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Photograph



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**Best
Practices**
for Photo-documenting
a One Call Job Site



**TAKE
9**

The Authorities
PENNSYLVANIA MUNICIPAL AUTHORITIES ASSOCIATION

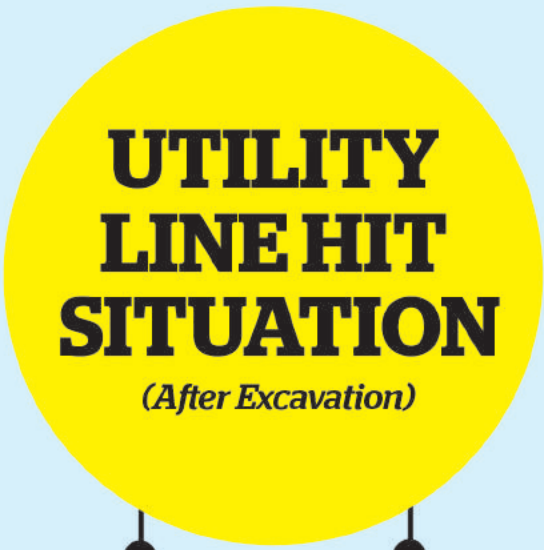
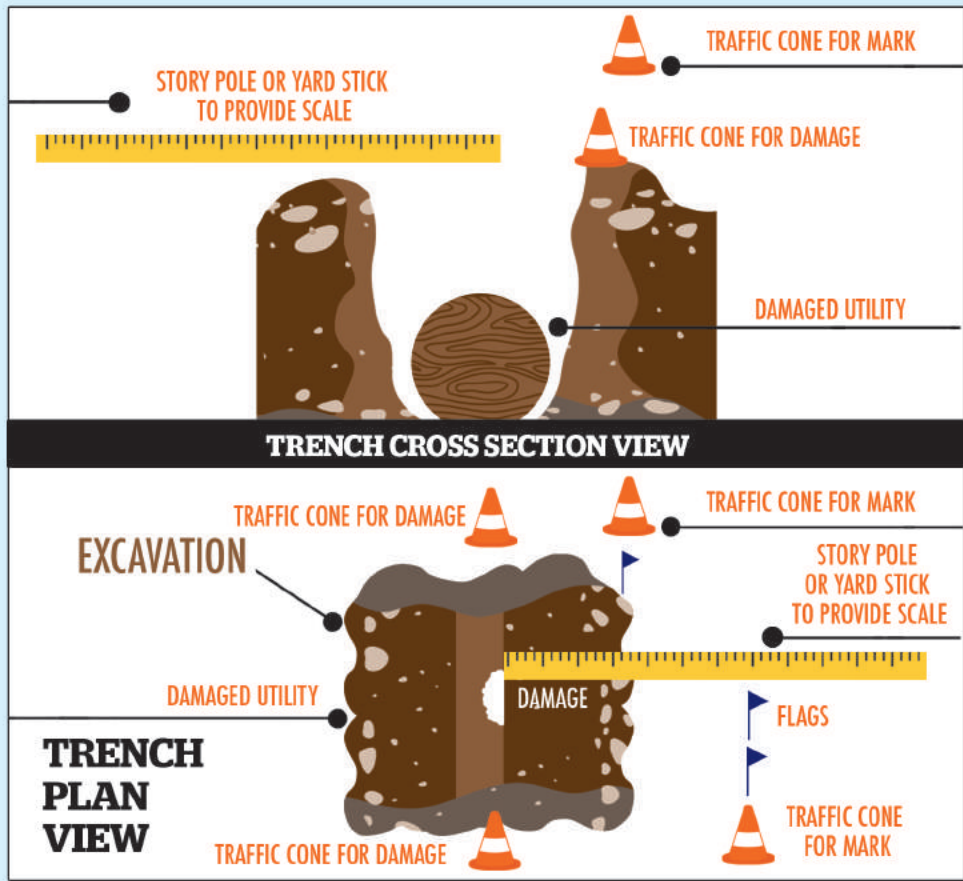
1MARK.ORG

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NOTE: Field staff should think like a Crime Scene Investigator when documenting a job site before the "crime" is committed. Thinking like a CSI and visualizing the site after excavation has occurred will improve the quality of the photos gathered and help to prove if the markings were correct.



Photos of damaged utility

Use zoom feature to capture detail of damage

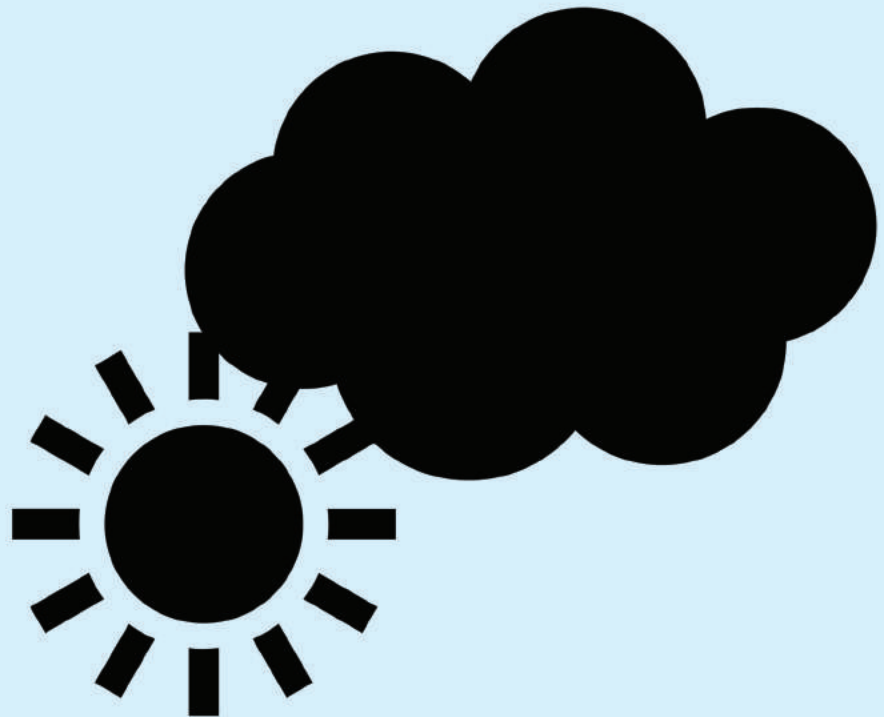


Best Practices
LIGHTING
CONSIDERATIONS

**TO FLASH OR
NOT TO FLASH...
THAT IS THE
QUESTION**



**In questionable lighting
conditions take shot with
and without flash -
then keep the best**





Best Practices
**NUMBER OF
PHOTOS**



SMALL PROJECTS

Take a minimum
of 5+ photos

Curb
Box

Service
Line

Lateral

Manhole

Valve

LARGER PROJECTS

Increase number
with size of the job
10+ photos

Building
Construction

Road
Projects

Line
Projects



Best Practices
**FIXED POINTS
OF
REFERENCE**

Fixed Points of Reference can give photos meaning when determining if one call marks were correct.

Strive to capture these in all photos because without them the photo is meaningless

- Buildings
- Manholes
- Trees
- Sidewalks
- Utility Poles
- Roads



Best Practices
PHOTO
ORIENTATION



**NORTH
SOUTH
EAST
WEST**

Shoot photos from all directions whenever possible.



**PERPENDICULAR
(90° ANGLE)**

Shoot Perpendicular (90 degrees) with respect to utility line being documented.



Avoid odd angle shots that skew the perception of the view.



**DISTANCE
PHOTO**

Take at least one photo from a distance to capture the entire site, especially when documenting a damaged utility.



VIDEO



Good for larger projects

Good alternative or addition to photos

Can walk site and pan around while recording

VOICE OVER



Adding voice to video can help show subtleties that photos would not capture



Best Practices
QUALITY
CHECK

Get in the routine of checking all photos/videos for good quality before leaving the job site



QUALITY

Photo documentation is only as good as the images!

Delete any low quality documentation and re-take. Rinse and repeat until good quality is achieved.





**DATE AND
TIME STAMP
&
GEOLOCATION**
(Latitude & Longitude)

Include both for every photo to prove when and where it was taken

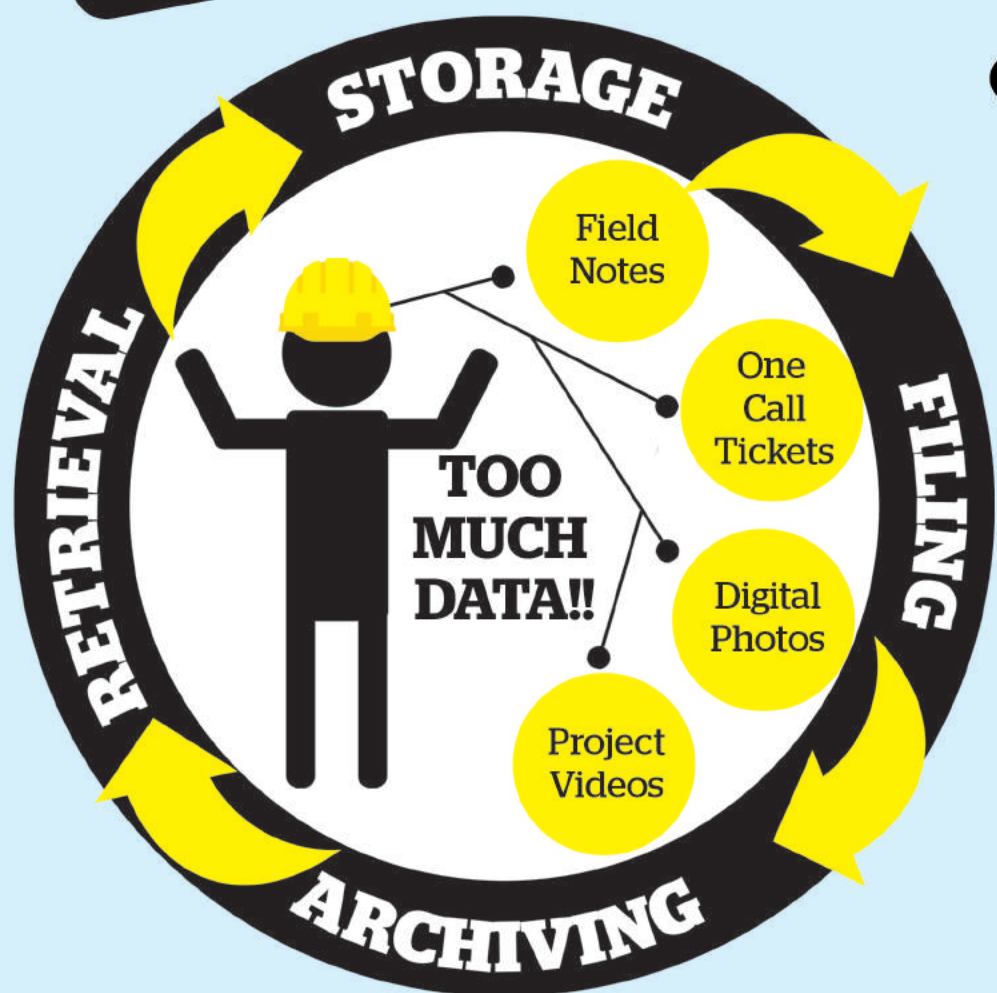
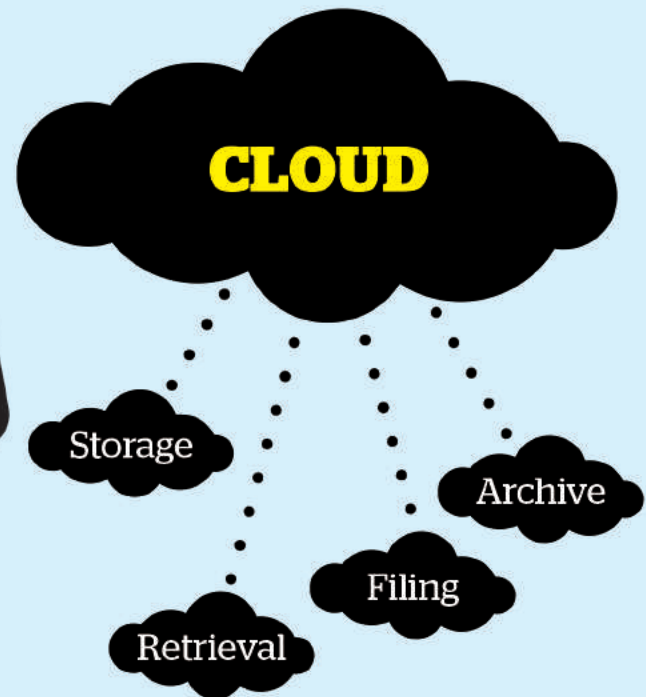
Verify both features are turned on in the meta data setup of the digital camera or smart phone





Best Practices FIELD TO OFFICE MANAGING THE DATA YOU COLLECTED

Utilizing the cloud for managing photo/video documentation is considered *best practice*.



- ✓ Store documentation with the individual one call ticket
- ✓ Bullet-proof backup of data
- ✓ Allow data to be recalled quickly
- ✓ Provide users ability to upload documentation directly to an alleged violation report for submission

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