

Attachment A

# How to fill a sandbag:

Fill sandbags 1/2 to 2/3 full, tie at top so bag will lay flat when put in place. A properly filled sandbag should weigh between 35-40 lbs.

Overfilled bags and bags tied too low leave gaps in the levee allowing water to seep through. An overfilled sandbag can weigh 70-75 lbs.

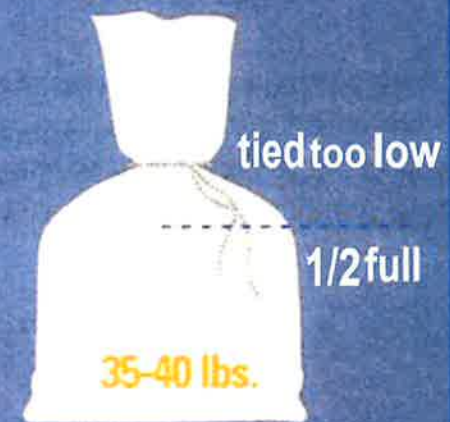
Right



Wrong

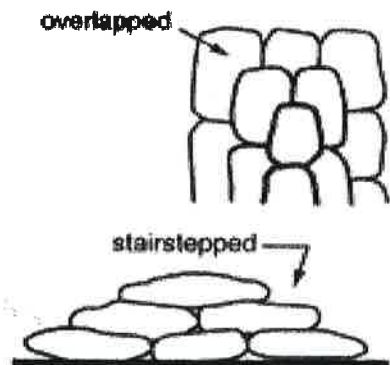


Wrong



**Safety Tip:** Always use gloves to protect your hands during the filling operation. After handling treated bags, avoid contact with your eyes and mouth. Dress appropriately and layer clothing. Safety goggles should be used on dry and windy days.

Sandbags should be placed flat on the ground, overlapped, tamped into place, and stair-stepped.



Remove any debris from the areas where bags are to be placed. Place the bags lengthwise and parallel to the direction of flow with the untied open ends of the bags facing upstream. Fill the low spots first before placing bags the full length of the area to be protected. Start at the downstream end of the sandbag operation about 1 foot landward from the river or levee's edge and continue upstream. Fold the open end of the bag under the filled portion. Place succeeding bags with the bottom of the bag tightly and partially overlapping the previous bag.