

Appendix A

General Requirements for Construction

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This guide is mandatory for use with all construction contracts managed by the 20 Civil Engineer Squadron (20 CES). This guide shall be used in conjunction with the Shaw AFB Installation Facility Standards (current edition). When used as a guide for a design-build contract, Appendix B shall be followed for the design portion of the contract.

A1. Code Compliance (Critical)

1.1 Department of Defense Codes and Standards:

All construction and design shall adhere to the following:

- Whole Building Design Guide (WBDG): <https://www.wbdg.org/>
- Shaw AFB Installation Facility Standards (IFS): <https://www.wbdg.org/airforce/ifs/shaw-afb-ifs>

1.2 Building Codes and Standards:

The International Building Code (IBC), established by the International Conference of Building Officials, serves as the baseline for construction, renovation, repair, and maintenance. The minimum acceptable levels of construction, function, and safety for all projects shall be governed by:

- International Building Code (IBC)
- Unified Facilities Criteria (UFC) 1-200-01: <https://www.wbdg.org/dod/ufc>
- UFC 3-600-1, Fire Protection Engineering for Facilities

All material selection, construction, renovation, repair, and maintenance activities must comply with the latest editions of these codes and standards.

1.3 Additional Applicable Codes and Regulations:

Work shall be performed in strict accordance with the technical order (TO) and the terms and conditions of the contract, as well as the following:

- Unified Facilities Criteria (UFC)
- Unified Facilities Guide Specifications (UFGS)
- International Plumbing Code (IPC)
- South Carolina Department of Health and Environmental Control (SCDHEC) regulations
- National Electrical Code (NEC)
- National Electrical Safety Code (NESC)
- National Fire Protection Association (NFPA) standards
- EPA 402-K-01-001 (2008)
- South Carolina Department of Transportation (SCDOT) regulations
- Shaw Air Force Base Design and Construction Standards (latest edition)
- Environmental Considerations:

1.4 Environmental Considerations:

- The contractor shall implement special handling procedures for hazardous waste and consider environmental impacts related to building demolition management, including the disposal of fluorescent lighting tubes, thermostats, and similar materials. Eligible materials shall be recycled whenever possible. Non-recyclable materials must be disposed of off-base in accordance with all SCDHEC regulations.

1.5 Record Drawings and Site Verification:

- Record drawings (as-builts) depicting existing facilities and underground utilities are available to the contractor through the Base Civil Engineer Office. However, the government does not guarantee the accuracy or completeness of these drawings.
- The contractor is solely responsible for verifying all dimensions and existing site conditions during project proposal development. Failure to do so shall be at the contractor's risk and will not relieve the contractor of its contractual obligations to complete the work at the awarded price.

END OF SECTION

A2. Contractor Responsibilities

2.1 Contractor Qualifications and Staffing:

All contractors bidding on Shaw AFB projects must have a support staff that includes, as necessary:

- Clerical personnel
- Quality control personnel
- Project superintendent
- Drafting and design personnel

This staff is required for adequate bid/proposal preparation and execution of the construction phase of all technical orders (TOs).

2.2 On-Site Personnel:

The contractor shall maintain qualified personnel on-site at all times during active construction.

2.3 Field Quality Control:

- The contractor is responsible for field quality control.
- The contractor shall designate an individual responsible for field quality control and provide their information to the government in writing within 10 days of receiving the contract award.

2.4 Subcontractor Management:

- The contractor is responsible for subcontractor management, including surveillance, quality control, and scheduling.
- The contractor shall ensure all subcontractors possess the necessary competence and capability to perform their assigned tasks.
- The contractor retains full responsibility for any delays or performance issues arising from subcontractor activities.

END OF SECTION

A3. Contractor's Temporary Facilities:

3.1 Project Site Plan:

Before beginning work, the contractor shall submit a site plan for government approval. This plan must clearly indicate:

- Proposed location of the office trailer
- Designated areas for equipment and material storage
- Construction entrance locations
- Dumpster placement
- Temporary sanitary facilities
- Parking areas for workers and construction vehicles

Upon project completion, the contractor is responsible for removing all temporary facilities and restoring the site to its original pre-construction condition.

3.2 Administrative Office Trailer:

- Office trailers must be in good to new condition and feature a neutral exterior color.
- The government will provide power and water connections in reasonable quantities, provided they are reasonably available near the approved trailer location.
- The contractor is responsible for:
- Connecting to existing government utilities at no cost to the government.
- Obtaining prior approval for and covering all expenses related to modifying existing government infrastructure or points of distribution.
- The government will not provide communication lines or service.

3.3 Dumpsters:

- All dumpsters must have secure covers.
- Dumpsters should be placed behind construction fencing or out of public view.
- Dumpsters must be emptied when they reach 90% capacity or as needed to ensure the lids can fully close.
- In the case of large demolition projects requiring uncovered dumpsters:
- Debris must not exceed the sides of the dumpster.
- Mandatory recyclable materials (paper, glass, cardboard, etc.) must be separated and taken to the recycling center.
- During non-working hours, the contractor shall secure the dumpster(s) and post clear signage indicating they are NOT FOR PUBLIC USE.

3.4 Storage Area:

- All contractor storage must be confined within the designated project site boundaries.
- Storage areas must be properly screened from public view and secured, unless an alternate location is approved.
- The contractor is responsible for maintaining a clean and secure storage site at their own expense.
- The contractor assumes full responsibility for the security of their property and the overall housekeeping of the project area(s).

3.5 Storage Units:

- The contractor shall not bring storage units to the job site without prior approval from the Contracting Officer.
- All storage units must display a visible nameplate with the following information:
- Contractor's company name
- Contractor's point(s) of contact (POC) name(s)
- Contractor's POC telephone number(s) (reachable during and after normal working hours)

3.6 Site Maintenance:

- The contractor is responsible for maintaining a clean and organized job site free of waste materials and rubbish at all times.
- All tools, equipment, surplus materials, etc., must be stored in the designated storage area or a temporary staging area.
- Grass and weed growth must be controlled and/or cut weekly in areas where excavated materials are stockpiled and within the construction site.
- The contractor shall promptly remove any mud, soil, rocks, trash, or debris resulting from construction operations from all base roads and streets. Affected areas must be cleaned within one hour.
- Prior to final payment, the contractor shall restore the site to a condition and appearance similar to or better than its pre-construction state

3.7 Toilets

- With approval from facility occupants/managers and unless otherwise instructed by the Contracting Officer (CO) or their representative, contractor personnel may use existing toilet facilities on the premises.
- If readily accessible toilet facilities are unavailable, the contractor shall provide chemical sanitary toilets in a location not visible from roadways or public areas.

3.8 Elevators:

- When elevator use is required, the contractor must obtain approval from both Civil Engineering Squadron (CS) and the CO for temporary access. Only intermittent use will be granted.
- The contractor is responsible for providing and maintaining suitable protective covering for elevator machinery, the hatchway entrance, and the elevator interior during periods of temporary use.
- Under no circumstances shall the contractor exceed the rated capacity of any elevator.

3.9 Construction Signage:

- The contractor is responsible for furnishing, installing, and maintaining traffic control signage for all street and highway construction activities in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways.
- A detailed traffic control plan, including all proposed construction signage, must be submitted to the Contracting Officer for review and comment before construction begins.

3.10 Contractor Damages:

- The contractor shall repair or replace, at no additional cost to the government, any areas not designated for removal or work under the contract that are disturbed or damaged during construction.

3.11 Haul Routes:

- Access to the project site shall be through the Shaw AFB Commercial Vehicle Gate Monday through Friday.
- Weekend, federal holiday, and family day access through the Commercial Vehicle Gate must be pre-arranged.
- The designated haul route is indicated on the Title Page of the project drawings.

3.12 Existing Conditions

- After contract award, the contractor shall video all work areas before starting any work.
- The contractor shall test all existing systems slated to remain operational throughout the project.
- For example, if new devices are being added to an existing fire alarm panel, the contractor shall coordinate with the responsible shop and users to test the panel and ensure it is in good working order before commencing work.
- The contractor shall immediately notify the Contracting Officer and Government inspector of any malfunctioning existing equipment.

3.13 Mobile Phones:

- Throughout the project, the contractor shall designate an emergency site representative (superintendent or foreman) who can be reached via mobile phone.

3.14 Work Schedule

- Normal contractor working hours are between 7:30 AM and 4:30 PM, excluding Saturdays, Sundays, federal holidays, and family days.
- To request work during other periods, the contractor must submit an email to the Contracting Officer at least three workdays in advance.
- The request shall include the project name, number, and a description of the work to be performed. The Contracting Officer will determine if work is authorized.

END OF SECTION

A4. IDENTIFICATION OF EMPLOYEES:

4.1 Base Access:

- The government will provide a base access form to the contractor.
- The contractor shall complete this form and submit it to Civil Engineering Construction Management at least 10 working days before the individuals require access.
- The base access form and required information are subject to change. The contractor will receive any updated versions.

4.2 Secure and Restricted Access:

- The contractor may be required to work within controlled or restricted areas, as specified in the technical order (TO).
- Entry Authority List (EAL):
- An EAL is mandatory for accessing restricted areas.
- The government will provide the EAL form. The contractor shall complete this form and submit it to Civil Engineering Construction Management.
- One EAL per project is required, listing all personnel regularly accessing the flight line.
- The superintendent must maintain a copy of the latest approved EAL on-site.
- Personnel Changes:
- To add or remove personnel from the EAL, the contractor must submit a revised and complete EAL to the Government inspector.

Processing Time: Please allow 10 working days for EAL processing.

END OF SECTION

A5. WORK IN SPECIAL SECURITY AREAS:

Government shall provide all escorts required for contractor access to restricted/controlled areas, while working on construction projects at Shaw AFB.

5.1 Delays in entering and leaving work area:

- If the work site is located in a restricted or controlled area, the contractor may experience delays due to compliance with entrance/exit requirements of restricted/controlled areas. The contractor shall not be compensated for reasonable delays in accessing the site.
- Due to the nature of restricted areas, the contractor may be requested to leave the restricted area at any given time. The Contracting Officer may extend the contract performance time when area designations change while the contractor is working.

5.2 Airfield requirements:

- Contractor shall contact Base Operations for construction restrictions involving the flight line, taxiway, and runway areas and shall comply with Air Force Instruction (AFI) 13-213. Two-way radio contact on Very High Frequency (VHF) Radio capable of communication with the Air Traffic Control Tower on the ramp net may be required at times for personnel working on the flight line, taxiways, and runways.
When driving on the airfield, training is required with Base Operations.

END OF SECTION

A6. GOVERNMENT EQUIPMENT ON SITE:

6.1 Equipment and Material:

- All government equipment and material on each project is the property of the Government unless specifically noted otherwise.
- Contractor shall relocate all property that the Government retains title to on the installation as specified in the TO or follow the instructions of the Contracting Officer or his/her representative.
- Contractor is required to cover equipment that is to remain in place within the area of contract operations and protect it against damage or loss and store equipment that is removed in performance of work where directed or reuse in work as required by the TO drawings and specifications.
- Equipment temporarily removed shall be protected and returned equal to its condition prior to starting work at no additional expense to the Government. Security for equipment or material that is to be reused and is removed for temporary storage shall be the sole responsibility of the contractor.

END OF SECTION

A7. ADMINISTRATIVE REQUIREMENTS

7.1 Contact List:

The contractor shall provide a list of employees and contact info to be displayed in the contract management office in the event of an emergency or inclement weather. The list should be updated at a minimum every 6 months.

7.2 Daily Reports:

- The contractor shall provide a daily report for each TO by 0800 the next business day.
- Daily reports shall, at a minimum include:
 - Web based weather
 - Photographs of the work areas included in the report
 - Description of work by trade
 - Equipment list
 - Trade and work hours on site
 - Deliveries (material and equipment)
 - Quality control inspections
 - Accident reporting and safety meeting documentation

7.3 AF3000

- A Schedule of Materials and Information Submittals for all materials (to include shop drawings, design drawings, etc.) shall be prepared for each project.

7.4 Dump tickets:

- The contractor shall provide the government inspector with an electronic copy of each dump receipt the next business day with the daily report.

7.5 Progress Schedule and Progress Report:

- The contractor shall submit an AF Form 3064 (progress schedule) and schedule of values within 7 calendar days of the issued NTP or as specified by the Contracting Officer. The contractor shall submit and AF Form 3065 (progress report) and schedule of values every two weeks up the receipt of the approved progress schedule.

7.6 Notice of Inspection:

- The contractor shall provide 48 hour notice for specialized inspections and witnessing of testing, e.g. a close-up inspection on walls or DALI testing for ductwork.

7.7 DD FORM 1354, REAL ESTATE CHECKLIST:

- Provide the DD Form 1354 in accordance with **appendix B** to include spreadsheet of equipment

7.8 Warranty

- The contractor shall provide a minimum one year warranty on all work performed. A copy of the warranty shall be submitted to the Contracting Officer before final inspection of the facility.

END OF SECTION

A8. OUTAGE COORDINATION & PERMITS:

8.1 Utility Outages:

8.1.1 Minimize Disruptions:

- The contractor shall make every effort to minimize utility outages and their impact on normal operations. Whenever possible, work requiring utility outages (electrical, water, gas, etc.) should be scheduled during nights, weekends, or holidays.

8.1.2 Coordination and Scheduling:

- The contractor is responsible for coordinating all utility outages through the Civil Engineer (CE) inspector.
- A written outage request must be submitted to the CE inspector at least three weeks prior to the desired outage date.
- The request shall include:
 - Requested outage date
 - Alternate outage date
 - Approximate outage duration
 - Specific utility(s) affected

8.1.3 Execution of Outages:

- All base-owned utilities will be shut off by the responsible shop.
- The contractor shall cover any associated shutdown fees and comply with all shutdown instructions.
- Work must proceed continuously until utility services are restored to the affected lines and/or facilities.

8.1.4 Preparation and Efficiency:

- The contractor shall complete any work possible without an outage before the scheduled interruption.
- All necessary materials, equipment, and labor must be on-site before the utility service is disrupted to ensure efficient work during the outage.

8.1.5 Emergency Preparedness:

- Prior to starting work, the contractor must identify and locate all relevant valve or utility shut-off locations in case of accidental damage.

8.2 Utility Discoveries:

- The contractor is responsible for noting any discrepancies between discovered utilities and their representation on the AF Form 103 or associated documents.
- Any such discrepancies must be:
 - Clearly marked on project redline and as-built drawings.
 - Reported to the CE inspector before the utility is covered.

8.3 Digging Permit (AF Form 103):

- The contractor is responsible for obtaining a Base Civil Engineering Work Clearance Request (AF Form 103), commonly known as a "Digging Permit," before performing any ground-disturbing activities.

8.3.1 Submitting the Request:

- The contractor shall electronically submit a Contractor Requested Dig Permit to the Base Project Inspector.
- The request must include detailed sketches/drawings with dimensions clearly indicating the proposed work area, especially excavation sites.
- The contractor shall physically mark the boundaries of all required utility locations, using stakes, flags, or other methods as directed by the Base Civil Engineer Work Clearance Manager.

8.3.2 Processing Time:

- Allow **20 days** for processing the work clearance request.

8.3.3 On-Site Documentation:

- During construction, the contractor must have the approved AF Form 103 and a map (hard copy or electronic) clearly marking the excavation area readily available on-site.

8.3.4 Utility Markings:

- After receiving the signed AF Form 103, the contractor is responsible for maintaining the utility markings throughout the entire construction period.

8.3.5 SC 811 Notification:

- The contractor is responsible for notifying SC 811 before conducting any excavation work.

8.3.6 Excavation Precautions:

- Exercise extreme caution when excavating within a 3-foot radius of any pre-identified utility.
- Hand digging is required if the exact utility locations cannot be determined.

8.3.7 Utility Damage:

- Within 6-Foot Boundary: If the contractor damages a utility within the 6-foot boundary of its marked location, they are fully responsible for immediate and uninterrupted restoration to its original working condition at their expense.
- Outside 6-Foot Boundary: If a utility is damaged outside the marked boundary or was not previously identified, the contractor shall immediately notify the CO and Construction Representative to determine the repair method (in-house or contracted). If external repair is required, the contractor is responsible for coordinating, scheduling, and promptly paying for the repairs.

8.4 Cranes and Airfield Waivers

- The contractor shall submit requests for the following at least **90 days** prior to the date of requirement.
- FAA Crane use
- Temporary Airfield Construction Waiver

8.5 Encroachment Permits

- The contractor is responsible for contacting the South Carolina Department of Transportation (SCDOT) to schedule a preliminary meeting with county or District staff to initiate the encroachment permitting process.

8.6 Fire regulations:

- The contractor shall comply with all applicable local, Air Force, and NFPA 241 (Safeguarding Building Construction and Building Operation) regulations.
- Fire Extinguishers: The contractor shall provide and maintain an adequate number of fire extinguishers throughout the project duration. Extinguishers must:
 - Be rated and approved by the National Fire Protection Association (NFPA).
 - Be of sufficient size, type, and quantity to effectively address all known hazards
 - To report a fire, dial 911. It is the responsibility of any person who discovers a fire to report it immediately, even if the fire has been extinguished.
- One lane of traffic must be maintained for passage of emergency vehicles at all times.

8.6.1 Fire Protection System Disruptions:

- Any planned disabling of a fire protection system or a portion thereof requires prior coordination and approval from the relevant Civil Engineer shop and the Fire Department.
- Certain projects require an entire facility to be vacated to perform the required work.
- When a contractor takes ownership of a facility, the contractor is liable for maintaining a fire-safe environment

8.6.2 USAF Welding, Cutting, or Brazing Permit:

- Prior to any soldering, brazing, torch cutting, or welding, the contractor must obtain a signed AF Form 592, Hot Work Permit, from the base Fire Department, Fire Prevention section. Fire protection systems must remain in service to the maximum extent possible during any hot work operation.
- If any potential detection device will be affected by the hot work operation, the device should be covered and protected to prevent accidental activation.
- If hot work operations will be occurring on a regular basis, the Fire Prevention section can task certify personnel to issue hot work permits. Contact the Fire Prevention section for more information.

8.7 Welding / Open Flame Procedures:

- The contractor is responsible for providing and implementing all necessary fire prevention and extinguishment measures related to hot work operations.
- Before commencing any welding or cutting activities, the contractor must obtain clearance from both the Contracting Officer (or designated representative) and the Base Fire Department.
- The contractor must secure an AF Form 592, USAF Welding and Brazing Permit, before initiating any hot work.
- All burning, welding, and cutting operations must cease one hour before the workday ends.
- A designated worker must remain on-site for 30 minutes after hot work cessation to conduct a thorough inspection for potential fire hazards.
- Any unsafe conditions must be reported immediately to the Fire Department at 895-4600.

8.8 Temporary Heaters:

- The use of open-flame heating devices will not be allowed except by special permission of the Contracting Officer or his/her designated representative. Such permission will not be granted unless the contractor has taken all venting precautions.
- Burning trash, brush or trees on the job site will not be allowed.
- Approval for the use of open fires and open-flame heating devices will in no way relieve the contractor from the responsibility of any damage resulting from such fires.

8.9 Flammable Liquids:

- Flammable liquids shall be stored and handled in accordance with the Flammable Liquids Code (No. 30) of the National Fire Protection Association. Flammable liquids shall not be stored in the contractor's storage trailers.

8.10 Technical Assistance:

- The Installation Fire Department, Technical Services Section (803-895-4600), is available for assistance concerning fire hazard questions.

8.11 Explosive Operated Hand Tools:

- The contractor shall comply with OSHA Standard 1926.302© when utilizing explosive operated hand tools.
- On the installation, the contractor shall store explosive cartridges in metal containers and limit the quantity to one day's supply.
- The contractor shall provide adequate controls to prevent loss/theft of cartridges used and stored on the installation.

8.12 Severe Weather:

- The contractor shall develop and be prepared to implement procedures to evacuate and/or protect people and facilities under the contractor's control in the event of severe weather.
- These procedures shall include provisions for securing or repositioning of equipment.
- The contractor shall notify the CO of any evacuation procedures.
- Upon receiving a severe weather warning from the CO or designated representative, the contractor shall immediately:
- Secure Equipment and Materials: Tie down, remove, protect, or secure all contractor materials and equipment to the satisfaction of the Air Force construction representative. This must be done to reasonably ensure the protection of government property from potential weather damage.
- Potential Consequences of Inaction:
- Failure to adequately secure materials and equipment, resulting in a hazard, may necessitate action by Air Force personnel. The contractor may be held financially responsible for any costs incurred.

8.13 Temporary Closures:

- To prevent outside intrusion into a work area, at the end of each day the contractor shall close up each and every exterior fence or security barrier (as applicable) resulting from work.
- Closure(s) shall remain in place when the contractor is not actively working on the site(s), including each and every day, night, weekends, and holidays to sustain in-place security.

- Temporary closure(s) shall be constructed of same material as originally removed and anchored in place if necessary, or similar construction as approved by the base civil engineer through the CO.

8.14 Excavations:

- The government will not allow piles of soil to reside in the work area for unreasonable amounts of time. The contractor shall backfill all excavations, for whatever purpose, within one week or gain approval to have excavations remain open longer through the CO.
- The contractor shall temporarily repair road cuts with cold patch asphalt to assure a smooth transition until accomplishing final patching.
- Loose gravel or fugitive materials that can be carried by traffic shall not be used.
- For all disturbances to grounds, the contractor shall complete final grading within one week of the disturbance/backfilling.
- The contractor shall complete final landscaping or seeding within acceptable recognized planting seasons for the SHAW AFB local area, and/or the nursery of origin written recommendations for subject plantings.

8.15 Concrete Wash Out

- For Onsite Temporary Concrete Washout Facility Concrete Transit Truck Washout Procedures, see Appendix for examples.
- Temporary concrete washout facilities must be located a minimum of 50 feet from storm drain inlets, open drainage ditches and streams.
- Install a sign adjacent to each washout facility to and inform concrete equipment operators to utilize the facilities.
- Temporary concrete washout facilities must be maintained to provide adequate holding capacity with a minimum freeboard of at least 4-inches for above grade facilities and 12-inches for below grade facilities. Maintaining temporary concrete washout facilities must include removing and disposing of hardened concrete and returning the facilities to a functional condition. Clean stone temporary concrete washout facilities must be designed with sufficient quantity and size to contain all liquid and concrete waste generated by washout operations to prevent all storm water runoff.
- Temporary washout facilities can be constructed using a pit which is bermed using appropriate materials to control storm water runoff, i.e., anchored hay bales, sandbags etc.
- Perform washout of concrete mixer trucks in designated areas only. Once concrete wastes are washed into the designated area and allowed to harden, the concrete shall be broken up, removed and disposed of in accordance with SCDHEC Solid Waste Management Regulations.
- The concrete washout facility must be inspected daily and after heavy rains to check for leaks. Inspect concrete washout structures for damage and maintain for effectiveness. The washout facility shall never exceed 75 percent capacity of the containment pit.

END OF SECTION