are responsible for having vessels pumped/dumped monthly and will be required to maintain a log of all pump-outs or dumping and submit logs upon request. All Live-aboard Licensees are required to keep the Harbormaster apprised of the vessels monthly pump-out methods. The Harbor offers three pump-out options: Stationary, Portable Unit, or Pump-out boat service.

4. Pumpout Confirmation Procedure:

- a. Upon completion of the Courtesy Check, Live-aboard Licensees must complete and maintain on the vessel a pump-out checklist provided by the Harbormaster.
- b. A sign-off sheet will be available at both porta potty dump stations, both portable unit stations, and the base station. Live-aboard Licensee's vessels that are pumped by the Harbor provided pump-out boat or cart will not require a sign-off sheet (this should still be documented on the overall log notating what pump-out style was used).
- c. The sign-off sheet will have a box for name, slip number, and date (add pump-out type, i.e. cart, boat, stationary).
- d. Harbor Staff will collect the sheet monthly for pump-out cooperation compliance.
- e. The Harbor Staff will remind Live-aboard Licensee three (3) times that the vessel needs to be pumped-out. The first reminder will be verbal, after consecutive pump-out sign-off sheets show that vessels have not been pumping out. The second reminder will come by letter, if Live-aboard Licensee has not

complied after the first verbal request. The third reminder will be a notice to vacate the slip and leave the Harbor.

G. Pets.

While on Harbor property, including the docks, pets are subject to Valdez Municipal Code Section 6.08. This includes, but is not limited to, pet licensing, vaccination, and noise ordinances. Pet owners are responsible for controlling the behavior of their pet(s), keeping them on a leash (applies to all types of pets), and cleaning up after them in a timely way and manner. Live-aboard Licensees are responsible for their guests and their pets. All pets shall be contained or restrained on a leash of less than six (6) feet and leashed at all times when on Harbor property. No pet shall be tied to any part of the docks, including fingers, hose stanchions, and utility pedestals. Live-aboard Licensees and their guests are required to closely supervise their pets while on the Harbor property, particularly on the gangways, docks, and fingers.

H. Mail.

The Harbor offers minimal mail services and only accepts mail or packages on behalf of Live-aboard Licensees, if item to be received must be shipped to a physical address. Any mail or package received by the Harbormaster's office will only be kept for up to two (2) weeks. All Live-aboard licensees must provide and maintain a valid mailing address and are responsible for obtaining their own post office boxes. All contact info must be kept updated on file with the Harbormaster.

I. Parking.

Live-aboard Licensees are allowed one (1) vehicle in the upland parking areas. Additional vehicles must be parked in the overflow parking areas, and the number of vehicles allowed will not exceed one vehicle per licensed driver living aboard. Idle storage of vehicles in the Harbor parking areas is prohibited and are subject to storage fees, removal, and removal fees. For the purposes of these regulations, the term "regularly used" refers to a vehicle that leaves Harbor property weekly. Determination of regular use is up to the Harbormaster's discretion. Live-aboard Licensees' recreational vehicles, trailers, and non-commuter vehicles are not permitted on Harbor property. Vehicle maintenance and washing is not permitted in the parking lot.

J. Live-aboard Status Only to Vessel Owner.

Live-aboard status shall be granted only to the vessel owner, members of vessel owner's immediate family, or a single crewmember for vessels over 45' in length, if first approved in writing by the Harbor staff. No vessel may be rented or leased for any period of time. Vessel may not be listed on Air B&B or VRBO.

IV. CONDUCT & BEHAVIOR

A. General Requirements.

Live-aboard licensees are responsible to the City and shall indemnify the City from any claim or damage arising from the conduct of licensees, guests, business invites, and others on the vessel.

Live-aboard Licensees and all guests, business invitees, and others on the vessel may not engage in behavior that creates a nuisance or disturbs the peace and tranquility of the Harbor, of any other Live-aboard Licensees, or guests. Three (3) or more complaints to the Harbor or three (3) observations by Harbor staff of violating this policy may, in the discretion of the Harbor, result in the termination of a Live-aboard License Agreement and/or Moorage Agreement.

The Harbor is not able to offer physical assistance to in boarding or disembarking from personal vessels.

Live-aboard Licensees, their guests, and business invitees shall comply with all Harbor Policies & Procedures. Without limiting the foregoing, Live-aboard Licensees will not allow the discharge of any pollutants into the waters of the Valdez Harbors.

Live-Aboard Licensee status does not change the Moorage Agreement or create a residential landlord-tenant relationship between the City and the Live-aboard Licensee.

B. Reporting.

The City extends, to a limited number of boater's, permission to live-aboard their cruising vessels in the Harbors for the purpose of providing additional safety and security for people and property at the Harbors. Live-aboard Licensees provide for a neighborhood-type feel and add vitality to the Harbors. As part of their role of providing safety, Live-aboard Licensees have the responsibility to report hazards, suspicious incidents, and dangers to Harbor staff to help keep the Harbor community safe. Under no circumstances does the City authorize Live-aboard Licensees to act as agents or employees of the City or Harbors. Live-aboard Licensees are not directed to act beyond reporting suspicious activity or suspected Harbor violations to the Harbormaster's office or Valdez Police, if necessary.

C. Rental of Live-Aboard Vessels and Operation of Commercial Enterprises Prohibited.

Pursuant to Valdez Municipal Code Section 11.04.250(A), the operation of commercial businesses or enterprises within the Harbor is prohibited. This prohibition extends to the rental of vessels for live-aboard purposes, including the use of vessels as a bed and breakfast, a rental dwelling, or as lodging of any sort. The advertising of vessel as available for rent for live-aboard purposes, any offers to allow renters, or the discovery of persons on board a vessel without the Live-aboard Licensee present may result in immediate termination of Moorage Agreement and or Live-aboard License.

D. Compliance and Enforcement.

Individuals living aboard their vessels must comply with all Harbor Policies & Procedures, BMP's, and City Code. Violation of or failure to comply with any of the Harbor policies or code, or any conduct that adversely affects the health or safety of any person, may result in the termination of live-aboard privileges and/or termination of the vessel owner's Moorage Agreement. Live-aboard privileges are not transferrable with the sale of the vessel. Providing false information with regard to live-aboard status or living aboard without permission of the Harbor, pursuant to an executed Live-Aboard Application and Live-aboard License Agreement, or providing false information

regarding compliance with Harbor rules and regulations applicable to the Harbor may result in immediate termination of Live-aboard privileges.

E. Penalty.

The penalty for failure to file a Live-aboard Application or for providing false information will result in immediate termination of the live-aboard privileges and Moorage Agreement.



LIVE-ABOARD LICENSE APPLICATION

CITY OF VALDEZ

WWW.VALDEZAK.GOV

PORTOFVALDEZ@VALDEZAK.GOV

PO BOX 275, VALDEZ AK 99686

PHONE 907-835-4981

FAX 907-835-2958

LIVE-ABOARD LICENSE APPLICATION TRANSIENT

ANNUAL

SLIP #

(Please PRINT Clearly; All Fields Required)

Calendar Year to which License to be applicable: 20_____

Applicant Name: _____ Dr Lic #: _____ State of Issue: _____

Cell: _____ Home/Work: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Add: ☐ E-Statements ☐ Auto-Pay

How to Reach in an Emergency: _____

Seasonal Caretaker or Local Contact: _____

Names of persons who will live aboard the Vessel:

No. of Adults: _____ No. of Children: _____

Number of pets staying on your Vessel: Cats: _____ Dogs: _____ Other (describe): _____

So that Applicant/Licensee can be notified in case of a lost pet or problem, please provide the type of animal (i.e. dog, cat, bird, etc.), description (breed & color), and photo of each.

Applicant agrees that pets are not allowed to roam unattended, and must be leashed and must be immediately cleaned up after.

Applicant's Initial: ____ I understand that pet wastes are a source of fecal contamination to the waters of the Harbors, and all wastes from Live-Aboard pet(s) will be disposed of properly in the garbage disposal station or pet waste disposal bins. Complaints or disputes regarding pets will be referred to the Harbormaster for resolution. Repeated failure to comply with rules and directives regarding pets will result in termination of applicable Live-Aboard Licenses and the moorage agreement.

Have you ever lived aboard a vessel before? If yes, where? _____

City of Valdez, Ports & Harbors
300 N Harbor, PO Box 275, Valdez AK 99686
(P) 907-835-4981 * (F) 907-835-2958 * www.valdezak.gov/harbor

If anyone living aboard the Vessel has any medical condition(s) that requires special provide person name and describe medical condition: _____

Vessel Name: _____ Make/Model: _____ Year: _____ ☐Power ☐Sail
Coast Guard DOC#: _____ AK Reg#: _____ ADF&G#: _____
Length Overall (must exceed 25 feet): _____ LOA: Measured furthest point forward to furthest point aft
Beam: _____ Draft: _____ Hull Material: _____
Hull/House Color: _____ VHF Radio Onboard ☐Yes ☐No
Insurance Provider: _____ Policy #: _____ Expiration Date: ____/____/____
Vessel's voltage and amperage requirements? _____ Volts _____ Amps

The following method of sewage disposal is used for the Vessel: (Please initial at least one)

Initial: ____ The Vessel has no head (toilet) or has a compostable head. I only use shore side facilities. I understand that my Vessel may be inspected by Harbor staff. I will notify the Harbormaster's office immediately if a head I installed on my Vessel.

Initial: ____ The Vessel has a working portable toilet that is dumped at appropriate discharge stations.

Initial: ____ The Vessel has a working Type III Marine Sanitation Device (MSD) that is pumped out regularly at the self-service pump out station. Self-service pump out stations are located on the North Fuel Dock, B-Float, R-Float & S-Float.

Initial: ____ The Vessel has a working Type III Marine Sanitation Device (MSD), that is pumped out regularly by a pump out service provider. (by use of the Harbor mobile pump-out cart or boat).

Initial: ____ The Vessel also has a working USCG certified Type I or II Marine Sanitation Device (MSD). I understand that the MSD Type I or II is not allowed as a method of sewage disposal within the Valdez Harbors. I only use shore side facilities.

SEWAGE DISPOSAL (Check all that apply)

- I have USCG approved Marine Sanitation Device (MSD) on my vessel. There is no black water discharge from my vessel. _____
- I use a port o' potty and used Harbor provided port o'potty dump station. _____
- I pump out: _____ monthly; _____ weekly; _____ other.
- Pump-out used: Stationary _____ Portable Unit _____ Pump-out boat _____
- Waste oil is disposed at Harbor used oil sheds _____ Elsewhere _____

- Bilge water is disposed at Harbor bilge pump-out station _____ Elsewhere _____

Applicant understands that Vessel may be inspected by Harbor Staff.

Applicant certifies the following:

(1) Electric: Applicant has and will maintain properly sized marine rated shore-power cord and understands that electrical service may be discontinued for vessels using improperly sized or non-marine rated cords (Applicant Initial) _____

(2) Sewage: Applicant has and will maintain a Type III Marine Sanitation Device (MSD) aboard the Vessel (Applicant Initial) _____ Holding tank size _____ Gallons.

(3) Applicant and all adults living aboard the Vessel have read and understand all rules, regulations, policies, requirements and procedures applicable to the Valdez Small Board Harbor (VSBH) and the above described Vessel, including the VSBH Live-Aboard License Agreement, the VSBH Live-Aboard Rules, Policies and Requirements, and the Policies and Procedures for the VSBH. Applicant understands and agrees to comply with all such regulations, policies and procedures. (Applicant's Initial) _____

Limitation on License

Applicant understands and agrees that only Applicants and Applicants' children and/or dependents may live aboard the Vessel. A maximum of two adults may live aboard a single vessel. Applicant agrees to never rent or loan out the Vessel or profit from Applicant's Live-Aboard License in any way. (Applicant's Initial) _____

Parking

The City of Valdez (City) permits up to one active commuter vehicle per adult living on each boat (2 vehicle max). Recreational vehicles, trailers and non-commuter vehicles are not permitted. Vehicle maintenance and washing is not permitted in the parking lot. (Applicant's Initial) _____

Vehicle No. 1 License _____ State _____ Make _____, Model _____

Vehicle No. 2 License _____ State _____ Make _____, Model _____

Valdez Small Boat Harbor Facility Information

1. Detailed information regarding harbor facilities and services is available at the Harbormaster's Office.
2. The Harbormaster's Office may accept mail or packages upon request and at the Harbormaster's discretion.
3. City owned dock carts are available on a first come basis. Storing a City dock cart at your berth is not permitted and carts must be returned to the top of the amp after use.
4. No attachment of any item or device to Harbor property is permitted without the Harbormaster's advanced written approval.

Application Review

A Live-Aboard License for a vessel moored in the VSBH will not be processed without a completed Live-Aboard License application. The City in its sole discretion will determine whether to grant a Live-Aboard License. The right to live aboard a vessel is a revocable license provided to the customer and does not create a residential landlord-tenant relationship between the City and the licensee. Applicants are responsible for promptly notifying the Harbormaster's Office of any changes to information provided on this application.

Signature of Applicant: _____ Date: _____

LIVE-ABOARD REVOCABLE LICENSE AGREEMENT

This Live-Aboard Revocable License Agreement is entered into by and between the City of Valdez (City) and _____ (Licensee) Having reviewed the Live-Aboard Application submitted by Licensee, which Application is incorporated herein, the City hereby grants this Live-Aboard License to Applicant effective _____, 20__ through _____, 20__, subject to the terms and conditions stated herein, including those incorporated herein by reference.

CHECKLIST

Moorage Agreement ☐ Vessel Insurance ☐ MSD Inspection ☐
Liveaboard Application and Fee ☐ Vessel Registration ☐ Provided Harbor Policies and Regulations ☐

By signing below, the Licensee(s) each acknowledge that they have read, understand and agree to follow all rules, regulations, policies, requirements and procedures related to the Valdez Small Boat Harbor (VSBH), including the VSBH Live-Aboard Rules, Policies and Requirements, and the Policies and Procedures for the VSBH, all of which are incorporated by reference.

Additionally, Applicant understands and agrees to the following:

1. This License is not transferable to any other individual or vessel. Should any change in ownership of the Vessel occur, this License will be automatically terminated unless other arrangements are made with the Harbormaster.
2. The right to live aboard a vessel is a revocable license provided to the Licensee and does not create a residential landlord-tenant relationship between the Harbor and the Licensee.
3. Only the Licensee and those identified in the Licensee's Live-Aboard Application may live aboard the Vessel. Licensee shall not rent or loan out the Vessel or profit from this Live-Aboard License in any way.
4. Licensee's Moorage accounts not in good standing are subject to Vessel impoundment and termination of this Live-Aboard License.
5. All pets identified in Licensee's Live-Aboard Application must remain leashed or confined to the Vessel. All pets must be immediately cleaned up after in a proper manner and disposal of animal waste in the Harbor is prohibited.
6. No dumping is permitted in the Harbor.
7. Licensee must pump the Vessel holding tank monthly and document the pump out on the pump out log located at the North Fuel Dock, the pump out boat, or the pump out cart.

Signature of Licensee: _____ Date: _____

Signature of Licensee: _____ Date: _____

Signature of City of Valdez: _____ Date: _____
Name: _____ (Print)

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.

In-Water Boat/Vessel Maintenance & Repair

- 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 discharge law 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, and noxious 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.

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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.