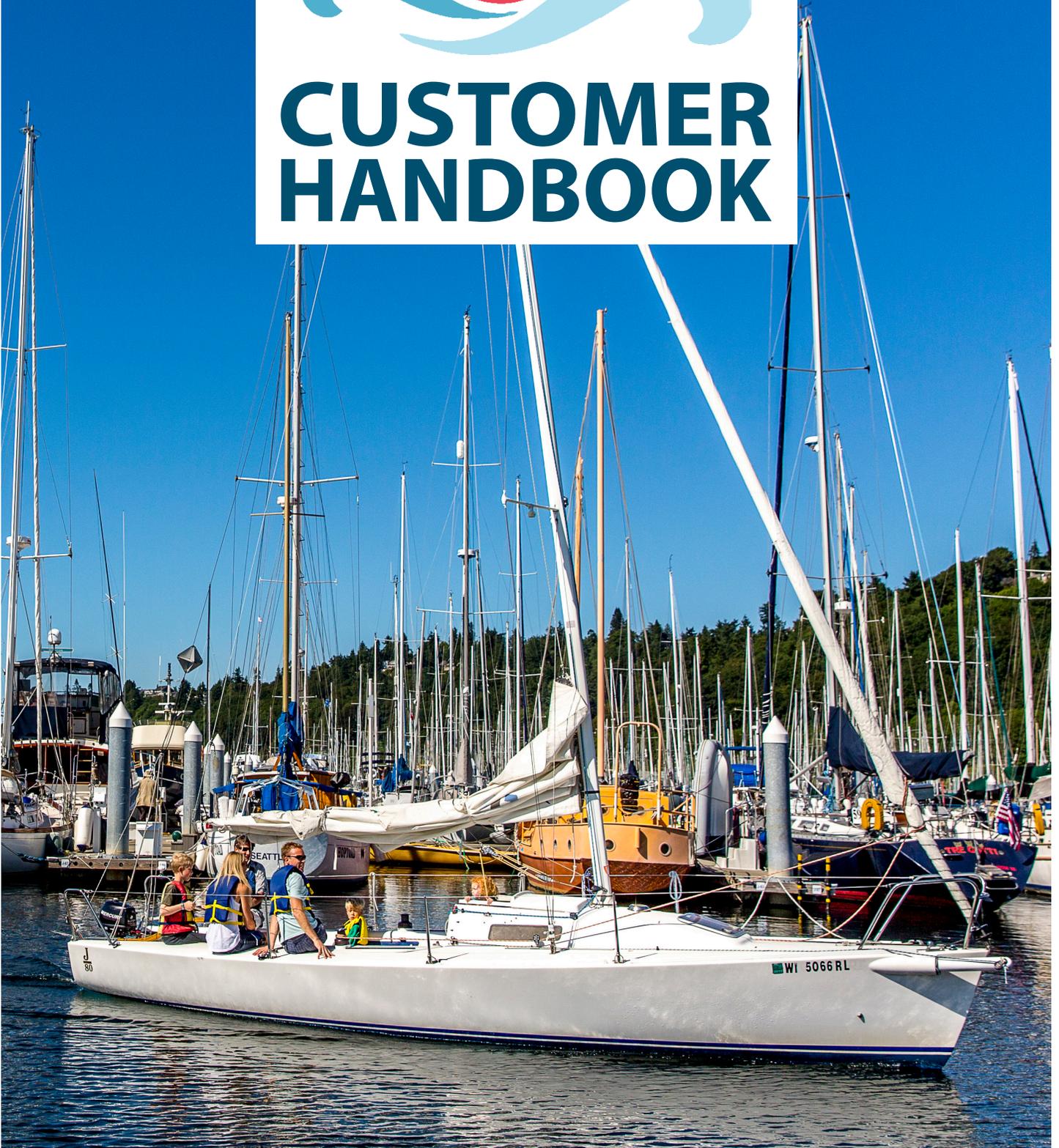


**SHILSHOLE BAY MARINA**



# **CUSTOMER HANDBOOK**



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# WELCOME TO SHILSHOLE

Dear Shilshole Bay Marina Customer,

Welcome and thank you for choosing Shilshole Bay Marina! It's our pleasure to serve you and provide the finest accommodations and services to meet your boating needs.

Here at Shilshole Bay Marina, someone is on-site to offer assistance 24hrs/day, 7day/week. The office and after hours contact information is listed on the back of this handbook and throughout the marina.

This handbook also contains many of the documents, rules and regulations established to provide safe and environmentally friendly marina. Shilshole staff prides ourselves on being an Envirostars certified Marina and our customers are an integral part of our success.

We hope you enjoy the spectacular boating adventures just outside the breakwater!

Sincerely,  
*Shilshole Bay Marina*

# SHILSHOLE BAY MARINA MAP

## AMENITIES

FUEL DOCK WITH STORE INCLUDING ICE, BEER & WINE | GARBAGE & RECYCLING CENTERS | FREE SEWAGE PUMPOUTS | LARGE PLAZA | GARDEN AREA WITH BBQ | PICNIC TABLES | OVERNIGHT PARKING | WIDE FAIRWAYS | RESTAURANTS ON SITE | RESTROOMS | LAUNDRY FACILITIES | PET FRIENDLY (DOG PARK NEARBY) | NEXT TO GOLDEN GARDENS PARK & BURKE-GILMAN TRAIL | BIKE LOCKERS AVAILABLE | BOAT HOISTS | ELECTRIC VEHICLE CHARGING STATIONS | SUPERYACHTS WELCOME | BOATYARD ON SITE | BOCCE BALL | KAYAK STORAGE AVAILABLE | MAIL SERVICES AVAILABLE

## LEGEND

- |                 |            |           |                    |                        |              |                      |              |
|-----------------|------------|-----------|--------------------|------------------------|--------------|----------------------|--------------|
| 1               | 2          | 3         | 4                  | 5                      | 6            | 7                    | 8            |
| HOISTS          | LAUNDRY    | RESTROOMS | FUEL DOCK          | SHOWERS                | P-PATCH      | BILGE/SEWAGE PUMPOUT | OIL DISPOSAL |
| 9               | 10         | 11        | 12                 | 13                     | 14           |                      |              |
| WASTE/RECYCLING | RESTAURANT | GROCERY   | BURKE-GILMAN TRAIL | HAZARDOUS WASTE CENTER | E/V CHARGING |                      |              |





# VESSEL UPKEEP & DOCUMENTATION

## SEAWORTHINESS

All vessels moored in the marina must, at all times, be completely without hazardous conditions, seaworthy and ready for immediate cruising in local waters. Vessels must be capable of safely maneuvering under their own power, using a propulsion system that is consistent with the vessel's original design plans. Vessel hull, keel, decking, cabin, and mast must be structurally sound and generally free from dry rot or other similar defects or deficiencies. Marina management may ask a vessel owner to demonstrate the seaworthiness of their vessel at any time.

## INSURANCE REQUIREMENTS

A minimum of \$300,000 general liability insurance coverage is required by the marina for all vessels that fall into one or more of the following categories: vessels with hull length greater than 16 feet; vessels with motors 10 horsepower or more; vessels that are in dry moorage and use marina hoists to launch. Current proof of insurance must be kept on file with the marina office per the moorage tariff. A declarations page listing dates and liability coverage information constitutes proof of insurance. We also ask the marina be named as a certificate holder or interested party; this provides the convenience of updates on the policy from the insurance company as they occur.

## REGISTRATION REQUIREMENTS

The State of Washington requires persons who use Washington waters to annually register with the Department of Licensing, unless the vessel is exempt from registration requirements. The marina requires that this current state registration must be kept on file with the office to constitute proof of ownership. If a vessel is exempt from state registration

requirement, the exemption must be supplied along with an alternative proof of ownership document.

## TARPS

Vessels may be tarped over seasonally to prevent rain water accumulation and during maintenance activities as dictated by the Required Management Practices. Tarps may not obscure marina staff's ability to identify a vessel and slip holders may be asked to remove or replace tarps at staff discretion.

## VESSEL MAINTENANCE

All vessel maintenance work must be done in compliance with the marina Required Management Practices and all applicable state and federal laws. Painting, scraping, and refinishing of vessels when in the water is limited to minor touch ups that include a small area in the superstructure, deck, and fiberglass hull above the waterline. All minor painting, scraping, and refinishing must be contained and debris collected. Please note that state law prohibits hull cleaning of vessels treated with sloughing and ablative anti-fouling paints and time based compounds. Extensive repair work and bottom cleaning should occur in a permitted, commercial boatyard.



## YOUR SLIP AND FINGER PIER

Your finger pier and slip area should be kept neat and maneuverable for both you and your neighbor. The main walkway must be navigable and kept free of obstructions and trip hazards. Items such as bikes and kayaks must be secured onboard your vessel or to dinghy racks provided by the marina. Smaller items such as crab pots, buckets, and deck brushes cannot be stored behind the dock box and must be secured on your vessel or inside the dock box. If your slip area does not meet marina standards you may be asked to remove items at staff's discretion.

## DOCK BOXES

Dock boxes are available at each slip for your storage convenience. Please store items inside the dock box and not on top of it. Hazardous materials (e.g. gasoline, varnish, oil, antifreeze) pose environmental spill and fire hazards and may only be stored on your vessel and not on marina property, this includes inside the dock box or anywhere in the dry storage yard. Shilshole Bay Marina offers hazardous material disposal near the B/C gate and oil and diesel disposal near the D/E gate and P/Q gate. For more information on waste oil and hazardous material disposal.

## DINGHY STORAGE

Dinghies can be stored on your vessel, a dinghy rack, or in the water provided it does not interfere with or impede your neighbor's ability to move their vessel. Dinghy racks are available for rental and will be promptly installed by marina staff. Owners are responsible for the maintenance and upkeep of their dinghies, including pumping out accumulated rainwater. Dinghies that are deemed to be at risk or an environmental hazard by marina staff may be pumped out or removed by staff at the owner's expense at the current rate/fee.



PROPERLY STORED BELONGINGS



IMPROPER STORAGE

# CHANGES TO MOORAGE



## SUBLEASING

Customers may sublease their slip for any period of time up to one year so long as they provide all necessary sublease information to the marina office. However, vessels cannot be rented or subleased, this includes long-term or Airbnb type rentals. For a sublease lasting one week or less, simply call or email the marina office to supply the sub lessee's name, vessel information, and contact information. For a sublease more than one week, in addition to a sublease agreement, the sub lessee must also provide proof of insurance, registration, and signed BMP. Please remember, a sublease is an agreement between the slip holder and sub lessee approved by the marina. The moorage holder is ultimately financially responsible for all moorage and related charges. For more information, inquire with the marina office.

## TERMINATION

The Moorage Agreement is effective on the date signed and will remain in effect until terminated (a) by the Owner submitting 30-day written notice to the Marina; (b) by the Port giving the Owner ten (10) days written notice for default of any provision or condition of the Moorage Agreement; (c) by the Port giving the Owner one (1) month written notice for any reason other than violation of the Moorage Agreement. Upon moorage termination, Owner will vacate the slip by noon of the last day of moorage begin to accrue guest moorage charges at the current seasonal rate.

## MOORAGE RATES

Moorage rates are determined by a review of market conditions and rate comparisons in the Seattle area and adjusted if warranted. Customers are provided 30-days written notice of any rate adjustments. All moorage rates and fees are published in the Port of Seattle Moorage Tariff which is available online at the [www.portseattle.org](http://www.portseattle.org) and in the marina office.

## SLIP CHANGE REQUEST

A change request allows any customer to request a change in berth. Change requests may be between slips of the same size in order to find a preferred tie or location or to a new slip size. There is a one-time change request fee and the change request form is available in the marina office. The request can be as generic or specific as the moorage customer chooses. Please remember the time required to fulfill a change request is dependent on availability, slip turnover rates, and your preferences.

## SALE OR CHANGE OF VESSEL

Moorage is non-transferable. If a vessel in the marina is sold, the new owners must apply for moorage to get on a waitlist if they intend to moor the vessel at the marina. The seller may sublease their slip according to the sublease guidelines if they so choose. In the case of a new vessel purchase, the moorage customers may retain their current slip assignment in the vessel fits the dimensional requirements of the slip; otherwise they may submit a berth change request. The slip holder must notify the marina office if a sale of their vessel is pending or if they are purchasing a new vessel as designated in the moorage agreement and then supply required documentation.



# THE SHILSHOLE NEIGHBORHOOD

## MARINA WATCH PROGRAM

The Marina Watch program is a cooperative effort between the marina community and the Port of Seattle Police Department to promote crime prevention. Please report any incidents or concerns to the Port of Seattle Police and remember "if you see something, say something."

## LIVEBOARD COMMUNITY

At Shilshole Bay Marina, there are 350 families that call their vessels and the marina home, making the marina the largest liveboard community in the state of Washington and one of the last in the Puget Sound. To ensure strong communication with this long-established community, dock captains meet quarterly with marina managers. All boaters are welcome at these meetings. Marina managers work closely with liveboards to understand which issues are important to them.

A liveboard is defined as any person spends more than 15 days/nights aboard in any month while the vessel is moored at the marina. The Port of Seattle limits the number of authorized liveboard vessels to 350 and the liveboard community is currently at



its cap. Current customers may add their name to the liveboard waitlist with the marina office, and are given preference over new waitlist customers. Upon receiving a liveboard moorage offer, a Liveboard Agreement can be completed in the marina office.

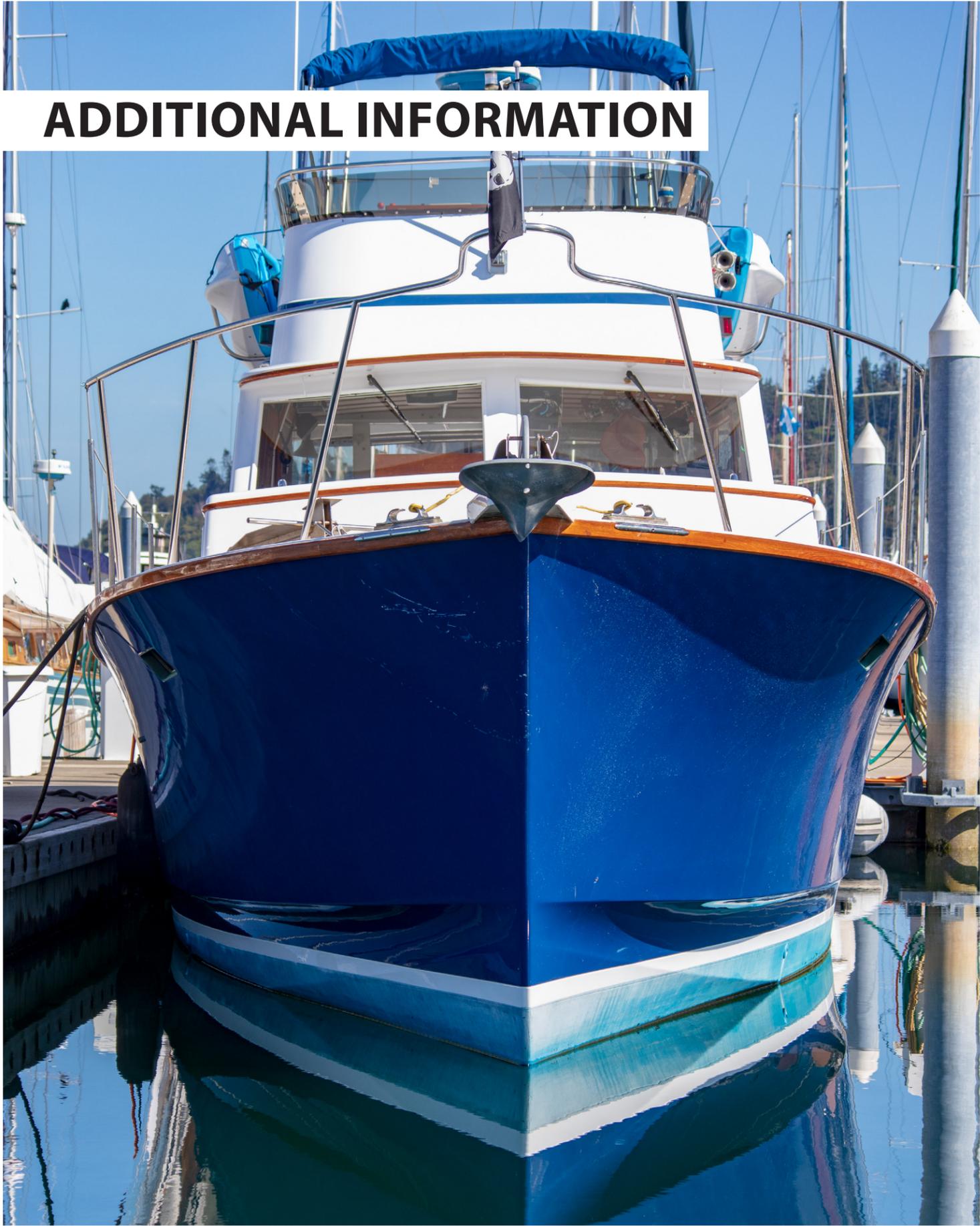
## DOCK CAPTAINS

On every dock, there is one liveboard who is the designated dock captain. The dock captain is a liaison between the marina and the tenants on the dock and is appointed by liveboard association and approved by marina management. They are a localized point of contact, upstanding customer, and community leader. Your dock captain's name and contact information is posted on the bulletin board at the dock gate and available in the marina office.

## PETS

All pets must be licensed, on a leash, and in the owner's control while in the marina. Owners are responsible for immediate and proper cleanup and disposal of pet waste. Mutt Mitts are available at several locations on the marina uplands. Please help your pet be a good neighbor by keeping them off your neighbors' vessels, cleaning up after them on the docks and uplands, and preventing excessive barking and other vocalizations. Failure to obey leash, pickup, and other animal control laws is a violation of Port of Seattle policy and may result in moorage termination.

Keeping children safe around the water in the marina is a priority of Shilshole Bay Marina. Children under the age of 12 are not permitted on the docks without adult supervision and non-swimmers or toddlers are encouraged to wear life jackets on the docks and vessel decks. The marina is a part of the Boat US Foundation Life Jacket program and children's life jackets can be borrowed for free from the marina office with a valid photo ID.



## ADDITIONAL INFORMATION

### PARKING

A current parking permit is required in order to park a vehicle in designated permit parking areas throughout the marina. Please no trailers or RVs in marina parking without management approval, and no vehicle storage (15 days or more) in either permit or visitor parking. One parking permit is included in the cost of monthly moorage and a second may be purchased at the marina office. Visitor parking areas are available throughout the marina and may be used by marina customers and guests at no charge. All vehicles in marina parking must have current tabs displayed and be fully road-worthy at all times. Please notify the marina office if a vehicle will remain in the marina parking lot for a period of time exceeding two weeks. The full parking policy is available in the appendix of this handbook (pg 22-23).

### GARBAGE

Trash compactors, recycling bins, and compost containers are available at several locations throughout the marina for marina generated waste. Please be sure to sort and properly dispose of trash according to King County standards. If you need to dispose of any hazardous or oily materials (e.g. oil, antifreeze, propane, etc.), please contact marina staff for assistance!

### SEWAGE DISPOSAL

The discharge of treated or untreated sewage or blackwater is not permitted in the marina or any waters of the United States. Self-service, pump-out facilities and port-a-potty discharge stations are located at the end of H-dock and the face of A-dock. There is also a bilge water pump-out at the end of H-dock. These self-service stations are free to use and available year round, barring extended periods of freezing temperatures or at the discretion of marine staff. There are also several pump-out companies that frequently service marina customers.

### SHORE POWER CORDS

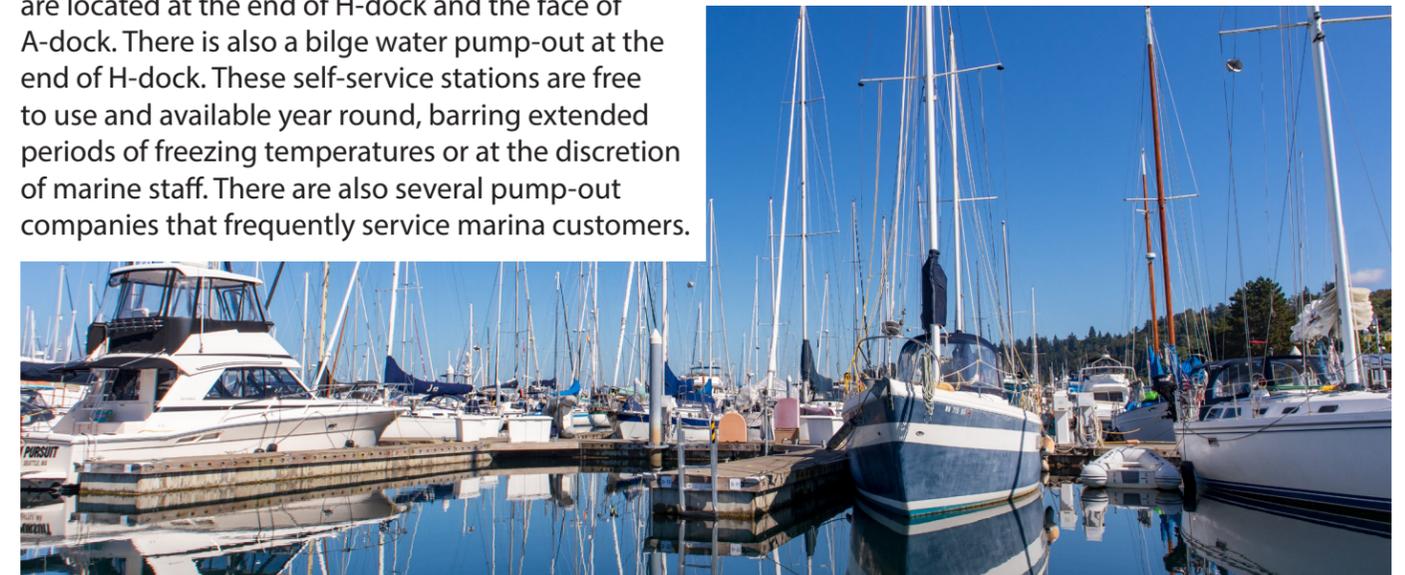
All shore power cords must be "UL Approved" marine grade cords with a twist lock configuration or SmartPlugs. Cords must be in good condition and the use of adapters and splitters is not permitted. Cords should only be connected to and disconnected from the power pedestal when the breaker is in the "Off" position. Cords should be installed to avoid strain being placed on the connection between cords and the receptacle. Careful power cord installation and proper maintenance is critical to maintaining a safe and reliable electrical service.

### MARINE HOISTS

Three hoists are provided for the launch and retrieval of vessels, vessel equipment, and fishing gear. Use of the hoist is complementary for monthly customers in the dry moorage yard carrying minimum \$300,000 liability insurance. All other marina customers and guests may rent the fob for an hourly fee after signing a "Hold Harmless" agreement in the marina office.

### FISHING AND SWIMMING

Please no fishing or swimming inside the marina breakwater for safety and security purposes. There are, however, public fishing piers located at A-Pier in the south end of the marina and north of the City of Seattle Boat Ramp at Golden Gardens Park. Golden Gardens Park also offers public beaches and swimming areas.



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# APPENDIX: Policy Documents

## REQUIRED MANAGEMENT PRACTICES

The Port of Seattle and Shilshole Bay Marina are committed to preserving and enhancing the environment through proper management of all activities that occur at this facility. Given this commitment and in accordance with the Department of Ecology rules, United States Coast Guard (USCG) regulations, and the Federal Clean Water Act, we have established these “Required Management Practices” to ensure the continued protection of our harbor and marine environment. Marina staff are available to assist customers 24 hours/day, 7 days/week.

Shilshole Bay Marina has been named an “EnviroStar Business”, earning the highest five-star rating for preventing pollution and reducing hazardous waste.

### I. BILGE WATER MANAGEMENT AND USED OIL DISPOSAL

Oily bilge water that is not contaminated by soaps, cleaners or engine coolant and is less than 50 gallons may be pumped via the bilge pump located at the end of the H-Dock free of charge 24 hours/day. For quantities over 50 gallons, we request that the boat owner contact a private company to remove the bilge water. Please contact the Marina Office on VHF Channel 17 for access to the bilge pump out station. See additional contact information at the end of this document.

- The discharge of contaminated bilge, ballast, or any water with an oily sheen is illegal. Do not discharge bilge water that is contaminated with oil, detergents, and engine coolant or bilge cleaners. Oily discharges are toxic to marine life and the fine for discharging oil from your bilge can be as high as \$32,500 per day/per violation. Use oil absorbent bilge pads or pillows in your vessel’s bilge to soak up oil and fuel.
- To prevent contamination of bilge water, do not drain oil into bilge. Fit a tray underneath the engine to collect drips. Use pads in the pan to make clean up easier. Keep the bilge area as dry as possible. Fix all fluid leaks in a timely fashion. Inspect fluid lines and hoses for chafing, wear and general deterioration. Clean bilge areas after engine maintenance work. When changing engine oil, wipe up any spills.
- Dispose of oil soaked absorbents when they are fully saturated by wrapping in newspaper and then double wrapping in plastic and placing in the trash. This is for captured oil only. Free liquids should not be disposed of in the trash receptacles. They should be recycled in the correct hazmat container. The staff at the marina can also handle disposal of oil filters.
- Keep engines tuned and operating at peak efficiency. Keep the use of engine cleaners to a minimum and only use non-chlorinated engine cleaners.
- Oil recycling stations are located in several convenient locations in the marina and are free of charge to moorage customers. Please contact the Marina Office or call VHF Channel 17 for disposal instructions.

## II. FUELING PRACTICES

A fueling station/convenience store is located on the end of H-Dock, and is open 7 days a week. Hours of operation change seasonally; please call 206-783-7555 for current hours.

- All fueling must take place at a fuel dock. Avoid topping off your fuel tanks. Estimate the amount of fuel needed prior to filling your tank to prevent overfilling. Always have absorbent materials on hand and at the ready before fueling. Catch any spills with an absorbent pad or container. Do not use detergents on fuel/oil spilled in the water. Detergents disperse spills, but do not eliminate them; and the combination is more harmful to the environment than the fuel/oil alone. Never leave fuel nozzles unattended.
- Oil absorbent pads are available at the fuel dock store.
- If petroleum enters the water, please refer to section IV for proper reporting requirements.

Absorbent collars and overflow catch containers are strongly recommended for use when fueling

## III. HAZARDOUS CHEMICALS, CLEANERS AND WASTES

Marina staff can assist in providing the proper disposal of your vessel's hazardous waste. Contact the Marina staff on VHF Channel 17 or 206.601.4089 for disposal information. 24-hour service is available. For commercial vessels, a list of disposal service providers is available from the King County Yellow Book Waste Directory: [www.govlink.org/hazwaste/business/wastedirectory/](http://www.govlink.org/hazwaste/business/wastedirectory/). For recreation vessels waste can be disposed of with King Counties Household Hazardous Waste collection facilities. This is a free service for King County residents. More information can be found at <http://your.kingcounty.gov/solidwaste/facilities/hazwaste.asp>.

Hazardous or flammable chemicals/materials are not allowed to be stored on the dock or in dock boxes. Materials stored on the vessel must be in labeled containers with tight fitting lids, stored under cover and inside secondary containment. Minimize hazardous or flammable materials on the vessel in case of a fire or sinking vessel.

- Improper disposal of oil, antifreeze, paints, solvents, varnishes, gas cylinders, preservatives and batteries in the garbage is prohibited. However, used oil absorbents, if packaged correctly may be disposed of in the garbage, see Section I, bullet 3. These materials are not to be discharged to the sanitary sewer or to marine waters. Do not dispose of these wastes in the Marina dumpsters and do not leave these wastes on the dock or in the dumpster areas. Shilshole Bay Marina can accept minimal amounts of hazardous materials and staff encourages the use of King County's local hazardous waste management program. More information can be found at: [www.hazwastehelp.org/default.aspx](http://www.hazwastehelp.org/default.aspx)

## IV. SPILL PREVENTION AND RESPONSE

Should a spill occur on or from your vessel, immediately stop the spill or leakage source and contain the spill. If there is a spill from your vessel it is your responsibility to report the incident. Report spills into the water immediately to:

**U.S. Coast Guard National Response Center** at 1.800.424.8802  
**Department of Ecology** at 1.800.OILS.911 or 1.800.258.5990  
**Seattle Public Utilities** at 206.386.1800  
**Notify the Shilshole Marina Office** at 206.787.3006 or 206.601.4089

Shilshole Bay Marina moorage customers are encouraged to have a supply of absorbent materials on board their vessel. Used absorbent materials should be wrapped in newspaper, double wrapped in plastic and disposed of in the trash dumpster.

- Do not use detergents or soaps to clean up spills. Oil and detergents are toxic to fish and other marine life. Do not use detergents on fuel/oil spilled in the water. Detergents disperse spills, but do not eliminate them; and the combination is more harmful to the environment than the fuel/oil alone.
- Clean up any spills on dock areas and dispose of wastes properly.
- Immediately repair or replace leaking connections, valves, pipes, hoses, and equipment that can result in the contamination of storm water.
- Please note customers may be held responsible for any supplies and labor costs the Port of Seattle utilizes in response to a spill or discharge emanating from an owners vessel.

## V. SOLID WASTE

Trash compactors: mixed recycling containers for aluminum cans, glass, newspaper, tin and some plastics; and compost bins are available within the recycling/garbage centers. This service is available 24 hours/day and at no cost to the boater. A "worm bin" is located next to M-5 restrooms for recycling of kitchen scraps or newspaper in addition to standard composting containers in the garbage collection areas. It is prohibited to throw any garbage into the water or on the land.

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 feet to display the MARPOL placard in a visible location.

DISPOSAL OF ALL GARBAGE PROHIBITED EXCEPT OTHERWISE SPECIFIED	
MARPOL Annex V and the domestic law prohibit dumping of waste in the ocean and navigable waters of the United States including the Great Lakes. Depending on the nature of the object, discharge of some waste is permitted outside of specific distances offshore except in 'Special Areas' designated under Section 151.06.	
Type of Waste	Discharge Permitted
Plastics- including synthetic ropes, fishing nets, and plastic bags	Prohibited in all areas
Floating dunnage, lining and packing materials	Prohibited less than 25 nautical miles from nearest land
Food waste, paper, rags, glass, metal, bottles, crockery, and similar refuse	Prohibited less than 12 nautical miles from nearest land
Comminuted or ground floor waste, paper, rags, glass, etc.	Prohibited less than 3 nautical miles from nearest land
Violation may result in heavy penalties.	

## VI. SEWAGE AND GRAY WATER MANAGEMENT

Sewage pump out facilities and porta-potty discharge stations are located at the end of the H-Dock and the northwest face of lower "A" pier along the seawall and are available at no cost to all customers 24 hours/day. Shore-side restrooms, showers and laundry facilities are available for use 24-hours, 7 days per week. We encourage the use of shore-side facilities to reduce gray water generation. Pet waste scoop dispensers are located throughout the facility.

- The discharge of sewage or black water is prohibited. Pump-out facilities and port-a-potty discharge stations are located at the end of the H-Dock and the northwest face of lower "A".
- Pet waste may be a substantial source of fecal contamination to the waters of Shilshole Bay. All pet waste must be promptly removed and properly disposed of in the garbage. Rinsing or washing of pet waste into the waterway is strictly prohibited.
- Gray water discharge from sinks, dishwasher, laundry and showers may be harmful to aquatic life within the marina and contains bacteria in sufficient quantities to be a public health concern. Vessel owners are encouraged to utilize: a) a pump out service (see marina office for references), b) contain gray water and use self-pump out stations located at H-Dock and Pier A in the marina, or c) use shore-side facilities located throughout the marina. Showers are available shore-side. Boaters are encouraged to minimize the generation of gray water onboard and to utilize land side facilities. If using onboard showers, boaters are encouraged to contain the gray water and dispose of it at the pump out stations. Any discharge that has a noticeable plume is prohibited. This includes soap, rusty water, fuels and oils, etc.
- The discharge of laundry water from a vessel is prohibited. Laundry facilities are provided shore-side for commercial and recreational vessels.
- Use sink screens or strainers and dispose of strained waste in the garbage.

**Notice to Boaters:** *Baking soda, vinegar, lemon juice and vegetable oil are far less harmful than conventional cleaning products; however, they are still foreign elements to the marine environment and should be treated as such. Use the minimal amount needed to do the job practically, do not discharge into the water.*

## VII. REPAIR AND MAINTENANCE ACTIVITY

### In-Water Hull Cleaning

The metals in paint wastes generated by in-water hull cleaning adversely impact the water quality, aquatic organisms and sediment quality. A full service boat yard and engine repair facility are located at the south end of Shilshole Bay Marina and operated year round. Extensive repair work and bottom cleaning must occur in a commercial and permitted boatyard or shipyard.

- Washington State Department of Ecology and the Department of Natural Resources have determined that cleaning of vessels painted with sloughing and ablative anti-fouling paints and tin compounds (soluble "soft paints") while the vessel is afloat is prohibited by state law. Regulations also prohibit the use of mechanical or hydraulic devices for in-water hull cleaning. The April 1999 Washington State Department of Natural Resources Environmental Advisory for commercial divers is posted at the marina and available in the Shilshole Bay Marina office. This advisory restricts the

cleaning of vessels with "soft paints" but it does not restrict in-water hull maintenance such as propeller, rudder, or prop shaft repair and hull surveys following charter service. Sacrificial anode zinc replacement is also allowed, provided the worn zinc is recycled. A new law on copper boat paint goes into effect January 1, 2018. Updated information from Department of Ecology can be found here: [www.ecy.wa.gov/programs/wq/nonpoint/CleanBoating/hull.html](http://www.ecy.wa.gov/programs/wq/nonpoint/CleanBoating/hull.html)

- In-water hull cleaning is allowed for vessels not painted with a sloughing or ablative paint. However, during the cleaning process, any turbidity, oil sheen or discoloration to the receiving water is considered a violation of DOE Standard RCW 90.48 and is prohibited. Due to the potential for pollution, we strongly recommend that all hull cleaning be conducted in a permitted boatyard where contaminants are treated and disposed of properly.

### Minor Repairs and Maintenance – Slip-Side Maintenance

- Painting, scraping and refinishing of boats in the water is limited to minor touch-ups. Minor touch-ups include a small area on the superstructure, deck and hull above the waterline that requires repair for mostly cosmetic purposes. Extensive repair work and bottom cleaning must occur in a commercial, permitted boatyard or shipyard.
- Any minor painting, sanding, scraping and refinishing must be contained and all debris collected. All paint mixing must be done with the can placed inside additional containment that will catch spillage. Paint cans used shall be no larger than one-gallon in size. Minor painting and sanding is allowed only on the interior and superstructure of the vessel. Placing a tarp over the work area is required to prevent any release of sanding debris or paint to the marine environment. The tarp must prevent releases as well as run off from rain. Clean up and dispose of all debris materials daily to prevent a release. Do not wash solids into the water or storm drains. Assistance with containment provisions is available in the Shilshole Marina Office.
- Perform paint and solvent mixing, fuel mixing, and similar handling of liquids onshore or in a contained location so that nothing can spill directly into the water.
- Store materials such as paints, tools, and ground cloths indoors or in a covered area when not in use.
- Repair activity is not allowed on the dock. A dock box is provided at each slip for storage of equipment and supplies. Hazardous waste and hazardous material (paints, thinners, & fuels) storage is not allowed in the locker boxes or on the dock at any time.
- Clean water under pressure may be used to remove salt from the outside of the vessel; however, any turbidity, oil sheen or discoloration to the receiving water is a violation of DOE Standard RCW 90.48 and is prohibited. Do not use soaps or detergents to wash the outside of the vessel.
- Engine repair and maintenance within engineering spaces is permitted. Engines and equipment may be removed from the vessel and sent for repairs. Leaking equipment must be removed in a containment tray.

For additional details and information please ask marina staff for a copy of the Marina's Boat Maintenance Policy.

## VIII. BOAT HOIST/DRY BOAT MOORAGE AREAS

Drains in the boat hoist area drain directly into the marina waters and the metals in paint wastes generated by hull cleaning adversely impact the water quality, aquatic organisms and sediment quality. The Washington State Department of Ecology and the Department of Natural Resources have determined that cleaning of vessels painted with sloughing and ablative anti-fouling paints and tin compounds, (soluble "soft paints") will produce an illegal discharge if released to the water. If your vessel is not painted with a sloughing or ablative pain, hull cleaning is not prohibited by the Washington State Department of Ecology, however, during the cleaning process, any turbidity, oil sheen or discoloration that is discharged (via the storm water basins) to the receiving water is a violation of DOE Standard RCW 90.48 and is prohibited. This potential for pollution and potential violation of the State law has lead Shilshole Bay Marina to strongly recommend that all hull cleaning be conducted in a permitted boatyard, where contaminants are treated and disposed of properly.

- Maintenance and repair activity, including the washing of boats, trailers or any vehicle on land at the marina facility is not permitted. Storm water basins in the parking lot discharge directly into marina waters and do not filter or treat contaminants that could be released due to this activity.
- Do not use soap. All soaps and detergents, even the biodegradable soaps are considered pollutants and are illegal. No cleaner meets the legal requirements to enter our waterways (Water Pollution Control Law, RCW 90.48.080).
- Storage of hazardous wastes or hazardous materials, including paints, cleaners, degreasers, and gasoline is not allowed in the dry moorage area.

## IX. VEHICLES

- Maintenance of vehicles in the parking lot is not allowed. Painting, engine or transmission removal is prohibited. Vehicles that leave significant amounts of fuel, oil, or transmission fluid in the parking lot are prohibited and may be towed at the owner's expense.
- No car washing is allowed at the Marina. All parking lot drains discharge to the Marina waters. Use a commercial car wash facility that recycles the contaminated water.
  - Do not hose down the parking lot.

## X. PESTICIDES AND FERTILIZERS

No chemical fertilizers, herbicides or insecticides are used in the maintenance of the landscape areas within the marina. The Seaport Maintenance Landscaping crew uses organic based fertilizers and mulch generated by a recycling process. King County recognizes the Landscape Crew and Shilshole Bay Marina as a "Green Business" for the reduction and recycling of solid waste and for choosing less hazardous materials and products made from recycled content.

- Most pots and planters are open on the bottom and some of what goes in the top discharges out the bottom and into Marina waters. Do not use any pesticides. If any fertilizer or chemicals are used, a saucer or other containment under the pot is required.

## XI. AIR QUALITY

### Vessel Maintenance

- No plumes of dust, smoke, noxious fumes, and/or vapors should be created while in the Marina due to any activities aboard your vessel. If this occurs the offending activity should be stopped immediately to insure compliance with the Best Management Practices.

### Wood Burning Heaters

- Stoves burning solid fuels must comply with Washington Wood Stoves standards which can be found at [www.ecy.wa.gov/programs/air/indoor\\_Woodsmoke/wood\\_smoke\\_page.htm](http://www.ecy.wa.gov/programs/air/indoor_Woodsmoke/wood_smoke_page.htm).
- 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 marina. If a vessel causes ash to fall on neighbor vessels, the owner could be subject to legal action by the affected party.
- Unattended wood burning heaters are not allowed in the marina.
- If you are a liveaboard and wood burning heat is your only source of heat, you may use your heater during a Stage 1 burn ban. Although, it must comply with the bullets listed above.
- 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.

## XII. SEWAGE HANDLING DISPOSAL

Discharge of untreated sewage anywhere within the waters of Puget Sound, including Shilshole Bay Marina waters, is prohibited by law (Federal Water Pollution Control Act, 33 USC 1322; Washington State Water Pollution Control Act, Chapter 90.48 RCW, and other federal, state, and local laws and regulations). Discharge of treated sewage in Shilshole Bay Marina **will not be allowed per the moorage agreement.**

The *definitions* for **Marine Sanitation Devices (MSD)** are as follows:

**Type I:** a device that relies on maceration and disinfecting for treatment of the waste prior to its discharge into the water. The standard in 33 CFR Secs. 159.123 and 159.125, is that the effluent has a fecal coliform bacterial count not greater than 1,000 per 100 milliliters and no visible floating solids.

**Type II:** a device that is similar to the Type I; however, the Type II device provides an advanced form of the same type of treatment and discharges wastes with lower fecal coliform counts and reduced suspended solids. The standard described in 33 CFR Secs. 159.126 and 159.126(a), is that the effluent has a fecal coliform bacteria count not greater than 200 per 100 milliliters and suspended solids not greater than 150 milligrams

per liter.

**Type III:** a device that is designed to prevent the overboard discharge of treated or untreated sewage or any waste derived from sewage. Type III MSDs are commonly called holding tanks because the sewage flushed from the marine head is deposited into a tank containing deodorizers and other chemicals. The contents of the holding tank are stored until it can be properly disposed of at a shore-side pump facility.

## **SUBLEASE POLICY**

### **AUTHORIZATION TO SUBLEASE:**

- Moorage customers must notify the marina office of all subleases and subleases longer than seven (7) days must obtain pre-approval from the marina office.
- The Owner is responsible for all fees, forms and policies regarding live aboard status. Liveaboard status can only be obtained via the application process and approval of Marina Management. Liveaboard status is permitted only for the approved individual(s) and is not transferable for rental of the vessel, use as a Bed and Breakfast, or lodging of any sort.
- This form must be completed in full before returning it to the marina office and must be completed prior to the beginning of the sublease.
- Moorage customers who fail to report a sublease will be subject to a \$50 unregistered sublease fee.

### **RESPONSIBILITIES OF LONG-TERM MOORAGE CUSTOMERS:**

- All billing responsibilities (including moorage, utility and live aboard fees) are the Long Term Moorage Customer's. Long Term Moorage Customer must have a zero balance on their account prior to subleasing. Shilshole Bay Marina will not forward any billing statements to the sub lessee. The Long Term Moorage Customer is ultimately responsible for any charges that accrue on his/her account while subleasing and for collecting of moorage fees from their sub lessee.
- The maximum available sublease time is 12 consecutive months. Customers may not sublease their slip for five (5) consecutive months following 12 months of consecutive subleasing.
- Subleases may be extended beyond 12 months with the review and approval of marina management.
- The Long Term Moorage Customer may not charge the sub lessee more than the prevailing moorage rates.
- The Long Term Moorage Customer is responsible for the removal of the sub lessee's boat from his/her berth at the expiration of the sublease or on his/her termination date. The Long Term Moorage Customer may accrue impoundment charges if vessel is still in berth after termination date.

### **RESPONSIBILITIES OF SUBLESEE:**

- Parking Permits are the responsibility of the Long Term Moorage Customer and the sub-lessee. The marina office is not responsible for providing these items and all moorage fees are paid to the Moorage Customer, not to the marina office.
- The sub lessee agrees to comply with all marina and boat harbor regulations. Non-compliance with these regulations will cause immediate termination of the sublease, and may result in termination of the Long Term Customer's moorage agreement.
- Second party subleasing is not permitted and will be cause for the termination of the Sublease Agreement.
- The ELOV (Extreme Length of Vessel) of the sub lessee's vessel may not exceed the assigned length of the subleased slip.
- Any vessel, including a sublease, remaining at Shilshole Bay Marina for thirty (30) days or longer must provide the marina office with current vessel registration/documentation and proof of insurance with a minimum amount of protection and indemnity of no less than \$300,000 per occurrence.
- Sub lessees are subject to the same policies and regulations that apply to the Long Term Moorage Customer.

### **WAIVER OF RESPONSIBILITY & INDEMNITY:**

- It is mutually agreed that the Port does not accept the Boat for storage and shall not be liable or responsible in any manner for its safekeeping and condition of its tackle, apparel, fixtures, equipment, and/or furnishings. It is further agreed that the Port will not be liable or responsible for any personal injuries suffered by Owner or Owner's agents or invitees arising from any cause, upon Boat, Marina premises, or premises adjacent thereto. Marina premises adjacent to the berth have been inspected by Owner and are accepted in their present condition. Owner agrees to keep the area neat, clean, orderly and free from inflammable substances. Owner agrees to indemnify and hold the Port harmless from any loss, damage or injury resulting from the acts or omissions of Owner, Owner's agents, invitees or employees.

## SHORE POWER RULES & REQUIREMENTS

- Only Underwriter’s Laboratory (UL) marine grade, properly rated, shore-power cords are approved for use. SmartPlugs are also approved for use.
- Only one shore power pedestal connection is permitted per boat. Contact the marina to request approval by review for two connections, or for receptacle change-out to suit your needs.
- Shore-power cordsets must be connected directly to the pedestal. The use of pigtail, straight or “Y” adapters is prohibited.
- Shore power cords and connectors must be in good condition and properly rated.
- Shore power cords are not to be left on the dock while the vessel is out of the slip.
- Do not leave portable electric heaters ON while the vessel is unattended.

### Proper Procedure for Connecting to Shore Power

1. Ensure power breakers on the vessel and the pedestal are OFF.
2. Connect power cord onboard the vessel.
3. Connect power cord to the pedestal. Ensure twist-lock is engaged.
4. Turn ON breaker at the pedestal.
5. Turn ON electrical panel onboard the vessel.

### Procedure for Disconnecting from Shore Power

1. Turn OFF electrical panel onboard the vessel.
2. Turn OFF breaker at the pedestal.
3. Disconnect power cord from the pedestal.
4. Disconnect power cord from the vessel.

*\*\*Do not leave your shore power cord connected to the pedestal while away from the slip\*\**

## MARINA ELECTRICAL BEST PRACTICES

- Inspect your cords regularly
  - Worn or overloaded cords and damaged connectors are a common cause of fires.
  - Examine the ends of the power cord, the face of the inlet receptacle on the boat, and the receptacle in the power pedestal to look for signs of discoloration, which indicates overheating.
- Use strain relief mechanisms at the pedestal or on the dock to avoid tension being placed on the connection between the cord and receptacle. Cords should be long enough to avoid routing directly from the power pedestal to the boat.
- Do not allow your shore power cord to drape into the water.
- Run the cord on the dock such that the walking area is free of trip hazards.
- Immediately report all shore power electrical issues to marina staff.

## PARKING POLICY

THIS DOCUMENT SETS FORTH PROCEDURES FOR SHILSHOLE BAY MARINA STAFF. STAFF MAY, HOWEVER, DEVIATE FROM THESE PROCEDURES WITH THE CONCURRENCE OF FACILITY MANAGEMENT. NOTHING IN THIS DOCUMENT IS INTENDED, NOR SHALL IT BE CONSTRUED, TO CREATE ANY ENFORCEABLE RIGHTS IN FAVOR OF ANY VIOLATION VEHICLE.

ALL VIOLATION VEHICLES ARE SUBJECT TO IMPOUND, WITHOUT PRIOR NOTICE, AS SET FORTH IN THE SHILSHOLE BAY MARINA PARKING POLICY.

The Executive Director may establish such reasonable traffic and parking regulations as may be required for orderly handling of motor vehicles on Port premises. A vehicle parked in violation of any such sign or regulations may be towed and impounded in accordance with individual marina parking guidelines at owner’s expense.

### PRIMARY PURPOSE FOR SHILSHOLE BAY MARINA PARKING:

- Moorage customers & guests.
- Building tenants, customers, & guests.
- General parking for marina visitors.
- Port of Seattle Operation’s vehicle parking.
- Emergency vehicle access.

## CUSTOMER/LIVEBOARD RESPONSIBILITIES:

- Comply with Parking Lot Use Policy and parking signage.
- Post Parking Permit on front windshield on the driver's side. If a permit is not seen in this location, it will be assumed that the vehicle does not have a permit.
- Inform the marina office if a vehicle is going to be left in the parking lot longer than 15 days.
- Moving a vehicle every 15 days to circumvent this rule is not an accepted practice. Parking spaces are not for storage of vehicles or for seldom-used vehicles. Violators are subject to immediate towing.

## PARKING ZONES DESCRIPTIONS:

- **Permit Parking** – Spaces in the North end parking lot are individually marked "Permit Parking Only." In the South end parking area, some spaces around F and G docks are not individually marked, but signs designate which spaces are to be used for Permit Parking. A current Shilshole Bay Marina parking permit must be clearly displayed on the front windshield on the driver's side to park in permit parking areas.
- **Disabled Parking** – Spaces marked with "Disabled Parking." A clearly displayed current State issued disabled parking placard or license plate is required to park in disabled parking areas.
- **Load and Unload** – Space marked with "Load Unload." Specified times and limits must be followed. Unless otherwise marked, Loading Zones may be used for general parking from 10:00 PM to 6:00 AM.
- **General Parking** – Parking spaces that are not designated otherwise. Most of these spaces are closer to the street as opposed to closer to the water's edge.

## RULES AND LIMITATIONS FOR ALL ZONES:

- Vehicles parked in violation of this Parking Policy are subject to immediate towing at owner's expense.
- All vehicles in all zones must be street legal and operable; not leaking fluids; displaying current tabs; have inflated tires; and are secured.
- All vehicles must be used at least once every 15 days.

- Moving a vehicle every 15 days to circumvent this rule is not an accepted practice. Parking spaces are for storage of vehicles or for seldom-used vehicles. Violators are subject to immediate towing. Marina customers and guests must register for extended parking at the marina office prior to the vehicle being left in the marina lot.

- Vehicles must not exceed the 5 mph speed limit in the parking lot.

## PROHIBITED PARKING LOT USE

### THE FOLLOWING PARKING LOT USES ARE NOT ALLOWED:

Vehicle storage, seldom used vehicles, or vehicles used less than once every 15 days is prohibited.

- Vehicle maintenance such as exterior vehicle washing, mechanical maintenance, body work, oil changes, engine work, etc.
- Equipment storage.
- Oversize Vehicles, which are larger than parking spaces; including cargo vans, commercial vehicles and other large trucks.  
  
\*\*The one exception to this rule is for Liveboards who have a box truck or smaller-sized vehicle and use this vehicle on a daily basis. Marina management approval must be obtained and officially documented in customer's file to allow this use.
- One vehicle taking up multiple (2 or more) parking spaces.
- Trailer parking or storage. Parking for vehicle/trailer combinations, or trailers not attached to tow vehicles. Occasionally, marina management may approve a trailer's temporary use of the parking areas, but only for special circumstances. This approval containing the expiration date must be posted by marina personnel on the trailer.
- Unauthorized business use such as, but not limited to, any type of private or commercial sales, auto detailing businesses; repair services; and commercial vehicle storage.
- Vehicles leaking any type of fluids.
- Campers or other recreational vehicles.
- Overnight sleeping in or occupying a parked vehicle.

# MARINA CONTACT INFORMATION

## MARINA ADDRESS

7001 Seaview Ave NW Suite 100, Seattle, WA 98117

## MARINA OFFICE

Mon-Sat 8am-4:30pm

P: 206.787.3006 | F: 206.787.3391 | E: [sbm@portseattle.org](mailto:sbm@portseattle.org)

## FACILITIES PHONE

206.601.4089

24hr / 7-days

## VHF RADIO

VHF 17

24hr / 7-days

## LOCAL LAW ENFORCEMENT

### Port of Seattle Police (Non-Emergency)

206.787.5400 / 206.787.5401

### Seattle Police (Non-Emergency)

206.625.5011

### Seattle Fire Department (Non-Emergency)

206.386.1400

### US Coast Guard

206.220.7001

1-800-982-8013

### Burlington Northern Railway Police

1-800-832-5452

**IN CASE OF EMERGENCY CALL 911**