

## First Steps

### Commit to an Environmental Plan

**Guideline Note** *"The primary focus of organizations should be on effective implementation of the environmental management system and environmental performance, not on a complex document control system."* **ISO 14001:2004 A.4.5**

**Plan-Do-Check-Act (PDCA)** is the planning methodology used by the International Standards Organization and by the Waterfront Alliance.

A key point to remember --- THIS IS NOT A TEST --- The process is voluntary --- presented to encourage holistic environmental stewardship and improve our local waterways.

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#### Step 1 - Education

Learn what we are trying to do and introduce the idea to a team..

[Waterfront No Brainers](#) - a beginner's list to start.

[How to Use This Reference?](#) - Who and Why?

[Glossaries](#) - terms used in waterfront development and environmental planning

[Clean Marinas](#) - marina sites and Clean Marina reviews

[Review other Education links](#) – general resources for background education

[Site Map](#) - index of marinaREF website

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#### **PLAN** Step 2 - Develop Your Team

Compile contact information. Create team data and training.

Management - (example form)

Advisors / Partnerships / Stakeholders / Alliances - (example form)

Vendors / Services - (example form)

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#### **PLAN** Step 3 - Adopt Commitment and Policy Statements

Everyone gets on the same page and presents a common environmental direction.

[Waterfront Alliance Policy](#)

[Review example commitments](#)

[Review \(ISO\) environmental guidelines](#)

[Review sustainable \("green"\) purchasing policies](#)

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**PLAN Step 4 - Set Priorities**

Evaluate your waterfront site - develop an existing [environmental footprint](#) or baseline for your planning and environmental goals.

Divide items by: Plan within one year / Plan for more than one year

Divide items by: Structure / Shoreline / Water / Equipment

Divide items by: Most impact / most efficient to accomplish

Review [Waterfront Calculators](#)

Evaluate items: by legal requirements, certification requirements, internal goals, or other measurable information. ([Sample matrix](#))

Review [EPA Environmental Tracking measurements](#)

Review [EPA Water Sense](#) - Water Sense is EPA brand for water efficiency and will encourage water-efficient behaviors.

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**DO Step 5 - Develop Action Plans**

The terms may be different for different methods or agencies (i.e. significant aspect, action plan, implementation plan, EMP). The concept is the same -- **Do something.**

Implementation steps for less than one year ([example checklist](#))

Implementation steps for more than one year ([example checklist](#))

[EWaterfront Alliance Marina Inquiry Form Example](#) (pdf)

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**CHECK Step 6 - Monitor - Measure - Report**

Review the process against environmental policy, objectives, targets and legal requirements -- Report the results --- **Act on another plan.**

[Evaluation techniques](#)

[Example presentations](#)

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**Web Site Navigation Basics**

**Still confused?** Learning to navigate this web site for the first time? [Contact Us](#)

Waterfront Alliance Web Sites - [www.marinaREF.org](http://www.marinaREF.org) [docksREF](#) [drystackREF](#)

[Sign In](#) - for Waterfront Alliance members

[Search](#) - use to search Waterfront Alliance web site

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