



# Kodiak Boatyard



## Policies and Best Management Practices

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The City of Kodiak is pleased that you chose to use their new boatyard. The City's intent is to provide the best service possible for this "do-it'-yourself" facility.

This document applies to service providers, vendors and vessel owners. It combines policy, best management practices and suggestions that can help make your boatyard experience as efficient and productive as possible, yet prevent (or least minimize) air, water and soil contamination. Please read it carefully, since you will sign a document that states you will comply.

**Got an issue?** We can't fix it or improve service without understanding your concerns. Let staff know or contact the Harbormaster direct with your feedback.

The Boatyard is an "**open yard**" or "**do-it-yourself**" facility, as such, **vessel owners are responsible for:**

- **all work** on their vessels, except lift, block and launch activities.
- **hiring** only vendors that are on the City's list of "approved vendors."
- **cleanliness** and safety of the immediate area surrounding their vessel.
- **security** of their vessel
- **safety** of crew and vendors at their vessel's work site.
- **complying** with City policy contained herein including compliance of their vendors and crew.

**Full voluntary compliance is expected.** Failure to adhere can result in unsafe actions and environmentally harmful activities. When violations occur, intentional or otherwise, work will be stopped until corrective measures are taken. Failure to properly follow and adhere to these practices and policies may result in suspension of user privileges, vessel impoundment, cleanup costs and/or fines.

Every user's full cooperation will help the City maintain the facility with a minimal impact to the environment. The goal is to meet all regulatory requirements, prevent pollution and provide a safe work environment for owner, crew, vendors and city staff. Any user who observes another individual in violation is encouraged to report it to the boatyard office and/or Harbormaster as soon as possible. The identity of anyone reporting a violation will be kept confidential.

Owners, crewmen and contractors performing work on boats shall comply with all applicable Federal (OSHA), State and City regulations, policies, and procedures.

#### **Hours of operation:**

The yard will be routinely manned between the hours of 0830 and 4 PM Monday through Friday. Phone: 486-8080 or VHF 12. A complete listing of contacts is at Appendix E.

Most boat lifts will be scheduled during normal business hours unless extenuating circumstances dictate otherwise. Overtime labor fees apply for lifts conducted after regular business hours.

#### **Security:**

Because the Kodiak Boatyard is an "open facility" vessel owners are responsible for their own security. When not actively working on a vessel, all tools, paints, and other materials should be secured to prevent vandalism and accidents. Harbor officers will periodically patrol the yard during non-business hours and report obvious conditions that require owner attention.

### Importance Notice

- **Refusal of Service.** The City reserves the right to refuse service to vessels that: 1) do not have a current (within 3 years) marine survey, 2) have an inadequate work plan, 3) lack sufficient property and liability insurance, 4) fail to comply with boatyard policy and best management practices, 5) are in poor condition, 6) are unsafe to lift, or 7) may be damaged by lifting. Such vessels may be lifted if the user signs a waiver and provides a performance bond in an amount equal to the yard fees plus the estimated cost to dispose of the vessel should removal become necessary.
- **Disputes.** Disputes will be referred to a certified marine surveyor for a professional opinion of the vessel’s fitness for haul-out. The user shall pay the cost of the surveyor. The Harbormaster reserves the right to make the final decision.
- **Service providers** who do not meet the City’s minimum requirements for business licenses, insurance and professional certifications will not be allowed to offer services, other than to make deliveries.
- **Lost time:** The City shall not be responsible for lost fishing time, or any other lost time to the vessel, while it is in the yard.
- **Insurance.** Every vessel must provide proof of liability and property insurance that covers the vessel and crew during dry dock/boatyard activities. The City of Kodiak must be City named as “additional insured.”

Minimum coverage	Vendors	Vessels
General liability, marine artisan liability, P & I	\$1,000,000	n/a
General aggregate limit	\$ 2,000,000	\$1,000,000
Products hazard or operations hazard aggregate limit	\$ 1,000,000	n/a
Personal injury	\$ 1,000,000	\$1,000,000
Damage to premises	\$ 250,000	\$ 250,000
Medical expense limit	\$ 5,000	n/a
Pollution liability	n/a	\$1,000,000
Hull and Machinery	n/a	_____*

\*Sufficient to pay for disposal of the vessel should it become necessary.

## A. PLANNING A LIFT

### 1. Scheduling.

- **Initial planning meeting.** A boat haul-out begins with a discussion with the harbormaster or Kodiak’s Travelift operator and your primary service provider. For projects more than the basic wash, zinc and bottom paint, be prepared to present a written work plan (See item 3 below). This will enable staff to understand your needs and schedule time appropriately. Advance planning is necessary for an efficient boatyard experience.
- **Required documents.** Vessel insurance (including boat project insurance for the yard project other than normal/routine maintenance), hull drawings, blocking/lifting plan, USCG documentation. Be prepared to discuss fluids, freight and equipment that are aboard the vessel.
- **Scheduling Deposit.** A deposit shall be made when the owner/operator makes arrangements with the Harbormaster to use boatyard facilities. The deposit will be credited toward yard fees or will be forfeited if the vessel fails to make the scheduled lift appointment. A cancellation or change must be communicated to the Harbormaster at least 24 hour in advance to avoid deposit forfeiture. Vessels missing their scheduled lift date will be accommodated on a “space available” basis.
- **Lay-days/dry moorage.** Due to limited space, the Kodiak boatyard will not be used as vessel storage site. The fee schedule encourages vessel owners to accomplish their boat projects on an efficient and timely basis. The longer a vessel stays, the higher the daily dry dockage rate. See schedule of fees at Appendix F. If it becomes obvious that you need or want to stay in the yard longer than originally scheduled, ask in advance to insure that space will be available in the yard.

### 2. Lifting and Blocking Plans.

- **Marine Travelift Specifications.**
  - Lift capacity: 1,320,000 pounds (660 long tons, 600 metric tons)
  - Height 55 feet (16.8M)
  - Width 42 feet (12.8M)
  - Length 180 feet (55 M)
- **Hull configuration.** Drawings/photos of the vessel’s hull and the architect’s blocking plan should be presented to, and discussed with, the lift operator and/or yard manager. If no drawings or photos of the vessel’s hull are available, the owner should consider hiring a diver to place the straps and to insert blocking as may be necessary to prevent damage to underwater hull structure. With the Travelift operators concurrence, owners may waive (in writing) a the use of a diver. By signing a waiver, the owner accepts complete responsibility for damage to the straps and/or his vessel.
- **Sling placement.** The boat owner must agree to placement of slings and that such placement will not cause damage to fixtures and structure below the waterline. If there is no agreement, the vessel will not be lifted. All of the above details should be discussed in advance with the lift operator, yard manager or Harbormaster. If the lift operator has reason to believe that there is hull damage due to a grounding or accident, a diver shall be hired, at the owners expense, to insure that straps are placed to avoid damaging them. It may be necessary to secure items on deck, remove unnecessary deck equipment or freight, lower masts or empty/remove liquids prior to lifting.

### 3. Who is in charge?

- The Travelift operator is in charge and responsible, during all lifts. Owners, crewmen and staff shall remain at a safe distance unless otherwise directed by the operator. Staff will typically act as ground guides.
- Crew and skippers shall depart the vessel as soon as practical once the vessel is lifted. No one shall ride in a vessel during Travelift movement within the yard.
- Owner concerns regarding sling placement and crew involvement should be discussed with the operator prior to commencement of a lift.

### 4. Work Plan.

- Owners, or authorized agent for the vessel, must present a written work plan. See appendix G for a simple form. The plan should include information as to the general nature of the work to be accomplished, materials required, and your schedule. Major structural modifications should be designed by a certified marine architect.
- Once the City approves the work plan, a deposit will be accepted and the vessel placed on the schedule. Exceptions may be made for genuine emergencies . . . on a space-available basis only.
- Only vendors pre-approved by the City of Kodiak, may be hired to perform any service on vessels. See Appendix C. Check with the Harbormaster's office for a list of approved vendors.

### 5. Electrical Service. Service available upon request. Fees and kilowatt charges apply.

- 480v, 200 amp, 3-phase
- 208v, 100 amp, 3-phase
- 208v, 50 amp, single phase
- 120v, 30 amp, single-phase
- 120v, 30 amp, multiple outlet spider box

### 6. Materials. Necessary materials should be on island before each boat lift. For example: ground tarps, scaffolding and plastic for enclosures, welding mats, blasting medium, lights, coatings, zincs, etc. Arrangements for storage of materials must be coordinated with boatyard staff.

### 7. Insurance/performance bond.

- Every vessel must provide proof of liability and property insurance that covers the vessel and crew during dry dock/boatyard activities. The City shall be named as also insured.
- The minimum limits are outline in the user agreement and terms.
- At the Harbormaster's discretion, a performance bond may be required for major hull modification or other projects requiring four weeks or more to accomplish.

### 8. Other suggested arrangements to consider:

- Electrical requirements for vessel and vendors
- Power washing
- Sand blasting and containment structures
- Special blocking and additional moves
- Rental of special equipment

- Lighting

## **B. HULL CLEANING, BLOCKING AND VERTICAL ACCESS.**

### **1. Power washing and water blasting.**

- The Boatlift Stormwater Pollution Prevention Plan (SWPPP) allows pressure washing only on the washdown pad. Pressure washing or water blasting will not be permitted at the dry storage sites. Owners may use crewmen or hire City staff, when available.
- The washdown pad will be thoroughly rinsed immediately after pressure washing to prevent debris and any hazardous material from entering stormwater conveyances.. All large debris from pressure washing hulls will be scooped up with a shovel and disposed of in on-site collection binds prior to allowing the water to run through the stormdrain system.
- Pressure washers may be available on site. Additional fees will apply.
- Residue from scrapping hulls with large accumulations of marine growth shall be shoveled into dumpsters provided for that purpose, not washed into the catchment basin. Ablative (anti-fouling) paint residue can be washed into the catchment basin.
- Care must be taken to avoid damage to lifting straps during power washing -- damage will be charged to the vessel.

### **2. Ground covers/tarps.**

- Tarps, approved by the harbormaster staff, must be on the ground before the blocking is placed. Tarps may be available from the boatyard office.
- Tarps should be swept or vacuumed daily to avoid runoff and blowing of contaminants.
- Upon launching, all material from tarps must be collected and properly disposed.

### **3. Blocking.**

- City staff and the lift operator are responsible for all blocking. Once blocking is complete owners and crew are free to go to work.
- Under no circumstances shall owners or crew move or shift the blocking. If it is necessary to shift blocking, the lift operator and staff will do the work. Additional fees will apply.
- Vessels needing specialized blocking, may have to provide their own.

### **4. Scaffolding and ladders.** Generally the boat owner is responsible for all scaffolding and ladders necessary to access, cover, or enclose a vessel. The owner may rent stair scaffolding from the City.

## **C. LAUNCHING**

- Vessel launches must be planned much the same as the lift. A minimum of 24 hours advance notice is required and must be coordinated with the harbormaster/Travelift operator.
- Weather conditions must be considered since the Travelift will not be operated during high winds nor when there is a swell at the lift pier.

- Your vessel must be ready to lift at the appointed time. Additional labor charges will apply if the vessel is not ready.
- All boatyard invoices must be paid prior to launch.
- The vessel's dry storage location must be clean of all debris (i.e. paint chips, metal, discarded equipment, engine blocks/part, refrigerators, stoves, lines, scaffolding, etc.) must be removed before the vessel will be moved. Tarps and scaffolding may be left in place if the next user (or a vendor) has agreed to use them and the arrangement has been approved by the Harbormaster or Travelift operator.
- The Travelift operator is responsible, and in charge, during all launches. Owners, crew and staff shall remain at a safe distance unless otherwise directed by the operator. Staff will typically act as ground guides. Crew and skippers shall depart the vessel as soon as practical once the vessel is in the slings. No one shall ride in a vessel during Travelift movement within the yard. Owner concerns regarding sling placement and crew involvement should be discussed with the operator prior to the commencement of a lift.

#### **D. SANDBLASTING, GRINDING, SPRAY PAINTING AND SANDING.**

##### **1. General.**

- When practical, vacuum grinding and vacuum sanding is required. A vacuum sander, or other approved power tool, shall be used for paint removal or a full enclosure, with proper ventilation and filters, is required.
- Paint sanded, scraped, or sand blasted shall be prevented from contaminating the soil, or becoming airborne. Particulate materials must not become airborne beyond the enclosed vessel.
- City staff will inspect sandblasting and paint enclosures before the operator begins blasting or painting.
- Work will be stopped is airborne particulate materials are observed.

##### **2. Spray Painting.**

- Spray painting is permitted only when the vessel, or portion to be painted, is fully enclosed. Every possible effort must be made to prevent overspray from leaving the enclosure.
- Personal protective clothing and respirators shall be used as appropriate.
- All applicable OSHA and standards must be followed.

#### **E. WELDING**

1. Welders must be certified, licensed and insured.
2. All OSHA standard welding practices must be followed.
3. Fire guards and protective measures must be in place during all welding and cutting activities. There will be no open flames (other than welding or cutting torches) and no open burning.
4. Arc shields shall be used as appropriate and required.
5. Gas free testing shall be done when appropriate.

6. Welding on fuel tanks must comply with OSHA procedures.
7. Mechanical ventilation shall be used when required by safety standards.

#### F. HOUSEKEEPING AND CLEANLINESS

1. **Area around each vessel.** The immediate area surrounding each vessel must be kept neat and clean at all times. No open containers of paint, oil, hazardous or other pollution-creating material shall be stored unexposed. All containers must be closed and stored under covers as may be appropriate.
2. **Inspections.** Boatyard personnel will periodically inspect the boatyard facility to ensure cleanliness. Violations must be immediately fixed to the satisfaction of boatyard staff unless approved by the Harbormaster. The area around the boat must pass inspection prior to launch to avoid additional cleanup charges. Storage of any materials on site must be approved in advance by the boatyard staff.
3. **Machinery.** Before removing machinery (i.e. engines, hydraulic motors and other equipment), all open fittings shall be sealed to prevent leakage of lubricating and cooling fluids. Through-hull fittings shall similarly be sealed to prevent leakage of contaminated bilge water.
4. **Hazardous materials and waste disposal.**
  - **General.** Everything must be properly and promptly disposed at the time is generated. Nothing should be left lying about. Ask if you need guidance or assistance. Abandoned waste will be disposed of and billed to the vessel owner with applicable service fees. Empty cans, scraps of lumber, paper or other debris must be placed in waste containers and the area cleaned on a daily basis and prior to departure.
  - **Liquid Waste.** Hazardous and non-hazardous wastes must be properly separated and properly stored and/or disposed. Hazardous wastes include such products as paints, thinners, antifreeze and gasoline. Non-hazardous wastes include such products as used engine oil, hydraulic oil, diesel fuel and bilge water. No liquid wastes may be drained onto the ground or into the harbor nor into storm drains. Violations will result in substantial fines and removal of such violators from working in the boatyard. A waste containment disposal area is located in the boatyard. All waste containers must be properly labeled and stored in this area. No open containers of any liquids are to be left in the open where they could be filled with rain or tipped over causing potential runoff into the ground and water. Common sense should dictate proper activities. Abandoning wastes without proper disposal is prohibited.
  - **Solid Waste.** Filters, paint chips, paint cans, etc. may be disposed of into the regular trash dumpsters. These products, however, must be free of all liquids and the products must be inert. Ordinary trash generated in the boatyard facility should be placed in dumpsters. Heavy metal (engines, refers, etc. and/or large volumes of insulation, cardboard, etc.) trash should be hauled direct to the KIB landfill. Recyclable products shall be placed in the designated recycle bins. Do not put recyclables in regular trash dumpsters. Dumpsters may not be used for disposal of any non-boating materials generated off site. Covers on dumpsters shall remain closed except during the process of actual trash disposal in order to minimize rainwater entry. No solid wastes may be disposed into the ground or into the water or into storm drains. Any such violations will result in substantial fines and removal of such violators from working in the boatyard. Abandoning wastes without proper disposal is prohibited.
  - **Petroleum Waste.** Used oil and diesel may be disposed of at designated waste disposal area and will be recycled by the City. Vacuum truck service is available for diesel, hydraulic and used engine oil. Gasoline must be segregated from oil and disposed of in separate containers provided for that purpose.

It will be disposed of as hazardous waste product. Other flammable materials like paint thinners, antifreeze, must be segregated and properly disposed of in containers so marked. The use of liquid dispersants, like Joy soap, or mechanical means to dissipate slicks caused by fuel spills, is prohibited. Spill must be reported to staff immediately. Staff will provide (billed to boat owner) cleanup materials and technical guidance.

- **Bilge Water.** Bilge water, contaminated with oil, antifreeze, solvents or similar materials shall not be pumped or emptied onto the ground of the boatyard or in harbor waters. It must be disposed of at the waste disposal area located in the boatyard. Vacuum truck service is available for bilge waste removal. Contact yard operator for assistance.
  - **Sewage.** Direct discharge of sewage from vessel toilet facilities while in the boatyard facility is prohibited. All applicable systems shall be tagged and locked out to prevent accidental discharge while in the yard. Overboard through hull ports may be plugged to prevent discharge. A private pump out service is available for holding tank discharge. Contact the boatyard office for information or to schedule a pump-out. All substances prohibited by law from disposal in a sanitary sewer system (i.e., dangerous wastes, pesticides, flammable materials) shall not be disposed of in boatyard toilet facilities nor into the sewer system, directly or indirectly through vessel holding tanks.
  - **Paint.** Paint waste must be disposed of at the waste disposal area located in the boatyard in the drums marked “hazardous waste”. Hazardous waste includes liquid paint, thinners, solvents and similar materials. All containers must have lids that are capable of being sealed to prevent spillage during transport. They must be properly labeled. Accidental spillage should be reported to staff for assistance and guidance for clean up. Dry inert paint chips and dry empty containers may be disposed of in trash dumpsters. Paint cans must be completely dry before being placed in trash dumpsters. Paints and solvents shall be stored outside in proper sealed containers. Drip pans, tarps or other devices shall be used during the transferring of solvents or paints and during paint mixing.
  - **Hazmat Storage.** Storage of oily rags, open paints, open solvents, open thinners, gasoline, or other flammable or explosive material is prohibited on or within the boatyard complex, except for gasoline stored aboard a vessel in U.L. or Coast Guard approved containers. Procedures involving hazardous or volatile materials which, when performed, can endanger other boats and persons or contaminate soils, ground water, or seawater are not permitted.
5. **Live aboard policy.** Generally live aboard are discouraged while the vessel is in the boatyard unless the vessel has holding facilities for grey and black water and the Harbormaster has given approval. Oil stoves should never be left unattended when burning. No alcohol shall be consumed in the boatyard or aboard vessels in the boatyard.

## **G. SAFETY.**

1. Owners are responsible for the safety of their crew and workers.
2. Vendors are responsible for the safety of their employees and shall follow OSHA approved standards.
3. Owner and vendors shall insure that personal protective equipment and clothing will be provided and worn appropriate to each task.
4. Ladders shall be secured to the vessel as near the top as practical.

5. Significant winds can occur any time of the year. Any materials, equipments, scaffolding, etc. on the ground, on the vessel or on the scaffolding must be secured in such a manner as to not move during high wind events.
6. Owner/vendors erecting structures insufficient to safely withstand high winds must be properly secured or disassembled.

#### **H. SPILL PREVENTION**

1. Oil or hazardous material spills that occur despite preventive measures should be stopped at their source and then immediately contained. Facility users are required to report spills to the boatyard personnel who will report the spill to additional authorities should such a measure be required.
2. In case of a spill users shall:
  - Immediately stop the source of the spill.
  - Shut of all ignition sources in the area.
  - Immediately cease all smoking in the area
  - Contain the spill by using absorbent pads and booms.
  - Recover the spill as quickly as possible
  - Notify the boatyard manager or harbor staff on-duty

#### **I. FIRE PREVENTION**

1. Work sites should be left secure. Boats locked, tools put away, hazmat containers covered, electrical cords moved to safe locations.
2. Each vessel must have at least one fire extinguisher on deck and/or on the ground when welding or cutting.
3. No open fires are permitted aboard vessels or in the boatyard.
4. Each welder must have a fire watch, with fire extinguisher.

#### **J. VENDOR/CONTRACTOR REQUIREMENTS**

1. All vendors/contractors must have on file with the Harbormaster a current certificate of Certificate of Insurance to cover all of the services to be provided. All vendors must carry a minimum of \$1,000,000 per incident and \$2,000,000 in aggregate liability insurance. The City of Kodiak must be included as additional insured. Copies of the insurance policy must be on file with the harbormaster before work may begin. Vendors must also provide proof of long shore and harbor worker workman's compensation insurance or proof that such coverage is waived.
2. All vendors/contractors must agree in writing to comply with this policy document and pay an annual fee.