

PRINCESS BAY BOATMEN'S ASSOCIATION INC.

Operations Manual Boating Safety and Environmental
Procedure Manual

PBBA
Marina Manual

PRINCESS BAY BOATMEN'S ASSOCIATION INC

Operations Manual

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Organizational Overview

The Princess Bay Boatmen's Association Inc. operates a concession granted by the New York City Department of Parks and Recreation at Lemon Creek Park and Marina, Staten Island for the purpose of operating and maintaining a marina.

THe Princess Bay Boatmen's Association oversees the operation of five geographic sections of the Lemon Creek Marina containing a total of 281 slips, divided as follows:

1. The Large Boat Basin (56 slips)
2. The Small Boat Basin (122 slips)
3. The West Side Boat Basin (53 slips)
4. Ziel's Island (10 slips)
5. Lemon Creek Boatmen's Association Inc. (40 slips)

Organizational Structure

The PBBA has eighty (80) members. Administration and Management are the responsibility of the Board of Directors and the Officers.

Board of Directors	The Board of Directors is responsible for corporate oversight of the PBBA.
Officers	Day to day operation of the marina is the responsibility of elected Officers. The Commodore serves as the Chief Executive Officer of the organization and all Officers serve on the Board of Directors as well. The Board and Officers of the PBBA rely upon a committee structure to ensure efficiency and effectiveness of all operations.
Commodore	The Commodore shall preside at all meetings of the Board of Directors. He/she is the executive and senior officer of the association and shall perform the duties usually pertaining to the office of President of a membership corporation, The Commodore shall appoint the Fleet Captain and the Dockmasters and all Committees by and with the approval of the Board.
Vice Commodore	The Vice Commodore shall perform all duties assigned to him/her by the Commodore and shall preside in the absence of the Commodore. The Vice Commodore currently supervised the day to day operations of the Large Boat Basin (LBB) the Small Boat Basin (SBB) and the West Side Boat Basin (WS), including Ziel's Island (ZI).
Rear Commodore	The Rear Commodore shall perform all duties assigned to him/her by the Commodore and shall preside in the absence of the Commodore and the Vice Commodore. The Rear Commodore currently assists the Vice Commodore in supervising the day to day operations of the Large Boat Basin (LBB), the Small Boat Basin (SBB), and the West Side Boat Basin (WS), including Ziel's Island (ZI)
Treasurer and Secretary	The Treasurer and Secretary perform all duties usually pertaining to their respective offices.
Financial Secretary	The Financial Secretary performs all duties usually pertaining to that office and will collect the proceeds from the slip rental and winter storage rentals.
Fleet Captain	The Fleet Captain oversees the operation of the Large Boat Basin (56 slips), including slip rentals trailer and winter storage. This area is located at 500 Sequine Avenue. The Fleet Captain and/or the Yard Foreman are responsible for scheduling the removal of boats from the Creek for winter storage at the LBB and the launching of boats for the summer season from the LBB.
Dockmaster Small Boat Basin	The Dockmaster of the Small Boat Basin oversees the operation of the Small Boat Basin (122 slips), including slip rentals and trailer storage. There is no winter storage at location of the SBB. Customers who rent slips in the SBB may winter store at the LBB.

Dockmaster West Side

The Dockmaster of the West Side oversees the operation of the West Side Boat Basin (53 slips) and Ziel's Island (10) slips, including slip rentals, trailer storage and winter storage. The Dockmaster is responsible for scheduling the removal of boats from the Creek for winter storage on the West Side and the launching of boats for the summer season from the West Side.

Yard Foreman

The Yard Foreman assists the Fleet Captain in the performance of his/duties.

Hours of Operation



The Lemon Creek Marinas operate during daylight hours, seven days a week and during scheduled evening hours for meetings and special events. Hours will be posted in accordance with the appropriate season.

Marina Operations – Boat Yard Rules

The Following rules are not intended to be all-inclusive. Any issue not addressed in these boat yard rules, or any dispute regarding said rules, will be resolved in the discretion of the Board of Directors.

Members

- Members rentals are from December 1st, through November 30th, and include winter and summer storage at the rates listed below. Members' boats must be removed from the creek by the last Friday before the first Saturday in December.
- A club member may only occupy one boat slip at members' rates. Additional boats will be charged at non members rates.
- Members' winter storage fee is \$2.00 per foot or any fraction thereof for one boat up to and including 42 feet maximum LOA including pulpit. Pulpit not included in calculating fee. A member may only store one boat in the yard at members' rates. Additional boats are charged at nonmembers rates. Except a member may store a second boat for one month free of charge, after one month the member must pay non-member rates monthly until the boat is removed from the yard.
- Members rate for summer berths is \$300.00

- Members' contracts must be signed, and both winter and summer storage must be paid no later than the February membership meeting. All member owners must commit to the Fleet Captain or Dockmaster by means of a signed contract no later than the February meeting of their intentions of berthing a boat. If a member commits to a slip rental that boat owner must pay the summer fee which is non refundable. Any extenuating circumstances will be resolved by the Board of Directors.
- Any boat left in the yard for two (2) winter storage periods without being berthed in a berth for the included summer season, is considered dead storage and must be removed by May 31st, following the second winter storage period. The fleet captain or his assistant will follow up on these matters. A member may make application to the B.O.D. for an extension of the two (2) year period. The decision of the B.O.D. shall be final.
- Members' yard summer storage period is from June 1st to September 15th. The fee is \$2.00 per foot.
- Selection and assignment of all vacant boat berths is at the discretion of the Fleet Captain, based on seniority. Final decision of any extenuating situation shall be ruled on by the Board of Directors.
- Any member whose boat does not occupy his/her berth for one complete summer and fails to notify the Fleet Captain/Dockmaster no later than the first meeting in February of his/her intentions for the following summer season, can lose his/her boat berth to the most senior member and proceeding down the seniority list SKIPPING that member who failed to occupy said slip. In addition, the berth must be occupied by the owner's boat during the following season for at least three (3) months of the summer season which starts on May 1st and ends on December 1st or he/she will lose his/her berth.
- The small boat basin must be vacated by members by November 15th, **NO EXCEPTIONS.**
- There is a maximum of Twenty Five (25) slips available to members in the small boat basin. These are allocated based on seniority.
- Continuous electric power to boats in the **summer** is Fifty Dollars (\$50). These fees are for members only.
- All members will be charged for abnormal use of electricity. The use of upland freezers or refrigerators at a flat fee of one hundred Dollars (\$100) per annum. This price is discounted to \$80.00 if an energy star freezer or refrigerator is used.

- The boat owner is responsible for keeping the area in the yard and at his/her boat slip clean at all times. If the Fleet Captain or Dockmaster feels that a member is a constant offender, he/she may recommend that punitive action be taken by the clubs Board of Directors.
- Anyone using a berth other than his own is **responsible** for the upkeep and maintenance of the slip.
- The boat owner must assume **full responsibility** for the good and welfare of his/her boat while said boat is on PBBA property or equipment. In the event of damage incurred between one boat owner and another boat owner while on PBBA property, the boat owner responsible for the damage must accept this responsibility in full. It is also understood that should an accident occur due to negligence, the Board of Directors assumes the undisputed right to clear up the situation if necessary and any expense in the procedure will be charged to, and must be paid by the boat owner involved in the action.
- A **seniority list** will be established for the assigning of any open slips in the small and large boat basins. **Seniority** is based on membership date and date of original application.
- The Board of Directors require that a member or nonmember provide proof that they are the legal owner of a boat.
- A member may store his/her trailer in our yard **ONLY** if he/she has a boat that's either in the water or on the trailer. **NO** storing of unoccupied trailers by any member.
- No boat berth to be rented to nonmembers to the exclusion of a club member.
- Each member will be issued a membership card upon payment of their annual dues by January 1. Each member must document the hours worked at the PBBA on the reverse side of the membership card. The member will document each occasion worked and will include the date, the activity, the amount of time **AND** will obtain a Board of Directors signature for each occasion. Failure to comply could result in forfeiture of the members slip for the up coming boat season or such other penalties as the Board may see fit. Failure to fulfill the minimum number of hours required and/or failure to appropriately complete and submit the membership card will result in a minimum fine of \$50.00 per hour for each hour not preformed and/or not appropriately documented.

- It is the determination of the board of directors of the Princess Bay Boatmen's Association, Inc. that it is a conflict of interest for any member of the Princess Bay Boatmen's Association, Inc. to be a member of the Lemon Creek Boatmen's Association, Inc..

As a result no individual may:

1. Become a member of the Princess Bay Boatmen's Association, Inc. and retain their membership in the Lemon Creek Boatmen's Association, Inc., or
2. Become a member of the Lemon Creek Boatmen's Association, Inc. and retain their membership in the Princess Bay Boatmen's Association, Inc.

Should at any time an individual be a member of both the Princess Bay Boatmen's Association, Inc. and be a member of the Lemon Creek Boatmen's Association, Inc. at the same time, the same will automatically be deemed a conflict of interests by that individual. Such a conflict of interests will automatically be deemed conduct unbecoming a boatmen under our Constitution and By-Laws requiring the automatic termination of that individuals membership in the Princess Bay Boatmen's Association, Inc.. There shall be no discretion in this matter.

Upon receipt of written charges alleging that an individual is/was a member of both the Princess Bay Boatmen's Association, Inc. and a member of the Lemon Creek Boatmen's Association, Inc., at the same time a hearing will be held by the board of directors to solely determine the truth of the charges that the individual is/was a member of both the Princess Bay Boatmen's Association, Inc. and a member of the Lemon Creek Boatmen's Association, Inc. at the same time.

If after the hearing it is determined by a majority of the board of directors then present that the individual is/was a member of both the Princess Bay Boatmen's Association, Inc. and a member of the Lemon Creek Boatmen's Association, Inc., at the same time then that individual's membership in the Princess Bay Boatmen's Association, Inc. will be terminated.

Pursuant to the Constitution and By-Laws of the Princess Bay Boatmen's Association, Inc. such a ruling is not subject to review by the general membership.

- Pursuant to the constitution and by-laws of the PBBA each member must pay a corporate contribution to the PBBA upon becoming a member of the PBBA. That contribution is referenced in Article 5 Sections 8, 9, 11 and 12.

Article 5 provides for reimbursement of the corporate contribution upon the termination of membership by death, resignation or ouster from the club.

- Upon termination of membership from the PBBA the former member is required to remove his/her boat from the yard/slip. In the event the former member does not immediately remove his/her boat from the yard/slip the repayment of the corporate contribution will be withheld until such time as the boat is removed from the yard/slip. The corporate contribution may be used by the PBBA to reimburse the PBBA for any unpaid storage fees for the abandoned vessel and/or any disposal fees for the abandoned vessel. Any remaining money remaining after payment of the above referenced fees will be returned to the former member

Non-Members

- Non members' rentals are from May 1st, through November 12th for summer storage and from November 12th to May 1st for winter storage at the rates listed below. Non members' boats must be removed from the creek by November 12th.
- In order to be hauled at the PBBA a nonmembers must belong to another yacht club and/or be on the PBBA waiting list and/or either pay the PBBA for a winter storage spot or a summer berth. No nonmembers boat is to be hauled without prior payment by check or money order made payable to the PBBA or have a receipt from a club officer.
- For a nonmember moving between the SBB and the LBB, fees already paid may be applied to the target slip providing it's done before June 15th. If after that date, no refunds or offsets of payments will be made.

All Boaters

- All boats that do not fit on a trailer may only store with the PBBA in the LBB for winter storage.
- All trailers stored at the PBBA must have a sticker issued by the PBBA affixed thereto indicating payment of the appropriate payment for storage.
- Boats will be placed for storage to maximize usage of space in the boat yard. This is entirely at the discretion of the Fleet Captain.
- There is no wet winter storage.
- All rates quoted in these rules do not include state and local taxes.

- All boats must provide adjustable metal stands, cradle, or trailer storage.
- All boats twenty-five (25) feet in length or over must be supported by a minimum of four (4) jack stands.
- No boat shall be berthed in a berth or stored on land until a signed contract is paid in full.
- Minimum length of a boat for the large boat basin is **over 22 feet**
- If access to a boat is blocked, preventing the owner from being launched, the owner is to notify the Fleet Captain. The Fleet Captain will notify the owner or owners of the blocking boats to move the boat or boats out of the way. The boat owners have three days to move the boats from the time that the Fleet Captain first attempts to contact the owner. In the event of an emergency, a boat may be moved at the discretion of the Fleet Captain without notification and without waiting the three day period. A flat rate of one Hundred Dollars (\$100.00) will be made against the owner or owners for each boat moved that is not moved in the three day period. The Board of Directors will be the sole judge of any extenuating circumstances.
- There are presently one hundred twenty two (122) slips in the small boat basin and as of February 18th 1998 all the members' boats that are berthed prior to that date shall be grandfathered in place. **From that date on a boat must be twenty two feet and under to summer store in the small boat basin with the exception of A Dock which will accommodate boats up to twenty-five (25) feet in length.**
- Change of ownership of a boat does not affect the terms of the Clubs contract made by the owner. **No slip or storage refunds will be made.**
- When change in ownership of a boat occurs, the PBBA is entitled to **immediate** payment of storage unless said boat vacates the PBBA facilities. The Fleet Captain must be notified immediately.
- When a boat is sold, the original boat owner's slip if not occupied by the boat owner's boat becomes the property of the PBBA for the remainder of the season and **may not be included as a condition of the sale by the member.** The slip may be reclaimed upon the purchase of another boat.
- Non-Member's boats will be physically measured to determine the length as opposed to using the registration length. This measurement will include all attached devices, including but not limited to pulpits, swim platforms and outboard drives.

- A boat may be stored in a slip (berth) only if the boat completely fits in the particular slip (berth). If a boat is purchased that is larger than the slip (berth), the boater will not be able to place his boat in the slip.
- Dock boxes must be of the size as not to block the normal walkway. The Fleet Captain will have the final say as to the size and shape of all dock boxes.
- All rod holders, hose hangers, electrical outlets and other accessories attached to the floats must be removed at the end of the season. **In addition all dock lines must be removed.** This will facilitate the removal and stacking of the floats for winter storage in addition to other work that must be done during the winter.
- Boat owners must assume **full responsibility** for the good and welfare of their boat while said boat is on PBBA property or equipment. In the event of damage being incurred between one boat owner and another boat owner while on PBBA property or equipment, the boat owner responsible for the damage must accept this responsibility in full. It is also understood that should an accident occur due to the boat owner's negligence, the Board of Directors assumes the undisputed right to clear up the situation, if necessary, and any expense in the procedure will be charged to, and must be paid by the boat owner involved in the action.
- Any one seeking to launch or haul their boat must make an appointment with the Fleet Captain at least three (3) days prior to the date in which the boater desires to launch or haul their boat. Arrangements must also be made with a qualified travel lift operator. In the case of a member it is the members' responsibility to make arrangements with the travel lift operator. In the case of a non member the Fleet Captain will make arrangements with the travel lift or crane operator.

Parking

- Parking is available at all five locations at the marina. Parking is on a first come basis.
- **LBB Parking** - Parking at the LBB is located along the bulk head at a ninety degree angle to the bulk head. Overflow parking is available in the boat storage area in the summer months.
- **SBB Parking** - Parking at the SBB is located along the bulk head at a ninety degree angle to the bulk head on the north side of the former Johnson Terrace. Overflow parking is available along the south side of the former Johnson Terrace in the summer months.

- **WS Parking** - Parking at the WS in the area f/k/a Fur, Fin, and Feather is located along the bulk head at a ninety degree angle to the bulk head on the west side of Lemon Creek. Parking at the WS in the area f/k/a Sandy's Marina is located along the bulk head at a ninety degree angle to the bulk head on the north side of Lemon Creek..
- **LCBA Parking** - Parking at the LCBA is located in front of clubhouse #5 at a ninety degree angle to the building on the west side of Lemon Creek. Overflow parking is available along Bayview Avenue in the summer months.

Schedule of Fees

Members summer wet storage	\$300.00 flat fee
Non Members summer wet storage (LBB & SBB)	\$75.00 per foot
Non Members summer wet storage (WS)	\$65.00 per foot
Members winter storage	\$2.00 per foot
Members' yard summer storage	\$2.00 per foot
Non Members winter storage (LBB)	\$40.00 per foot
Non Members winter storage (WS)	\$35.00 per foot
Dockside Electric (Members)	\$50.00 flat fee
Dockside Electric (Non Members)	\$100.00 flat fee
Membership Dues	\$20.00 annually
Capital Improvement Fee (Members Only)	\$80.00 annually
Trailer storage	\$300.00 per season*
Use of boat launch ramp next to club house #1	\$500.00 per season* \$25.00 per use in or out
Use of boat launch ramp next to clubhouse #4	N/C
Haul and Block & re-launch with storage for three (3) days	\$200.00
Storage after 3 days	\$20.00 per day
Haul, remain in straps and re-launch	\$125.00
Haul & place on trailer	\$150.00
Pump out boat due to neglect of owner	\$100.00
Engine removed and replaced – use of lift only by PBBA qualified operator	\$300.00
Use of pressure washer	\$25.00
Canoe/Kayak – Storage	\$135.00 per season*
On site refrigerator/freezer	\$100.00 per year
On site energy-star refrigerator/freezer	\$80.00
Slips for Clammers	\$112.50 per week per slip
Transients	\$2.50 per foot per day

* There are two seasons per year summer and winter

Fiscal Monitoring Procedures

Audit Committee:

- The PBBA has established an Audit Committee, chaired by a retired NYPD Lieutenant (Detective) with an Associates Degree in Business, a Bachelors Degree in Police Science and a Masters Degree in Public Administration. He has served on the Board of Directors, and has filled the roles of Treasurer and Commodore of the PBBA and served as Treasurer, Vice Commodore and Commodore of the Richmond County Yacht Club as well as having experience as an accountant. The Committee has three (3) additional members and audit functions were designed to follow the model used by the NYC auditor.
- The Audit Committee reports to both the Commodore and the Board of Directors.
- The Audit Committee is responsible for auditing all financial areas including, but not limited to, the Treasurer, the Financial Secretary, the Dockmasters, and the Fleet Captain.
- The Audit Committee oversees all fees collected against contracts, monitors financial recording practices and ensures that accurate receipts are issued to members.
- The Committee meets at least monthly and engages in audit activities on an ongoing basis, including, but not limited to the following:
 - The Audit Committee receives a copy of each boat storage contract, creates and maintains a chart that documents rented and vacant boat slips (wet storage).
 - The Audit Committee accounts for each boat that is stored at the PBBA in dry storage for both winter and summer.
 - The Audit Committee compares the occupied slips to the existing contracts to ensure that there is a contract in place for each occupied slip. A comparable system is in place for ensuring that all boats in dry storage have an associated contract.
 - The contracts are then reviewed to ensure that the vessel either occupying a slip or in dry storage corresponds to the vessel described in the contract.
- Receipts are audited against contracts to ensure that the monies collected correspond to the fees that are owed in accordance with the length of the vessel.

- The Audit Committee audits the Treasurer's financial records to ensure accuracy and completeness of the contracting and collection accounting process.
- Neither the Dockmaster nor the Fleet Captain will collect the proceeds from slip rentals or winter storage rentals; the same will be collected by the Financial Secretary.

Security Plan

- The PBBA is in the process of installing a 24-hour Video Surveillance system that will cover the LBB. Already in place is a 24- Hour Video Surveillance system that covers the area f/k/a Sandy's Marina, Inc.
- It is the intention of the PBBA to acquire additional surveillance systems to also cover the SBB and the WS boat basin.
- Each member of the PBBA is conscious of the security issues associated with the marina and act as security personnel when they are on the grounds of the marina.
- The PBBA has installed a locking fence at the area of the LBB which will be locked during the winter season. The fence will be locked at night in during the boating season.
- The PBBA has installed a locking fence at the ingress to the floating docks at the SBB which will be locked at all times. Customers are provided keys to gain access to the floats.
- The PBBA has installed a locking fence at the ingress to the floating docks at the WS boat basin. The fence at the area f/k/a Sandy's marina will be locked at all times. Customers are provided keys to gain access to the floats. There is also a locking gate at the WS boat basin in the area f/k/a Fur, Fin and Feather. This gate is locked during the winter season and the fence is locked at night during the boating season.
- A member is assigned to provide security.

Staffing Plan

- Consistent with operations during the term of the 1995 License Agreement, the 2000 License Agreement and its business model since 1934 the PBBA and its members do not anticipate hiring any employees. The members of the PBBA perform required work themselves, thereby subsidizing the below market rate marina fees they and members of the community enjoy. The PBBA has functioned in this manner since 1934 at this site and has maintained this marina in this manner for over seventy-five (75) years.

Boating Safety and Environmental Procedures:

Boating safety is of the utmost importance to the PBBA.

- The PBBA recommends that all boaters file a float plan and leave it with a reliable person at a marina or elsewhere. Include a description of the vessel, radio and safety equipment on board, planned stops, names of passengers, and when you expect to return. Ask that person to notify the Coast Guard or other local authority if you do not return as scheduled. Wear a Personal Flotation Device (PFD). Boats are required to have a U.S. Coast Guard-approved Type I, II, III or IV life jacket for each person aboard. Boats 16 feet and over must have at least one Type IV throw able device as well. Adult-sized life jackets will not work for children; special jackets are available for them. To work correctly, a life jacket must be worn, fit snugly, and not allow the child's chin or ears to slip through. Life jackets should be tested for wear and buoyancy at least once each year. Waterlogged, faded or leaky jackets should be discarded. Life jackets must be properly stowed.
- Boat owners must observe and obey posted speed limits. Boat owners are responsible for their wake **they** are responsible for damage caused by their vessel's wake. Large wakes can overturn smaller vessels and damage boats which are moored at the dock. Boaters are expected to know the navigational rules **and to use** the boating rules of the road to avoid accidents. Boaters are reminded not to mix alcohol and boating. More than 50% of all boating accidents involve alcohol. Boaters are advised to plan their route in advance. Use the appropriate nautical charts to

reference depth, bridge clearance and other natural and man-made features before they leave. They are instructed to make sure that their boat is visible at night and in poor weather conditions.

- Boating safety courses are available at the PBBA Clubhouse number 1. These courses are presented by third parties including the U.S Coast Guard Auxiliary. The PBBA provides the use of Clubhouse number 1 to the U.S. Coast Guard Auxiliary for meetings and classes free of charge.

The PBBA recommends that all tenants of the marina adhere to safe boating practice including the following:

General Safety Guidelines

- Anyone onboard a boat 21 feet or less, operating from November 1st to May 1st, must be wearing a personal floatation device (PFD).
- Everyone aged 12 years or under must wear a personal floatation device while onboard a boat underway. A PFD must be available for every individual onboard as well.
- Make sure no ropes get under your boat where they may be sucked into the pump intake.
- In shallow water, do not allow your boat motor to run more than a few seconds. If you do, the pump can draw sand and gravel into the intake and damage the pump and/or cooling lines.
- Carbon Monoxide detectors should be installed in enclosed spaces. Leaking exhaust from hoses or manifolds, from engines or generators, could be very dangerous.
- Never operate a boat while under the influence of alcohol or illegal drugs.
- Leave your float plan with a friend or relative.
- Be mindful of Coast Guard security notices and how they may affect your plans. Always be prepared to be boarded.
- All marina patrons must keep docks and walkways free of obstruction and clutter, including dock boxes, bicycles, hoses and lines. Do your part

to keep the dock clean and clear. Don't leave engine parts, tools or other equipment on the dock.

- Boaters are encouraged to take advantage of a free vessel safety check from the U.S. Coast Guard. They offer complimentary boat examinations to verify the presence and condition of certain safety equipment required by state and federal regulations. They'll provide a specialist to check out your boat and make helpful boating safety tips and recommendations.

Commercial Shipping Hazards

- Lemon Creek is fed from a watershed that begins two-and-one-half miles from the creek. Beginning at a small freshwater pond near Woodrow Road, known as Porzio's Pond, the water travels over and under ground to Lemon Creek, which carries it down to Prince's Bay, and ultimately to Raritan Bay. The narrow, shallow channel leading from the boat basins to Prince's Bay opens almost directly into the Red Bank Reach shipping channel.
- All members and clients must be aware of the hazards posed by Lemon Creek's proximity to the commercial shipping lanes. In addition to exercising reasonable caution when departing the Creek, boaters should always be aware of large ships in the shipping channel because their "run-up" and "backwash" can pose a serious hazard to small boats in the Creek.
- Ships heading from the Arthur Kill approach Lemon Creek via the Red Bank Reach. They begin their turn as they approach the Seguire Point Bend in order to head towards the Raritan Bay West Reach. This is a sixty-degree (60°) turn. In order to maintain steerage (control) while executing such a sharp turn, ships of this size must increase speed. This occurs approximately 500 yards from the mouth of the Creek and heading directly towards the Creek. The size of the ship, coupled with the speed, causes a tremendous displacement of water.
- The result is a rapid "run-up", or rush of water into the Creek. The amount of the run-up (vertical height above still water level) can be so forceful that it has, on occasion, broken floats in the boat basin. The water then quickly "backwashes" into Prince's Bay so that, in less than a minute, the water level can increase by as much as two (2) feet and then drop three and a half (3 ½) feet. Since the still water level in a shallow channel is closer to the trough level of a wave, this can literally suck the water out of the creek.

Docking

- When docking use forward or reverse at idle speeds to maneuver the boat. Be careful not to over-accelerate the boat. This can cause personal injury and/or major damage to your boat or other vessels nearby.
- Don't be afraid to quit your landing attempt and come around for a second, third or fourth try as needed. Use wind and current to your advantage.
- Put out fenders or bumpers, have mooring lines ready, and have a boat hook available.
- When tying your boat to a dock, always tie the forward cleat first, then the aft cleat. Remove the aft line first when getting underway.
- Keep hands and other body parts in boat until boat has come to complete rest.
- Embark or disembark only when boat is secured.

Vessel Sinking Emergency

- Signal 5 short and rapid blasts of vessel horn or whistle, pause, and repeat 5-blast signal until signal is returned. Call 911. Notify Dockmaster or Watchperson immediately.
- Secure shore power.
- In case of fuel spillage, contact U.S. Coast Guard on VHF Channel 16.

Storm Emergency

- Secure all loose items.
- Double-up on dock lines.
- Contact the Fleet Captain or Dockmaster if you are aboard a vessel. Avoid staying aboard.
- Keep a checklist with the correct radio distress signals and procedures.
- Maintain a radio watch on VHF Channel 16 and WX Channel.

Know the Navigation Rules (Nautical Rules of the Road)

- Knowing the nautical rules of the road is important for all boaters. Knowing what to do when meeting, crossing or over taking another boat can prevent costly damage to your boat, personal injury or even loss of life. Whenever you believe there is a threat of collision you should slow down, stop or steer away from the situation in question. Maintaining a proper lookout and a safe speed are all a part of the navigation rules and should be an important part of boat operation.

Stay Sober While Boating

- It's dangerous to operate a boat when drinking. Operating a boat under the influence of alcohol or drugs is illegal in all states and is a violation of Federal law. An operator with blood alcohol content about .08 (equivalent to consuming five beers in one hour for the average 180-lb. male) – is ten times more likely to die in a boating accident than an operator with zero blood alcohol level.

Be Aware of Carbon Monoxide

- All boat engines produce Carbon Monoxide (CO)—an odorless, colorless, poisonous gas that can kill you in a matter of minutes. Boaters are killed every year because of improper cabin ventilation, poorly maintained equipment, and careless behavior. You do not have to be inside the boat to be at risk. Boaters have died from exposure on the swim platforms of their boats and in other areas where CO exhaust may accumulate or be emitted. Be aware of the early symptoms (irritated eyes, headache, nausea, weakness, and dizziness). Use CO detectors on your boat and stay off the swim platform when the engines (or generators) are running.

Take a Safe Boating Course

- Seventy percent of recreational boating accidents are caused by operator factors —such as failure to pay attention, carelessness, recklessness, inexperience, excessive speed, and failure to watch for hazards. Boating safety courses are available, inexpensive, and quick—a great way for you to learn safety and the rules of the road.

Keep PFDs (Personal Floatation Devices) in Good Condition

- Do not alter the PFDs.
- An altered PFD no longer meets legal requirements and may not save your life.
- Do not place heavy objects on PFDs during storage.
- Do not use PFDs as kneeling pads, boat fenders or seat cushions because they lose buoyancy when they're crushed.
- Let PFDs air-dry thoroughly before putting them away.
- Always store your PFDs in a well-ventilated place, out of direct sunlight.
- Never dry your PFDs by a direct heat source, such as a dryer, heater, or radiator.
- Before wearing, check PFDs for signs of wear and age: look for rips or tears, mildew, loose or missing straps, frayed webbing, broken zippers or buckles, and hardened stuffing

PFD Wear Requirements for Children

- All children under age of 13 must wear a PFD on all docks or floats of the PBBA.
- All children under age of 13 must wear a PFD on all boats while docked at the PBBA.
- Whenever on any vessel 65 feet in length or under children under age of 13 are recommended to wear a PFD while vessel is underway except when in a fully enclosed cabin.

Accident Reporting

- Federal law requires the operator – or owner, if the operator is deceased or unable to make the report – to file a boating accident report with the State reporting authority when, as a result of an occurrence that involves a boat or its equipment:
- A person dies
- A person disappears from the vessel under circumstances that indicate death or injury
- A person is injured and requires medical treatment beyond first aid
- Damage to vessels and other property totals \$2,000 (lower amounts in some states and territories) or more
- The boat is destroyed.
- The PBBA requires that a copy of the report be filed with the PBBA and the New York City Department of Parks

Marina Safety Guidelines

Be aware of the top five causes of flooding, which is the primary cause of boat loss:

- Loose underwater hull fitting.
- Rain water build-up.
- Grounding or touching bottom.
- Loose plank or seam.
- Non-operational bilge pump.

Be aware of the top five causes of fires on vessels:

- Do-it-yourself electrical wiring or using too many electrical appliances.
- Fuel and pipelines, hot surfaces, and wiring in areas with poor ventilation.
- Welding or cutting during alterations and repairs.
- Gas, oil and petroleum appliances should always be handled with care.
- Always dispose of smoking materials in a safe manner.

Fire Prevention and Preparation

- Make sure all fire extinguishers are inspected and in good working order.
- Check fuel hoses and containers periodically to prevent vapors from escaping into bilges.
- Wiring and electrical appliances should be checked regularly.
- Smoke detectors should be fitted in the cabin.
- Fire blankets should be sited near to, but not above, the cooker.
- Before starting up, ventilate the engine compartment.
- Before taking on fuel, stop engine and turn off all cooking and lighting appliances.
- Do not smoke while refueling. To prevent spillage, never top-off fuel tank.
- When changing LPG cylinders, ensure valve on cylinder is turned *OFF* before disconnecting.
- Do not leave a cooker unattended.
- Great care must be taken when smoking. Smoking materials should never be left in ashtrays.
- Avoid build-up of excessive trash and clutter.
- Use Coast Guard - Underwriter's Laboratory (UL) marine-approved cord sets and connections. Do not hook up if you see burn marks or your cord set will not firmly connect.
- Routinely replace cord sets. Worn or overloaded cord sets and damaged shore power connections are a common cause of fires.
- Regularly inspect electrical and fuel systems. Have a professional upgrade the wiring to maintain the needs of your navigational equipment and other appliances.
- Regularly inspect electrical and fuel systems. Have a professional upgrade the wiring to maintain the needs of your navigational equipment and other appliances

- Never leave operating electrical equipment, including heaters, unattended. When leaving your boat for any reason, turn portable heaters off.
- Smoke alarms are important life-saving devices and should be installed in your boat.
- Have a U.S.C.G. approved fire extinguisher onboard and know how to use it. Fire extinguishers should be mounted near an exit so you are moving toward an exit as you access the extinguisher.
- Plan your escape. Having an escape plan can save your life in an emergency
- Properly dispose of oily rags in metal container with a tight-fitting lid. Leaving oily rags wrapped up in a grocery sack is not safe. The chemicals will begin to breakdown the rags, causing heat and possibly a fire.
- Boat owners must take responsibility for preventing fires on their boats and in the marina.
- The most common causes of boat fires are: electrical malfunctions, unattended portable heaters and poor housekeeping.

Fire Emergency

- Signal 5 short and rapid blasts of vessel horn or whistle, pause, and repeat 5-blast signal.
- Turn off electrical shore power.
- Exit the boat. Call 911. Notify Dockmaster or Watchperson immediately.
- Extinguish fire if it is safe to do so. Training and practice are the best ways to prepare for emergencies.
- Make certain you know the **P.A.S.S.** system and understand how to safely use a fire extinguisher before you ever need to. There are four basic steps to using a fire extinguisher.
 - **Pull** the safety pin by grabbing the ring and twisting.
 - **Aim** the hose at the base of the fire.
 - **Squeeze** the handle.

- **Sweep** the hose from side to side while discharging and **GET OUT**
- Don't force yourself to fight a fire that makes you uncomfortable or puts you at risk.
- Fire extinguishers are small, quick fixes. If you are unable to put out the fire with one extinguisher, leave.
- Don't let the fire come between you and your exit. Keep your back to the exit and the fire in front of you.
- Isolate petrol and gas if possible.
- Avoid other craft and alert them.

Speed Limits

- The PBBA has established no wake zones throughout Lemon Creek and in the channel approaching the mouth of the creek.
- Speed limits are established a 5 MPH on the grounds of the PBBA.
- Speed limits are established at 5 MPH. in Lemon Creek.

Emergency Response Plan

- Evacuate boaters and guests.
- Shut off the electrical power to the fire area.
- Move adjacent boats away from the fire area but don't untie burning boats to drift away.
- Move any vehicles that may obstruct fire fighting operations.
- Assign personnel to direct incoming emergency responders to the right location and remain available as an information resource.

For additional safety information, call the U.S. Coast Guard Infoline at (617) 223-8555.

For Parks Marina Division, call (718) 478-0480 for Princess Bay Boatmen's Association, Inc. call (718) 605 1301 Parks Central Communications is available 24-hours at (888) NYPARKS

Environmental Spillage

It is extremely unlikely that a spill will occur at the Lemon Creek Marina since there is no fuel dock. Fuel is not stored in above or below ground tanks for use at the marina. In the unlikely event that a spill does occur, the following procedure must be followed:

- Stop the flow
- Contain the spill by use of absorbent materials, tarps or containment booms, and cover all drains near work areas.
- Notify PBBA/LCBA manager on duty
- Contact spill response company if necessary
- Contact NYPD Harbor Patrol, NYPD and FDNY at 911 or 718-765-4100
- Contact DEC Spills Hotline at (800) 457-7362 and DEP at (718) 529-3837
- Call the U.S. Coast Guard's National Response Center at (800) 424-8802
- Contact Parks Central Communications at (888) NY-PARKS

Environmental Protection

Marine Toilets:

- All boats with an installed toilet are required to have a U.S. Coast Guard approved Marine Sanitation Device (MSD). Macerator pumps are *not* considered MSDs. There are three types of MSDs:
- Type I MSD — Treats sewage so that discharged effluent meets specified standards for bacteria content and contain no visible solids
- Type II MSD — Similar to Type I, but must meet a higher standard of sewage treatment
- Type III MSD — Retains untreated sewage in a holding tank for disposal at pump out facilities or discharge beyond the U.S. Territorial Waters. Type III does not treat waste.
- The PBBA requires that no treated sewage from a Type I or Type II MSD are discharged dockside, near shellfish beds, at anchorages, or near swim areas. No Type I, Type II, or Type III MSDs may be discharged in Lemon Creek.
- All Boaters are encouraged to use the Boat Pump Out (BPO) located adjacent to the boat launch near club house #1

Clean Marina Policies:

Education of New Tenants and Visiting Boaters Regarding the Marina's Clean Marina Policies

PBBA provides a "welcome" packet that includes marina environmental policies and clean boating educational materials that inform boaters about on-site and nearby environmental services that support clean boating practices.

PBBA includes clean boating policies in the marina manual.

REDUCE THE USE OF TOXIC CLEANING PRODUCTS:

- The PBBA recommends the use of environmentally friendly products whenever available. A list of "Green Seal" certified products can be found at <http://www.greenseal.org/findaproduct/index/cfm>.

- Choose less toxic cleaning products, such as, non-phosphate, biodegradable cleaners.
- Use fewer products and more elbow grease.
- Reduce the need for boat soaps by scrubbing and rinsing with freshwater after each trip.
- Use canvas boat covers to keep boat clean between trips and reduce the amount of cleaning you need to do.
- Contain spills and debris using tarps.
- Collect debris using vacuums or brooms.

SPILL-PROOF CLEANING AND MAINTENANCE ACTIVITIES

- Conduct maintenance work aboard your boat, not on the docks or over the water.
- Always mix paints, varnish, epoxy and other products over a tarp or in a drip pan to catch spills and drips. Keep absorbents nearby to wipe up spills.
- Tightly seal product containers when not in use to reduce spills.
- Plug scuppers to contain spills.

GENERAL ENVIRONMENTAL GUIDELINES

- Keep trash from blowing overboard.
- Designate a covered bin on the vessel for trash.
- Discard fish waste offshore unless there are length limits for the type of fish caught.
- If cleaning fish at the marina, to use the designated area.
- Freeze and reuse fish scraps as chum or bait.
- Take particular care to properly dispose of nylon fishing line.

- Buy food in bulk to avoid excess packaging.
- Store food in reusable containers.
- Buy products with minimal or recyclable packaging.
- Carry out what the boater or his guest carries in.
- Never discard cigarette butts into the water, because the filters don't disintegrate. Don't leave them on the grounds of the marina or they will enter the waterway via wind or storm water runoff.
- Discard trash at a dumpster at the marina or take it home.

SOLID WASTE DISPOSAL

- Dispose of all garbage in proper shore side receptacles.
- Never leave trash or fishing gear in the water.
- Recycle all glass, plastic, paper, and aluminum to the maximum extent possible.
- Minimize the amount of trash you bring on board. Reduce the amount of disposable paper, plastic, and other types of goods you use on board.

CHEMICAL STORAGE

- Purchase only the amount of chemicals/products you need for a project.
- Review storage of products every six months and properly dispose of old or unnecessary products.
- Do not store flammable or combustible liquids, or other hazardous materials in dock boxes.
- All dock boxes may be subject to inspection by the marina supervisor at all reasonable times.
- All materials must be stored indoors or in covered containers.
- Secure watertight containers must be used when storing materials and waste outside and in the open.

REDUCTION OF GRAY WATER:

- Soaps from boat sinks, showers, and dishwashers are more harmful than those at home because they do not get treated in a sanitary sewer system when discharged from the boat. It is recommended that a boater do as much cleaning at shore side facilities as possible.
- Choose phosphate-free biodegradable soaps.
- Use more “elbow grease” and as little cleaning product as possible.
- Rinse and scrub your boat with fresh water after each trip.
- Use tarps or canvas boat covers to keep boat clean between trips and reduce the amount of cleaning the boater needs to do.

ENVIRONMENTALLY FRIENDLY ALTERNATIVES TO TRADITIONAL CLEANING PRODUCTS

- A list of environmentally friendly alternatives to traditional cleaning products can be found in the appendix to this manual.
- Boaters can minimize environmental impacts by using the following simple household alternatives to harmful products.

PREVENTIVE ENGINE MAINTENANCE

- Keep the engine well tuned and operating efficiently.
- Practice preventive engine maintenance. Inspect fuel lines, hoses, hydraulic lines, valves, oil seals, gaskets and connections for deterioration and leaks. Fix leaks and replace worn parts. When replacing hoses, new sections should be the right length to prevent damage and leaks. Properly secure lines and hoses to prevent chafing, abrasion and damage.
- Choose Coast Guard-approved alcohol-resistant fuel lines.
- Install drip pans under all equipment that might leak.
- Avoid using solvents or toxic chemicals to clean engine parts. Use mechanical means (such as hand-scraping caked oil) or less toxic solvents (water-based). Do not let solvent run into the bilge.

- Transfer and remove fluids with care, using funnels, pumps, and absorbents to eliminate drips and spills and to keep the bilge area clean.

ENGINES, BILGES, AND OIL DISCHARGE

- Oily bilge water shall not be pumped overboard.
- No discharges shall be permitted that cause an oily sheen.
- If oil or fuel inadvertently reaches the water, oil absorbent booms or other absorbent materials must be placed around the spill and appropriate clean-up actions taken. If the oil spill is large, an oil spill response company must be called to clean up the spill.
- Spills of oil or chemicals into the water shall be reported to the federal reporting number (800) 424-8802, and the state reporting number (800) 457-7362
- Conduct all oil changes, and oil or fuel transfers using spill-saving devices, such as funnels, drip pans, or oil pumps that transfer used oil to a closed container for transfer to a recycling facility.
- The PBBA will remove abandoned and/or derelict vessels before they begin to discharge fuel or oil

BILGE CARE AND PREVENTION OF OIL SPILLS

- Never use soaps or detergents to clean oil or fuel – it increases the pollution problem.
- Install an on-board bilge filtration system that filters gas, oil or diesel from bilge water before the automatic pump discharges the water.
- Use oil-only absorbents in the bilge, securely fastened to prevent clogging the bilge pump or its sensor, to capture unexpected leaks.
- If you have a large quantity of oil in the bilge, use a bilge pump out system.
- Never use the sewage pump out for the bilge.
- If the bilge and/or engine compartment still needs significant cleaning after bilge pump out, use a steam cleaning service.

- Boaters are advised to use oil absorbent pads in the bilge. Recommendations include keeping some absorbent pillows, designed for use in bilges, on board. It is recommended that boat owners install a manual override switch on the bilge pump, in the event of an oil leak, to prevent accidental discharge of oil into Lemon Creek.

REPORT OF ALL OIL AND CHEMICAL SPILLS

- If you see or cause a spill, do not apply soaps to disperse the sheen.
- Report spills of oil or chemicals to the marina office

SPILL-PROOF OIL CHANGES AND RECYCLING OF USED OIL:

- If a boater changes the engine oil, it is recommended that the boater use a closed system – a portable vacuum oil change pump drained into a container that can be closed to prevent spills during transfer of oil (available at most marine supply stores).
- Do not mix used oil with other waste. Keep it segregated for recycling.
- Recycle used motor oil, oil filters, and fuel filters at a used oil recycling facility.
- Always keep oil-only absorbents on hand to wipe up spills.
- Saturated oil-absorbents are hazardous wastes and must be disposed of appropriately.

PREVENTION OF THE SPREAD OF AQUATIC NUISANCE SPECIES

- Avoid chopping vegetation with the boat's propeller.
- Remove all visible aquatic vegetation from boat, propeller, anchor, lines and trailer before leaving any body of water.
- Discard vegetation in trash away from water and the shore.

- Drain live wells and bait buckets into suitable containers before leaving the site.
- Do not throw purchased bait or vegetative packing material from bait into the water when you are done fishing.
- Small organisms can live on the plant material used to keep the bait moist.
- Dry out the boat for at least two days (five is best) or wash down hull with tap water on land before launching again.
- Flush engine cooling system, bilge areas and live wells with tap water

Recommended Drying and Disinfection Techniques for Fishing and Boating Equipment

- **INSPECT** your fishing and boating equipment and remove all mud, plants and other organisms that might be clinging to it.
- **DRY** your fishing and boating equipment before using it on another body of water. Drying is the most effective “disinfection” mechanism and is least likely to damage sensitive equipment and clothing. All fishing and boating equipment, clothing and other gear should be dried completely before moving to another body of water. This may take a week or more depending upon the type of equipment, where it is stored and weather conditions. A basic rule of thumb is to allow at least 48 hours for drying most non-porous fishing and boating gear at relative humidity’s of 70% or less.
- **DISINFECT** your fishing and boating equipment if it cannot be dried before its use in another body of water. Disinfection recommendations vary depending on the type of equipment and disease of concern. Be particularly aware of bilge areas, live wells and bait wells in boats. These areas are difficult to dry and can harbor invasive species.

Effective disinfection techniques include:

- **Hot Water:** Soak equipment in water kept above 140°F (hotter than most tap water) for 1 minute or for 20 minutes in water that is at least 110°F. Note that hot water can delaminate Gore-Tex® fabric and damage other sensitive clothing items. Household steamers may also be used for disinfection by exposing equipment to steam for 1 minute. Commercial hot-water car washes are effective for disinfecting boats and vehicles.

New York State Department of Environmental Conservation brochures are available at the marina which includes these recommendations.

- **Bleach:** Soak or spray equipment for at least 1 minute with a 2% bleach solution (3 ounces of household bleach mixed with 1 gallon of water). If whirling disease is suspected, a 10% solution should be used (13 ounces of household bleach mixed with 1 gallon of water). Note that bleach is an extremely effective disinfection agent, but is also a caustic substance that can be corrosive to aluminum and other sensitive fishing and boating equipment.

- **Cleaning Agents:** Of the materials traditionally used to disinfect for human or animal health purposes, quaternary ammonium compounds have been found to be effective in controlling fish viruses and pathogens, including whirling disease. Commercial formulations, such as Parvasol® and Kennelsol®, are available through laboratory or veterinary supply companies. Household cleansers/disinfectants, such as Formula 409® and Fantastic®, that contain the quaternary ammonium compound alkyl dimethyl benzyl ammonium chloride can also be used to disinfect equipment. These solutions can be used full strength as a spray, or diluted for soaking with 2 parts water to 1 part disinfectant. For all materials, follow label instructions and be sure to soak equipment for a minimum of 10 minutes. Be sure to dispose of materials away from surface waters in accordance with label restrictions. ***Special Note to Wading Anglers:*** Felt-soled waders and wading shoes, which have been identified as an important means by which whirling disease spores and didymo can be transported, are difficult to disinfect. Rubber or studded soles that provide similar traction are now readily available and are much less likely to transport these invasives.

MARPOL

The PBBA requires strict compliance with 'Marpol' requirements with regard to garbage disposal while underway and at dockside.

Appendix L. Marpol Annex V- Garbage Disposal Restrictions (Source: DOC 1988c.)

GARBAGE TYPE	ALL VESSELS EXCEPT PLATFORMS AND ASSOCIATED VESSELS		OFFSHORE PLATFORMS AND ASSOCIATED VESSELS
	Outside Special Areas ^a	In Special Areas ^b	
Plastics- including synthetic ropes, fishing nets, and plastic bags	Disposal prohibited	Disposal prohibited	Disposal prohibited
Floating dunnage, lining, and packing materials	Disposal prohibited less than 25 miles from nearest land	Disposal prohibited	Disposal prohibited
Paper, rags, glass, metal bottles, crockery, and similar refuse	Disposal prohibited less than 12 miles from nearest land	Disposal prohibited	Disposal prohibited
Paper, rags, glass, etc., comminuted or ground ^c	Disposal prohibited less than 3 miles from nearest land	Disposal prohibited	Disposal prohibited
Food waste not comminuted or ground	Disposal prohibited less than 12 miles from nearest land	Disposal prohibited less than 12 miles from nearest land	Disposal prohibited
Food waste comminuted or ground ^c	Disposal prohibited less than 3 miles from nearest land	Disposal prohibited less than 12 miles from nearest land	Disposal prohibited
Mixed Refuse	Varies by component ^d	Varies by component ^d	Varies by component ^d

a Includes all fixed or floating platforms engaged in exploration or exploitation and associated offshore processing of seabed mineral resources, and all vessels alongside or within 500 m (1/3 mile) of such platforms.

b The Mediterranean, Baltic, Red and Black seas, and Persian Gulf.

c Must be able to pass through a screen with a mesh size no larger than 25 mm.

d When substances having different disposal or discharge requirements are mixed, the more stringent disposal requirement

Clean Boatyard Practices:

Antifouling Paints

- Boat owners who are not Commercial Pesticide Applicators Certified may use antifouling paints on marina property only if all of the following conditions are met:
 - the boat owner uses antifouling paints that are General Use pesticides and follows all pesticide label directions; and the boat owner personally owns or leases the boat being painted; and
 - the boat owner has an agreement for boat storage at the marina and has written permission from the marina owner/operator to paint their boat on marina property or a specific clause in their contract, lease, or other form of written agreement for boat storage at the marina that allows this activity.
- Boat owners who apply antifouling paints must follow label directions, and are responsible for preventing environmental contamination. The marina's boat painting areas are located away from the water's edge and in a location that is not susceptible to runoff. The PBBA will monitor members painting activities, and those of boat owners on marina property, to ensure that paint chips, paint spills and other wastes from boat painting activities are collected and prevented from contaminating the surrounding area and waters, and are disposed of properly.
- Boat owners are made aware that they are subject to enforcement action by the Department if they violate the relevant sections of the Environmental Conservation Law and related regulations, boat owners must apply antifouling paint in accordance with the pesticide label, and must dispose of any wastes properly. if they do not apply antifouling paint in accordance with the pesticide label, or if they dispose of any wastes improperly the boat owner may become liable for the cost of any cleanup of any wastes and/or contamination that result from a boat owner's pesticide application activities, if not properly handled by the boat owner.
- Pesticides (antifouling paint) must be used in such a manner and under such wind and other conditions as to prevent contamination of people, pets, fish, wildlife, crops, property, structures, lands, pasturage or waters adjacent to the area of use.
- The PBBA and its proposed sub-licensee recommend the use of water based antifouling paints.
- It is recommended that boaters share left over paint with other boaters to avoid disposal of the same. Dispose of paints/solvents appropriately in

accord with NYC Department of Sanitation regulations. Wait 60 days after a new application of hard bottom paint before cleaning. Regular use of the boat is one of the best ways to clean the bottom. Avoid an abrasive cleaning process by cleaning more frequently. Use a carpet, sponge, or other soft material to gently clean the hull.

- The PBBA requires that boat owners sand and scrape on shore, away from the water and in a dedicated work area. The PBBA does not allow underwater hull cleaning. Tarps are required to be laid under the work area to catch loose particles when boat hulls are cleaned, sanded or scraped. Use of a vacuum or dust-free sander is recommended when a hull is sanded. Scrapings and dust particles are discarded in the dumpster only after a determination has been made that the paint chips are **not** a hazardous waste from personal knowledge, or by performing a toxicity test on the paint chips. Under no circumstances can hazardous waste be discarded in a dumpster.

Antifreeze

- Boat owners are advised to properly winterize their boats which will reduce pollution and save money. Boaters are required to use non-toxic, propylene glycol. The orange-pink colored propylene antifreeze, which is non-toxic rather than the blue-green colored ethylene glycol, which is harmful to marine life.

APPENDIX

The PBBA advises boaters of environmentally friendly alternatives to traditional cleaning products.

Boaters can minimize environmental impacts by using the following simple household alternatives to harmful products:

- The PBBA advises boaters of environmentally friendly alternatives to traditional cleaning products.
- Boaters can minimize environmental impacts by using the following simple household alternatives to harmful products:
 - **Air Freshener**
 - Leave out an open box of baking soda
 - **Ammonia-based cleaners**
 - Vinegar, salt, and water
 - **General cleaner**
 - Mix baking soda and vinegar.
 - Combine lemon juice with borax paste.
 - Dissolve baking soda in hot water for a general cleaner.
 - **Surface cleaner**
 - Mix 1 quart of hot water, 1 tsp. vegetable oil-based soap/detergent, 1 tsp. borax and 2 Tbsp. vinegar. Vinegar is used as a mild acid to cut grease, borax is used as a water softener, especially good with hard water, to prevent soapy deposits.
 - Mix 1 cup of vinegar in 1 quart of warm water.
 - Dissolve baking soda in hot water for a general cleaner.
 - **Degreaser**
 - Make a paste of lemon juice and borax.

- When shopping for degreasing products, look for waterbased products or citrus-based degreasers.
- Avoid products that contain methylene chloride (known to cause cancer in laboratory animals).
- Do not use gasoline to clean marine parts. Gas contains benzene (carcinogenic to humans) that, upon evaporation, causes air pollution.
- **Disinfectants**
 - One half a cup borax in one gallon of water
- **Dish cleaner**
 - Use vegetable oil-based soaps/detergents.
- **Window cleaner**
 - Dilute one cup of white vinegar with 1 qt. water.
- **Floor cleaner**
 - To clean vinyl tile and linoleum, use 1/4 cup white vinegar, 1/4 cup of washing soda, in 1 gallon of warm water, or one cup vinegar in 2 gallons of water.
 - Remove scuff marks on linoleum with toothpaste. **Fiberglass cleaner**
 - Use a paste of baking soda and water.
- **Aluminum cleaner**
 - Mix 1 Tbsp. cream of tartar in 1 quart of hot water.
- **Brass cleaner**
 - Use Worcestershire sauce, or paste made of equal amounts of salt, vinegar, and water.
- **Copper cleaner**
 - Use lemon juice and water, or paste made of equal amounts of lemon juice, salt, and flour.
- **Chrome polish**

- Use apple cider vinegar to clean; baby oil to polish.
- Chlorine Bleach
- Baking soda and water; or borax
- **Hand cleaner**
 - Apply baby oil or margarine, then clean with soap and water.
- **Head and shower**
 - Clean frequently with a mix of baking soda and water; brush thoroughly. Sprinkle baking soda around the rim of the toilet.
 - To clean and deodorize the head, try a mix of 1/2 cup of borax per 1 gallon of water.
- **Paint Remover/Stripper**
 - Use heat gun to peel off paint
- **Paints Thinners**
 - Use water (effective for water-based paints)
- **Stainless steel cleaner**
 - Mix baking soda or mineral oil for polishing, vinegar to remove spots.
- **Scouring Powders**
 - Instead of scouring powder, try using baking soda.
- **Rug/Upholstery cleaner**
 - Sprinkle on dry corn starch; vacuum.
- **Teak cleaner**
 - Use a biodegradable soap to remove the dirt and saltwater.
 - Instead of bleaching teak, try using a mild power soap and scrub with bronze wool.
- **Toilet Bowl Cleaner**

- Use toilet brush and baking soda
- **Fiberglass stain remover**
 - Use a paste of baking soda and water.
- **Mildew removers**
 - Scrub mildew with borax/water using a nylon scouring pad.
- **LESS TOXIC CLEANING**
- **Mildew removers**
 - Try scrubbing mildew with a vinegar and salt paste (equal parts), if problem is not severe.
 - Try vinegar full strength, then rinse.
 - To inhibit mold and mildew, wash area with 1/2 cup borax per 1 gallon hot water.
- **Wood polish**
 - Use olive, walnut, or almond oil.
- **Drain opener**
 - Disassemble or use plumber's snake.
 - Flush with a mixture of boiling water, one-quarter cup of baking soda and one quarter cup of vinegar.
- **Paint products**
 - Avoid paints containing methylene chloride and trichloroethylene (TCE) (evidence that these cause cancer in laboratory animals); benzene (known to cause cancer in humans); 1,1,1- trichloroethane (TCA) (irritant to eyes and tissues), xylene (toxic by drinking and breathing); or toluene (known to cause birth defects).
 - Use latex or water-based paints
- **Wood Preservatives**

- Do not use old products that contain pentachlorophenol (PCP) (evidence that it causes cancer in laboratory animals), creosote, tributyltin oxide, or folpet.
- Water-based preservatives are available that can seal wood and protect it from water rot.
- Use water-based stains.
- Use finishes derived from natural sources, such as, shellac, tung oil, and linseed oil.
- While baking soda, vinegar, lemon juice, and vegetable oils are far less harmful than bleaches, scouring powders and detergents, they can still be toxic to aquatic life. Use all cleaning products sparingly and minimize the amount discharged into the water. Never dispose of any cleaning products down the thru-hull drain; dispose of them on shore! These alternatives are offered as suggestions. The sources that were relied upon to develop these suggestions are cited below.
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