



Pumpout Nav Onboarding Guide



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Pumpout Nav is a free all-in-one tool for boaters, marina managers and state Clean Vessel Act programs all in one. The map is only as good as the data that goes in, and the information is only as good as we commit to. Join us in using this tool to crowdsource locations for boaters to properly dispose of their sewage. Real-time information makes all the difference to helping to save the waters we love.

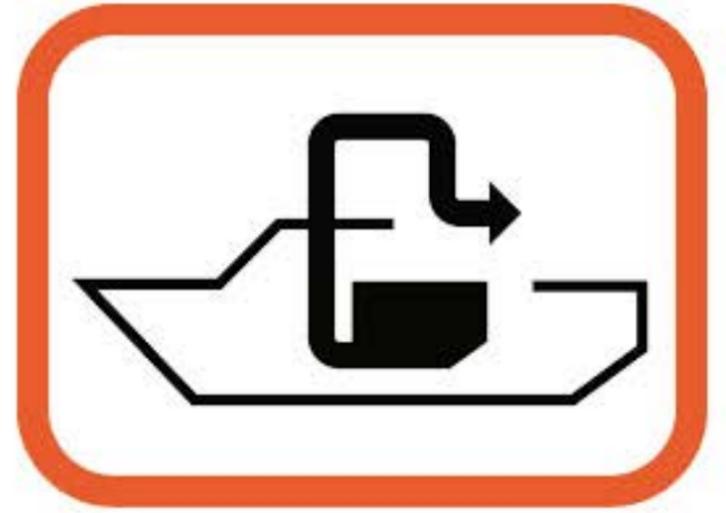


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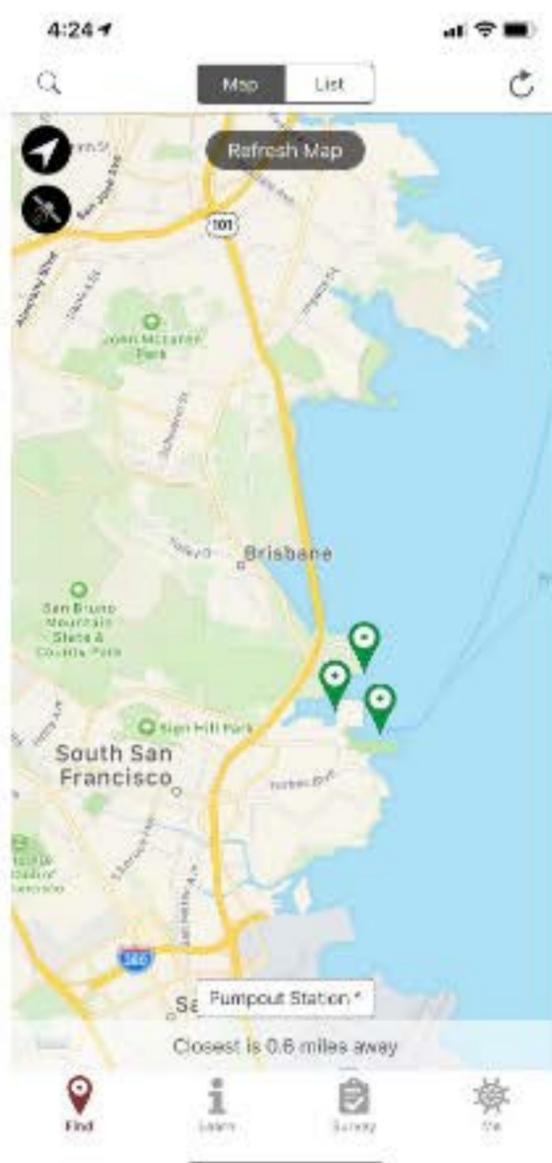
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Before Getting Started

a little bit of prep goes a long way...

Welcome to Pumpout Nav, the app that lets boaters find nearby pumpouts, portable toilet dump stations and floating restrooms, and report problems with units.

If your state monitors sewage disposal units, the app can also be used to monitor the operational status and send notices to marinas.



Before getting started, it is important to have all the elements required to create locations with pumpouts, dump stations and floating restrooms. Create a spreadsheet to keep track of this or ask San Francisco Estuary Partnership staff for a template. Page 9 summarizes all the information needed. Terminology can be found in the glossary on page 7.

Preparation includes knowing the following items about each unit:

- Name and address of the marina or location where the unit(s) reside(s). This includes the latitude and longitude of the marina as well as the unit(s).
- Facility contact - name, email and phone number. This can be an owner, a staff member or a management company.
- Is the unit under a CVA grant? What was the last year under grant?
- What is the cost?
- What are the hours of the unit?
- Is there a meter installed (for pumpouts)?
- What are the regions needed within the state? Small states may not need multiple regions.
- Photographs of the units are suggested!

Tip

Tip: You won't be able to enter a location or its units until you have all of the above information (see page 7 for specifics). Contact support staff at San Francisco Estuary Partnership for a quick and easy spreadsheet to collect this information and to get access to the online portal to begin adding your units to the app. We're at cva@bayareametro.gov.



Onboarding - Step 1: Adding a Location

Start here by adding your master locations. This is the location your units are associated with, such as a marina.

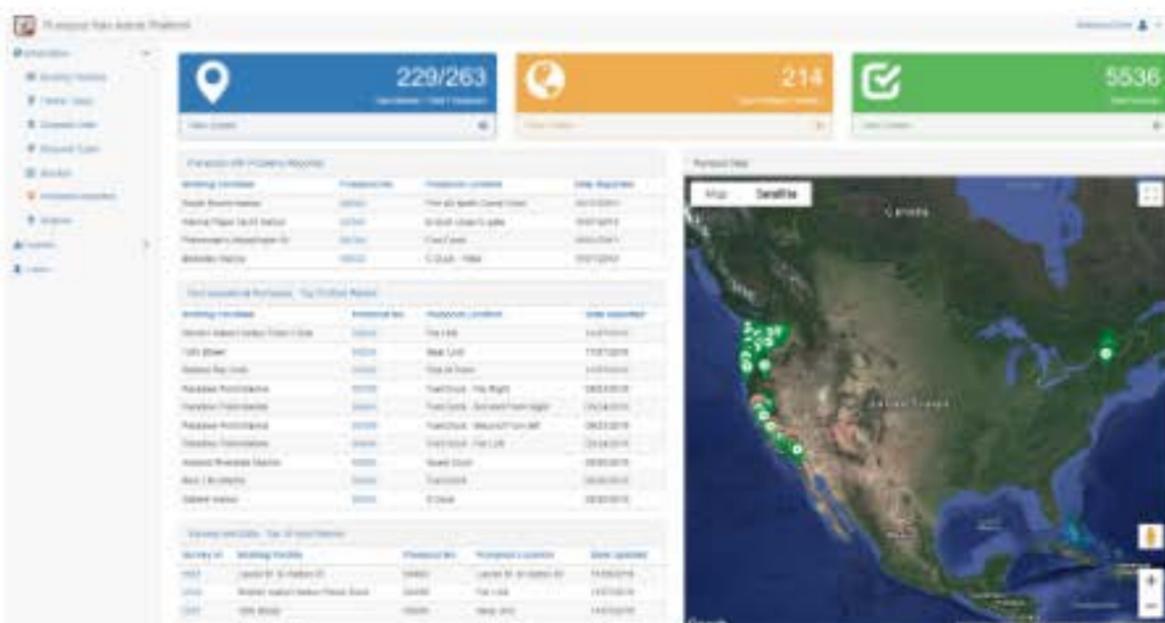
this is the boring stuff, grab a cup of coffee

Locations are created first, then units are added second. Locations are generally marinas, but could be a lake if there is no marina on-site. One location can have as many pumpouts, dump stations and/or floating restrooms as need be.

Once all your information is gathered, go to the online portal and enter your app log-in credentials. Work with SFEP to get the website information and your permissions set - this could take a day or two.

To enter a location:

- Choose 'Boating Facility' under Information on the left-hand menu
- Click the 'Create' button on the top right
- Enter the information about the facility. Fields with an * are required.
- Click the 'Submit' button at the bottom
- The location is saved and units may now be added!



Onboarding - Step 1: Adding a Location

Pumpout Nav Admin Platform

- Information
 - Boating Facilities**
 - Facility Types
 - Disposal Units
 - Disposal Types
 - Surveys
 - Problems Reported

All Boating Facilities

List of Boating Facilities

Boating Facility Id	Boating Facility	City	State	Boating Facility No.	Disposal Units	Primary Contact for Surveyors	Primary Phone for Surveyors	Email	Surveyor	Retired
1	Ayres Marina	Bethel Island	CA	0001				ayresmarina@comcast.net, jmf@ymta@yahoo.com	ND	Yes
2	Arloach Marina	Arloach	CA	0002	0002A 0002B	James P. Sauer (Manager)	925-779-4957	arloachmarina@u.sanlecho.ca.us	ND	No
3	Saltara Inlet Marina	Alameda	CA	0003	0003A	Drew Baxter, Maintenance	(916) 023-0028	dbaxter@almarinas.com	LJ	No

Create New Boating Facility

Boating Facility *

Disposal Unit Type *
Choose the type of Facility you are adding to Pumpout Nav

Boating Facility No. *

Address *

City *

County *

State *

Zip *

Mailing Address

Region *
Filter values

Subregion

Marina Website

Public Phone *



Onboarding - Step 2: Adding Disposal Units

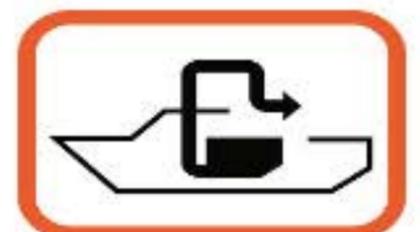
here we go!



Next, add disposal units to your location. Choose pumpouts, dump stations or floating restrooms. The colored pins show how they'll appear in the app.

Adding units to locations allows them to be displayed in the app. To enter a unit:

- Choose 'Disposal Units' under the Information tab on the left-hand menu
- Choose the 'Create' button on the top right
- Enter the information about your unit including which marina it is associated with. Fields with an * are required
- Click the 'Submit' button at the bottom
- Tip: Don't forget to add a photo if you have one
- Refresh the app on your mobile device and the unit will now show up!



Onboarding - Step 2: Adding Disposal Units

here we go!

All Disposal Units
List of Disposal Units (each is associated with one boating facility)

Disposal Unit No.	Boating Facility	Disposal Type	Disposal Unit Location	Status	CVA Grant	Last Grant Year	Cost	Hours	Surveyor	Actions
509	Glanetta Bay Marina	Dump Station	B Dock	Call for Status	✘	0	\$0.00	24 hrs	Kim Riley	edit, Delete, Show
508	Sheriff's Harbor Patrol	Dump Station	Pumpout Dock	Call for Status	✘	0	\$0.00	24 hrs	Kim Riley	edit, Delete, Show
507	Bayside Village Marina	Dump Station	Bayside Village docks	Call for Status	✘	0	\$0.00	24 hrs	Kim Riley	edit, Delete

Create Disposal Unit

Boating Facility * Select the Boating Facility the Disposal Unit is associated with (needs to be created first)

Disposal Unit Type * Choose the type of Disposal Unit you are adding to Pumpout Nav

Disposal Unit No. * Specify the Disposal Unit identifier number

Disposal Unit Location * Briefly describe where the Disposal Unit is located within the Boating Facility (e.g. Fuel Dock, Sewer)

CVA Grant *

Last Grant Year * If the Disposal Unit was financed through a CVA grant, put the year the last one was received

Status * Operational

Cost * Indicate how much a user would have to pay to use the Disposal Unit, if any cost

Hours * Hours that the Disposal Unit can be accessed by the public

Make Model Brand, model of the Disposal Unit

Monitoring Units

ready for the next big thing?

Pumpout Nav lets boaters know where to find pumpouts, dump stations and floating restrooms and report problems with units. Operational status is something that needs eyes on the ground to confirm. Regular visits to locations to check on the status has multiple benefits:

- Builds relationships with marinas
- Confirms operational status of units
- Helps with allocating resources
- Gives data on usage, usability, status of parts and more

Measurements Cancel

Pump: 0020A
Fisherman's Wharf/Hyde St - Fuel Dock

Meter

Meter Operational? Yes

Meter Reading

Vacuum

Vacuum Operational? Yes

Vacuum Reading (inHg)

5 gal Pump Time (sec.)

Dye Test

Dye Test Performed? Yes

Leak Detected? No

NEXT

Monitoring involves visiting marinas and their units on a regular basis. It builds relationships and helps keep track of the status of the sewage disposal network.



Contact the California Clean Vessel Act Programs for more details on starting a monitoring program.

Email us at cva@bayareametro.gov.

CONTACT US

Don't monitor? No problem, you can still join the app! Your units will be displayed in blue and boaters are instructed to call the marina for status.

FAQs

everybody has questions!

How do I onboard?

- Contact staff at cva@bayareametro.gov to begin your onboarding process. Make sure you have all the information on your units described in "Before Getting Started"

Who enters my data?

- Each state program is responsible for their own data entry and maintaining their locations and units.

What if I don't monitor?

- You can still be on the app! Units that aren't regularly monitoring will be displayed in blue and boaters are instructed to call the location for status.

How much is required to onboard?

- Contact cva@bayareametro.gov or the California Clean Vessel Act team for cost estimates.

How do I get access for my staff?

- Contact cva@bayareametro.gov or the California Clean Vessel Act team for individual access.

How much work is required for the app?

- The work required depends upon how many units are in your state, if you monitor them, and how often they need updating. Most of the work required is up-front.

What if I want a new feature that isn't in the app?

- Work with the California Clean Vessel Act team for an estimate on new feature development.

Can I link this to my website?

- Yes! Contact California Clean Vessel Act staff for instructions on how to link the map to your website.
-

Required Information

Required for Boating Facilities:

- Boating Facility – name
- Boating Facility Type – Marina or Lake (note: the ‘Mobile’ option is not built out, please do not select this option)
- Boating Facility Number - SFEP will assign this unless yours are already numbered
- Address
- City
- State
- Zip
- Public Phone
- Region - contact SFEP to create your region(s) – this may be your entire state or multiple smaller regions such as “Inland” or “North,” etc.
- Email of site contact
- Primary Contact - for CVA staff (*not required but strongly recommended*)
- Primary Phone - for CVA staff (*not required but strongly recommended*)

Required for Disposal Units:

- Boating Facility – name
 - Disposal Unit Type – choose pumpout, dump station or floating restroom
 - Disposal Unit Number - SFEP will assign unless you already have
 - Disposal Unit Location - ex: Fuel dock, A Dock, etc.
 - CVA Grant? (Y/N) - if unknown enter No
 - Last Grant Year – if under a grant but year unknown, enter 1900
 - Status – choose Operational, Non-operational or Problem Reported
 - Cost of pumpout - whole dollars only
 - Hours – keep this short enough to show in a small space in the app
 - Meter installed? (Y/N) – *not required but strongly recommended*
 - Active? (Y/N) – is this unit active and open to the public?
 - Lat/Long - decimal degrees such as 37.871853, -122.258423. This is critical – this is the location of the unit as it shows up in the app to boaters. ***You don’t need to have the exact lat/long but you will need to place the pin on the location of the unit on a close-up map.***
-

Optional Information

Optional for Boating Facilities:

- County
- Mailing Address
- Website
- Surveyor - if your state has a monitoring program
- Email for Problems Reported - this must be accompanied by a permissions form
- Email for Survey Summaries - this will be accompanied by a permissions form
- Secondary Contact
- Secondary Phone
- Description - can be used for any additional information
- Operated - private or public
- Owners
- Lat/Long (decimal degrees such as 37.871853, -122.258423 – *you can use the “Derive from Address” button to have the system find the lat/long for you*

Optional for Disposal Units:

- Make/Model
 - Type - vacuum, peristaltic, diaphragm
 - Lat/Long (decimal degrees) – *not required but helpful to have a general idea, or simply use the map in the online portal*
-

Glossary

these are terms used in the online portal - keep this handy!

Active

For use if a unit is active. Can be changed to inactive to hide a unit from being displayed on the app

Boating Facility

Name of the facility, usually a marina (for pumpouts and/or dump stations) or a lake name (for units with no specific marina associated)

Boating Facility No.

Range of numbers for your location. Please obtain your assigned range from SFEP

Cost

Public cost to use the unit

CVA Grant

Indicate if the unit is under a current Clean Vessel Act grant

Description

Open field to enter extra information

Disposal Unit Location

Brief description of where the unit is located. This assists boaters with finding the unit

Disposal Unit No.

Create this number based on the facility (e.g. if your facility is 601, choose disposal units such as 601A, 601B, 601C, etc.)

Disposal Unit Type

Pumpout, dump station or floating restroom

Email

Email contact at the boating facility. This is for internal use only currently and is not available for boaters to see

Hours

Hours the unit can be accessed by the public

Last Grant Year

If unit is under a CVA grant, this is the year it received the most recent grant

Glossary

Latitude/Longitude - Disposal Units

Use the pin on the map in the online portal to choose the precise location of the disposal unit. This is critical to allow boaters to find units within a marina. For floating restrooms that change location, center pin in the middle of the water body

Latitude/Longitude - Boating Facility

For boating facilities, use the location of the office. Click 'Derive from Address' for quicker locating

Make Model

Brand and name of the unit if known

Meter Installed

Indicates if a meter is installed showing hourly usage of the unit

Operated

Indicates if the facility is public or private

Problem Email(s)

Email of the person(s) who will get an email if a problem is reported through the app. Permission is required for this. Please see SFEP for the permission forms

Region

This could be an entire state or part of a state. Please let SFEP know what regions are needed so they will be available for you to choose from

Retired

This can be used to toggle a location 'off' the app

Status

Operational/Non-Operational/Problem Reported

Subregion

This may be used if regions need further breaking down

Survey Summary Email(s)

Email of the person(s) who will get an email for monitoring surveys through the app. Permission is required for this. Please see SFEP for the permission forms

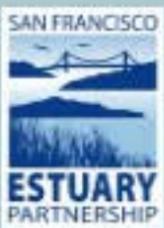
Surveyor

The name of the person that performs monitoring surveys

Type

Peristaltic, diaphragm or vacuum

San Francisco Estuary Partnership, The Bay Foundation and The California State Parks Division of Boating and Waterways



www.sfestuary.org/boating

www.santamonicabay.org/clean-boating

www.dbw.ca.gov/