

# RULES AND REGULATIONS



ADOPTED BY PORT OF OLYMPIA COMMISSION ACTION OCTOBER 24, 1994



## RULES AND REGULATIONS

To insure the safety and enjoyment of all boaters, and to preserve our high quality environment, the following rules and regulations have been established:

1. The word "**MARINA**" is used herein to indicate the facility as well as any person duly authorized to represent the Port of Olympia. The word "**TENANT**" is used herein to indicate the owner of a vessel within the Marina and any person associated with the tenant, including all members of the tenant's family and invites.
2. Tenants will comply with all reasonable rules and regulations and the Marina publishes amendments thereto pertaining to the Marina as. Such rules and regulations summarized herein and as amended from time to time, and all other regulations established by regulatory bodies having jurisdiction at the Marina shall form a part of all Mooring Agreements as though printed thereon.
3. No vessel may be moored at the Marina unless a current Mooring Agreement is in effect between the owners of said vessel and the Marina. All vessels must be in compliance with the registration laws of the State of.
4. Marina staff with regard to a vessel's overall length, beam and operational characteristics assigns Berthage. The overall length of a vessel shall be the measurement from the extreme point of the bow to the extreme point of the stern, including all gear and appurtenances. Management reserves the right to administer these policies on an individual basis to ensure fairness to all users.

As established in the Marina Moorage Agreement, marina management must insure that berths are utilized in a manner that will permit maximum efficient public utilization of the Port's marina facilities.

No vessel shall exceed the maximum length or allowable width of any assigned berth, except as may be permitted at the discretion of the marina staff, consistent with necessary turning radius and safety considerations.

A vessel may be transferred to an appropriate length or width berth if deemed appropriate by marina staff to ensure proper utilization of the facility.

Tenants who erroneously report their vessel size may be required to either relocate to a berth of appropriate size (if available), or remove their vessel from the marina.

5. Marina access is prohibited to all persons other than marina staff, tenants and tenants' permittees and invites.
6. Yacht brokers, contractors or persons working on a tenant's boat must register with the Marina prior to admittance to the docks. The tenant shall make arrangements to admit such persons or notify the Marina in advance that these persons will be arriving at the Marina.
7. When a tenant sells a boat privately, the tenant must make arrangements to meet prospective buyers at the Marina.

"**For Sale**" signs on boats at the Marina shall be limited to one sign per boat and this sign shall be attached to the boat. **Signs** shall not impede traffic on or around the docks.

Tenancy in a marina slip does not transfer with sale of a vessel.

8. Except for entering or leaving a slip in the Marina, the main engines for any boat or its power-generating equipment or other noise making machinery, shall not be operated between the hours of 9:00 p.m. and 8:00 a.m.
9. Tenants are responsible for their guests. Disorderly or indecorous conduct by a tenant, or guests or invites that might injure a person, cause damage to property or harm to the reputation of the Marina, shall be cause for immediate termination of the tenant's mooring agreement.
10. Security gates are not to be left open. Tenants are responsible for the actions of unauthorized persons they allow through the gates.
11. Vessels must, at all times, be completely seaworthy. Vessels must be at all times fully and safely operable under their own power. Lack of seaworthiness may result in removal of the vessel as hazardous, unless:
  - (A) The vessel is undergoing short term (thirty days or less) repairs that render the vessel inoperable; or
  - (B) Written pre-authorization has been obtained from the marina staff to affect repair rendering the vessel inoperable longer than 30 days.
12. Dinghies, inflatable boats, and other similar craft, in the fairways, shall yield to larger craft. All such boats will be kept on the Owner's boat or in the owner's slip not to impede the adjacent berth or, when available, in dinghy racks, and not in a slip with another boat. The use of another slip at any time for any non-emergency reasons is not permitted.
13. The speed limits for boats within the Marina shall be in accordance with the Olympia Municipal Code, 10.60.020 which states: It is unlawful for any person to operate or have control over any water craft within the jurisdiction waters of the city with travels at a speed greater than seven (7) knots (seven nautical miles per hour) in those waters north of an east/west line transecting the tip of the Port of Olympia peninsula, or which travels at a speed greater than five (5) knots (five nautical miles per hour) in those waters south of that said line. It is further unlawful to operate in such a manner as to cause a wake in the water, which in any way endangers or jeopardizes property or persons within the immediate vicinity.
14. No part of any boat or accessories shall extend over the main walkway. Bicycle riding; skateboarding, roller-skating and similar activities on docks or ramps are prohibited.
15. All walkways and finger piers shall be kept clear of any and all materials. Supplies, materials, accessories, water hoses, hull brooms or gear of all kinds shall not be stored within the Marina except in marina approved dock boxes or on tenants' boat. The marina shall not be responsible for the locks installed on the dock boxes in the event that it becomes necessary for the marina staff to enter the dock box in order to affect repairs or for the safety of the marina or boats therein.
16. The tenant shall, at the tenant's own expense, provide adequate mooring lines. If such lines, in the opinion of marina staff are inadequate, the Marina may, at its option, supplement or replace same lines whereupon the tenant will reimburse the Marina for said lines and reasonable charge for installing them within ten (10) days after being billed therefore.
17. Water, power, or tie-up lines shall not cross slips or piers or extend onto the concrete portion of docks or finger piers.
18. All electrical utilities facilities, on the marina docks are for the purpose of providing electrical service and shall not be used for any other purpose. No person shall tie or connect any rope or line or make attachment to moor any vessel or

other equipment to any electrical stanchion or other electrical facility.

All electrical cords and wiring shall be properly grounded and meet Underwriter's (UL) Laboratory approval for marine related service. No person shall make any electrical connection to any electrical outlet of the marina except through the use of UL approved cords and plugs, which are in good condition and repair.

Tenants may, with express consent of the marina, connect to electrical service at their slip subject to the following:

- (A) The Power cord shall be the U.S. Coast Guard approved three conductors Number 10 wire marine cable for 120-volt A.C. single-phase circuits.
- (B) Power cords for 50 Amp 125 volts shall be of conductor size and insulation type to meet the U.S. Coast Guard requirements for marine application.
- (C) No vessel shall be wired to the marina electrical system in any other manner than an approved twist lock power plug.
- (D) Power plugs shall be sized to match the socket on the marina power stanchion.

Cords, which, in the opinion of marina staff, are undersized or unsafe, may be disconnected.

Generators shall not be operated when vessel electrical systems are connected to any part of the marina electrical system.

19. No person having charge of a vessel, which is moored at the marina or located upon Port of Olympia property or

facilities, shall leave such vessel unattended while an open flame device is in operation. No cooking or open flames of any sort shall be allowed on the walkways, wharves, docks, barges or piers of the marina.

- (A) "Open flame device" means any stove, furnace, lamp, heater, fireplace or similar device operating upon or burning coal, peat, kerosene, fuel oil, diesel oil, alcohol, gasoline or similar fuel, any candle, fuel burning lamp, open flame lantern, or any similar device which provides light or heat by means of a covered or visible flame or hot coals or embers.
- (B) A vessel shall be considered "unattended" if no person having attained the age of twelve (12) years is physically present upon the boat or vessel.
- (C) Fireworks of all types are prohibited at all times on marina property and facilities.

20. All marine sanitation devices shall be emptied at the designated discharge facility and no marine sanitation device such as, but not limited to, portable potties, shall be emptied in any toilet, or lavatory facility of the Marina.

**ONLY EPA APPROVED BIODEGRADABLE CLEANING MATERIALS MAY BE USED WHERE SUCH CLEANING WILL DISCHARGE INTO THE WATERS OF SWANTOWN MARINA. ALL OTHER SOAPS, DETERGENTS, AND OTHER CLEANING MATERIALS ARE PROHIBITED.**

21. The Marina provides for the recycling of motor oils, newspapers, glass, and aluminum in environmentally approved areas. Tenants are expected to use those recycling centers for all recyclable materials. The Port of

Olympia encourages all boaters to use the recycling opportunities that are available in the Marina area.

22. Dumpsters are provided throughout the marina for the collection of boating generated refuse, only. All appropriate garbage will be deposited in these containers. No garbage, trash, oil, fuel, debris or other material, liquid or solid, shall be deposited in the water, on land areas of the Port of Olympia facilities or on any floats or piers.

Depositing of non-marina related refuse in the Port or City owned garbage containers are PROHIBITED. Violators will be prosecuted.

No one may deposit any of the following materials in garbage containers, unless specifically designated for that use:

- a. fuel/oil or other petroleum products
- b. Paints/thinners
- c. Batteries/tires
- d. Building materials
- e. Vegetation/stumps
- f. Carpeting
- g. Ashes
- h. Concrete/soil/rocks
- i. Oversize items
- j. Boat fixtures (fuel or water tanks, etc.)/appliances
- k. "Moderate risk", "dangerous wastes", "hazardous substances", or "extremely hazardous waste" as defined in RCW 70.105.010; "pesticide" as defined in RCW 15.58.020; or "hazardous household substances" as defined in RCW 70.105.220.

23. Boat owners are permitted to perform normal upkeep on their boats while moored or stored within the marina. Examples of normal upkeep include washing, polishing, oil changes, routine engine tune-up, paint retouching, and **minor** fiberglass repair. Major repair work or outfitting,

spray painting, sandblasting, welding, or burning or other work that would impose a hazard or inconvenience to other tenants or not meet IPA, DOE or other regulatory standards is not permitted within the marina except with specific written approval of the marina.

24. Fishing from the marina docks or on tenant's boat is not permitted. Fishing from the east end of the breakwater is permitted.
25. Swimming, scuba diving, skin diving, snorkeling and related activities are not allowed from or near to properties owned, managed or otherwise controlled by the marina, except when such activities are required for vessel maintenance and the marina office has been given advance notice of such activity. Marker flags are required at the location of such underwater maintenance activity.
26. Vehicles shall be parked in designated areas. Paved parking areas are for tenant parking only. All vehicles parked in paved designated areas shall display a valid parking permit at the discretion of the marina. No tenant may have more than two vehicles parked on Port property at any time without written permission of the marina. No vehicle other than passenger cars, motorcycles and pickup trucks may be parked in marina parking areas without written permission of the marina. All vehicles parked on marina property must be in legal operating condition and display a valid motor vehicle license. Parking areas cannot be used to store any vehicles or trailers. Vehicles will not be used for storage.

27. Animals shall be leashed at all times when on Marina premises. No animal shall be tied to any part of the docks, including fingers, locker boxes; animals shall be physically kept on board tenant's boat at all times. The owner of an animal on the Marina premises shall be responsible for cleaning up after their pet. Tenants are encouraged to

take their pets to the designated pet area per City of Olympia ordinance 12.60.030.

28. Those individuals who desire to spend their vacation on their boat at the marina shall be allowed to do so provided the length of stay does not exceed 14 days in a 30-day period. Those tenants must notify marina staff seven days in advance of the intended stay or it will not be authorized. This shall not exceed a total of 28 days in a one-year period.
29. The marina does not accept telephone messages for boaters except in cases of emergency.
30. As a municipal corporation and public service agency, the Port is sensitive to and is willing to consider valid suggestions and complaints of its customers. It is the policy of the Port of Olympia to encourage customers to contribute to the efficient operation of the Marina by following the procedures established for this purpose.

Customers may submit suggestions and complaints directly to marina staff.

Whenever marina staff has reasonable cause to believe that some application for berthage, transfer of berthage or other application for rights of use within the Port of Olympia is being made for the purpose of avoiding, circumventing or otherwise defeating the fair and democratic provisions for use of berthage within the Port of Olympia's Swantown Marina, as set forth in marina rules, regulation and procedures, that application or request shall be denied.

Differences of opinion-regarding the interpretation of these regulations, policies or procedures should be brought to the attention of the marina staff in writing.

If the matter cannot be satisfactorily resolved within ten (10) working days, it should then be submitted in writing to the Director of Operations.

Should the matter not be satisfactorily resolved at this point, it should be submitted, in writing, to the Executive Director. The Executive Director may require the applicant, permittee or other appealing party and the marina staff to provide such evidence, records or other information, as the Executive Director requires. Failure to provide such requested evidence, records or information might be grounds for denying or granting the appeal.

**PORT OF OLYMPIA**  
**MARINA BEST MANAGEMENT PRACTICES (BMP's)**

BMP's are intended to be practical and affordable actions that can reduce pollution at the source, but they will only work with everyone's participation. By effectively implementing source control measures now, marinas and marina tenants may be able to avoid more expensive and restrictive measures being placed on the boating public by regulatory agencies in the future. By adopting the following BMP's, we can show our commitment to preserving the surrounding environment in accordance with the guidelines issued by the Washington State Department of Ecology and the requirements of the Federal Clean Water Act.

Commercial Activity

- Boat hulls with soft or ablative anti-fouling paint shall not be scrubbed or cleaned in the Marina by divers or with underwater scrubbing devices. Approved haul-out facilities must be used for these coatings. Mechanical devices or scrapers, or any process that removes paint underwater may not be used.
- Divers are not allowed to leave any sort of material in the water including film, debris or zinc.
- Contractors must dispose of their own waste off site. The marina is not permitted to handle hazardous wastes generated by commercial operators or maintenance contractors.

Engines and Bilges

- Absolutely no oil, fuel, or anti-freeze is to be discharged into the marina. Use absorbent pads to soak up oil and fuel in bilges.
- Do not pump contaminated bilge water into the marina. Install a manual bilge pump shutoff switch to avoid discharging contaminated bilge water.
- Never drain oil, antifreeze or other liquids into the bilge. Use pumps to drain engine oil directly. Recycle all waste oil and antifreeze on shore.
- Do not dispose of fuel, oil or filters in the dumpsters. Recycle oil, antifreeze and oil filters at appropriate shore-side facilities. Do not mix any other fluid with waste oil when pouring into recycling tanks. Waste oil contaminated with other materials cannot be readily recycled and disposal costs increase dramatically.
- Do not use detergents or soaps on fuel, oil or otherwise contaminated bilge water. While enzyme-based bilge cleaners are generally safe to use, it may take some time before the oil sheen is gone. It is best to remove contaminated water and dispose of it appropriately at on-shore facilities. The discharge of emulsified oil is a violation of state law. Maintain engine to avoid leaks. Use absorbent pads.
- In Washington State, boats that are over 26' in length are required to display an "oil Discharge is Prohibited" placard near the bilge pump switch (placards are available at most marine supply stores or are provided free of charge in the Harbor Office). Fines for discharging oil from a bilge can amount to as much as \$20,000 per day per violation.

Boat Fueling

- Report oil and fuel spills immediately to Washington State's hotline at 1(800) OILS-911 and the National Response Center 1-800-424-8802. If you cause a spill, stop it at the source and start to clean it up immediately. Do not pour liquid detergent onto the spill; this is illegal, makes recovery impossible and makes the spill worse under the surface.
- Do not "top-off" or overfill tanks. Know your fuel tank capacity and don't wait for fuel to spill out of the overflow vent to indicate full. Place a bucket or an absorbent pad at the fuel vent in case of accidental overflow. Special No-Spill containers are available at marine supply stores for this purpose. Remember warm weather and direct sunlight can cause expansion and a fuel vent spill even after fueling is completed. In-line fuel/air separators and indicator whistles can be installed to reduce fuel vent spills.
- Do not hose down accidental fuel spills. Do not use detergents or soaps to clean up fuel and oil spills. Use absorbent pads when feasible.

Sewage and Gray Water

- Do not discharge sewage directly overboard. Discharge within three (3) miles of land is illegal and subject to fines up to \$2,000.
- Y-valves must be safety wired to ensure sewage flows into holding tank only.
- Store sewage in holding tanks and dispose of properly at a pump-out station or use a pump-out service.
- Even treated sewage is a threat to the shallow water environments. Do not discharge treated sewage (including Coast Guard approved MSD's) while in the marina.
- Minimize detergent usage and oily food waste in on-board sinks and showers. Scrape off table scraps and dispose of in the trash. Use shore side facilities whenever possible.

Vessel Cleaning

- Scrub and rinse your boat often. A quick rinse after each outing reduces the need to scrub the top-side with harsh cleaners.
- If cleaners are used, no visible suds or discoloration of the water are permitted. Spot clean or use small amounts of phosphate-free and biodegradable soaps only when necessary. Otherwise, use alternatives such as baking soda or vinegar as all-purpose cleaners. Remember there is no legal discharge of any cleaner to our waters.

Surface Preparation and Refinishing

- Painting and refinishing of boats (when in the water) is limited to minor touch ups. All work must be contained. Major work involving more than 25% of the boats above water surface areas must occur on land at a permitted boatyard. Schedule cosmetic work during annual haul-outs.
- Tarps must be used to capture all dust, drips, and debris. Any discharge to marina waters is a violation of state and federal law. Airborne particles may damage adjacent boats. The open water area between the hull and the dock must be tarped during rail or minor hull work.
- Do not work from a float or small boat.

- All paint mixing must be done on the shore, not the dock or the deck of the vessel. Open cans should be placed inside some type of secondary containment that will catch spills. A five gallon bucket or plastic tote works well for this purpose.
- Spray painting is not allowed while boats are in the water.

#### Hazardous Wastes

- Contact the county to locate an off-site disposal facility. Do not dispose of any liquid paint, solvents or other hazardous wastes in the marina trash receptacles or any solid waste container. Completely dry all paint cans before placing in the trash.
- All hazardous waste must be disposed of properly. Do not dispose of the following in the marina trash receptacles:
  - Fuel, used oil, used oil filters, antifreeze or transmission fluid
  - Paints, solvents or varnish
  - Batteries
  - Wet shop rags
- Buy only the amount of materials you need. Use up remaining paint if possible. Take excess paints and chemicals home or dispose of them at the local hazardous waste facility located at Hawks Prairie. Do not discard these materials in the sewer or storm drains.
- Store usable chemicals, coatings and fuels securely on-board to prevent accidental overboard discharge. Do not store any hazardous or flammable materials on the dock, in lockers or elsewhere in the marina. Do not store more than five gallons of paint or solvents aboard vessel.

#### Solid Waste Disposal

- Securely store all garbage for shore-side disposal. "If it goes aboard, it comes ashore."
- Dispose of all garbage in the marina trash receptacles.
- Collect all pet waste in plastic bags and dispose of in the marina trash receptacles.
- Let empty paint cans dry out completely before disposing of them in the marina trash receptacles.
- Recycle aluminum, cardboard, glass, plastic drink bottles and newspapers.
- Whenever possible select non-disposable containers for food and other items to minimize waste and chance of losing overboard.

#### Storm water and runoff

- No pressure washing of any kind is permitted in upland areas except on approved pressure wash pads.
- No boat or vehicle washing is allowed in marina parking areas.
- No dumping of any material into storm drains.