

Steamboat Wharf Marina

Standard Operating Procedures

Boat Owner Work

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| Department: | Marina Operations | |
| Procedure: | Boat Owner Work | |
| Date Issued: | November | 2015 |
| Date Revised: | November | 2015 |

Purpose of Procedure: The Slip Customer and Storage Customer contracts allow for customers to perform selected boat maintenance activities by arrangement with the Marina management. To provide controls, any boat owner seeking to work in the marina must review and acknowledge marina rules and regulations and applicable SOPs, and on the days working at the Marina sign the Owners Work Log located in the Waste Oil containment area.

Steps of (SOP) Standard Operating Procedure:

1. All Slip and Storage Customers sign a contract and acknowledge Marina rules and regulations regarding work rules and waste disposal procedures. They also provide proof of insurance for their vessel.
2. Boat Owner Work Log will be available in the Waste Oil containment area. It will contain a complete set of SOPs pertaining to: Hull Maintenance and Cleaning, Boat Cleaning, Engine Maintenance, Bilge Water Handling, Spill Response, Hazardous Materials and Hazardous Waste Management, and Solid Waste Management and Recycling

Materials or Tools Needed:

Customer Contact Information: stored in Steamboat Quickbooks Files and in Customer Folder (S:\SWM_Customer_Contracts)

Boat Owners Work Log sheets

Boat Owners Work Log book containing blank log sheets and copies of SOPs

Evaluation of Procedure: Marina Operations Manager will oversee Boat Owners Work Log maintenance. Will contact customers if there are problems. This SOP shall be evaluated annually and updated as necessary.