NH Clean Vessel Act Program
Guidelines for New Pumpout/Dump Station Projects

The New Hampshire Department of Environmental Services' Clean Vessel Act Program has assisted many marinas with construction of boat sewage pumpout and dump stations. Below are the necessary steps to take in order to complete a successful project.

1. **Review all materials provided by NHDES.** These may include the following:
    a. Request for Funds – Construction of New Pumpout or Dump Stations
    b. Pumpout Equipment Providers information (catalogs, price lists, etc.)
    c. Guidelines for New Pumpout/Dump Station Projects

2. **Determine that your marina is an appropriate site for a pumpout or dump station:**
    a. How many boats does your marina service?
    b. Do boats with toilet systems or portable toilets utilize your marina?
    c. Do you have an appropriate means to dispose of the collected boat sewage? The options are:
        i. Holding tank
        ii. Waste water treatment facility—will they accept the additional wastes/other chemicals (i.e. odor reducers)
        iii. Package treatment plant—for coastal waters
        iv. Septic system (if no other means available)

3. **Submit a proposal.** Include information regarding your marina's sewage treatment options, number of boats at your marina, projected cost of installation, etc.

4. **Receive confirmation from NHDES that your project is appropriate for the CVA Program goals.**

5. **Coordinate with NHDES the terms of a contract.** Depending on the total project cost, the contract will either need to be approved by the Commissioner of NHDES or the Governor and Executive Council. Obtain any permits or approvals that will be necessary for construction of a pumpout/dump station.

6. **Receive confirmation from NHDES that the contract has been approved** by either the Commissioner or the Governor and Executive Council.

7. **Begin construction activities:**
    a. Purchase equipment.
    b. Prepare site for any construction activities. Use Best Management Practices for construction where applicable.
    c. Install the facility.

8. **Send invoices to NHDES**. Be sure to itemize all activities and their associated costs. Include the marina's match (25% of total cost) on the invoice.

9. **Finish all construction activities.**

10. **Submit final invoices to NHDES.** See #8 above.

11. **Schedule a visit by NHDES personnel** who will inspect the facility, provide any promotional materials (i.e. brochures, key chains, etc.), and provide the marina with a sign indicating the presence of the pumpout or dump facility.

12. **Operate and maintain the new facility.** Annual operation and maintenance funding is available to offset cost for approved activities. There is a separate application process for this funding and availability can not be guaranteed from year to year. The Applicant will be eligible for reimbursement up to 75% of total O&M expenses for the pumpout station minus income from pumpout fees for up to a maximum reimbursement of $1,000. Please review the operation and maintenance agreement for further details on eligible reimbursement activities and specific terms.

Clean Vessel Act Program
NH Dept of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Phone: (603) 271-8803
Fax: (603) 271-7894
E-mail: cva@des.nh.gov
http://des.nh.gov/organization/divisions/water/wmb/cva/index.htm