


Photographic Documentation of Field Activities

SSFL SOP 15
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1.0 Objective

The purpose of this technical standard operating procedure (SOP) is to provide standard guidelines and methods for photographic documentation. All photography should be digital – camera and/or video – and document field activities and site features (geologic formations, core sections, lithologic samples, general site layout, etc.). This SOP is intended for circumstances when formal photographic documentation is required.

All photography at SSFL is highly restricted. The use of cameras or video equipment at the SSFL site requires a permit secured through the primary site manager – The Boeing Company (Boeing). Unpermitted photography is strictly prohibited.

2.0 Background

2.1 Definitions

Standard Reference Marker - A standard reference marker is a reference marker that is used to indicate a feature size in the photograph and is a standard length of measure, such as a ruler, meter stick, etc. In limited instances, if a ruled marker is not available or its use is not feasible, it can be a common object of known size placed within the visual field and used for scale.

2.2 Associated Procedures

- SSFL SOP 2, *Surface Soil Sampling*
- SSFL SOP 3, *Subsurface Soil Sampling with Hand Auger*
- SSFL SOP 4, *Direct Push Technology Sampling*
- SSFL SOP 5, *Backhoe Trenching/Test Pits for Sample Collection*
- SSFL SOP 8, *Field Data Collection Documents, Content, and Control*
- SSFL SOP 14, *Geophysical Survey*

2.3 Discussion

Photographs taken during field investigations are used as an aid in documenting and describing site features, sample collection activities, equipment used, and possible lithologic interpretation. This SOP provides basic details for taking photographs during fieldwork. The use of a photographic logbook or log form and standardized entry procedures are also outlined. In addition, all SOPs will be on hand with the field sampling team.

3.0 General Responsibilities

Field Team Leader-The field team leader (FTL) is responsible for ensuring that the format and content of photographic documentation are in accordance with this procedure. The FTL is also responsible for supporting decisions of items to be photographed - specific situations, site features, or operations that the photographer will be responsible for documenting.

Photographer-The photographer is one of the field crew. The photographer is responsible for maintaining a logbook or photographic log form per Sections 5.1 and 5.2 of this SOP.

4.0 Required Equipment

A general list of equipment that may be used:

- 35mm digital camera
- Standard reference markers

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- Logbook
- Indelible black or blue ink pen
- Extra batteries for 35mm camera
- Storage medium (disks or cards) for digital camera

5.0 Procedures

5.1 Documentation

Use a photographic log form and/or project specific logbook to log and document photographic activities. Review SSFL SOP 8.

5.2 Operation

5.2.1 General Photographic Activities in the Field

The following sections provide general guidelines that should be followed to visually document field activities and site features using digital cameras and video equipment. Listed below are general suggestions that the photographer should consider when performing activities under this SOP:

- The photographer should be prepared to make a variety of shots, from close-up to wide-angle. Many shots will be repetitive in nature or format, especially close-up site feature photographs.
- The lighting for sample and feature photography should be oriented toward a flat condition with little or no shadow. Or, a flash may be used.
- Digital cameras have multiple photographic quality settings. A camera that obtains a higher resolution (quality) has a higher number of pixels and will store less photographs per digital storage medium.

5.2.2 General Guidelines for Still Photography

Caption Information

All photographs will have a full caption on a photo log sheet. The caption should contain the following information (digital photographs should have a caption added after the photographs are downloaded):

- Date and time
- Direction (if applicable)
- Photographer
- Description of activity/item shown (e.g., name of facility/site, specific project name, project number)
- Any other relevant information

When possible, a standard reference marker should be used in all documentary visual media. While the standard reference marker will be predominantly used in close-up feature documentation, inclusion in all scenes should be considered.

Digital media should be downloaded at least once each day to a personal computer; the files should be in either "JPEG" or "TIFF" format. Files should be renamed at the time of download to correspond to the logbook. It is recommended the electronic files be copied to a compact disc for backup.

Close-Up and Feature Photography

Any close-up photographs should include a standard reference marker of appropriate size as an indication of the feature size. Feature samples, core pieces, and other lithologic media should be photographed as soon as possible after they have been removed from their *in situ* locations. This enables a more accurate record of their initial condition and color.

Site Area Photography

Site area and background photography is not allowed without prior permission of Boeing.

Panoramic

Panoramic photography is not allowed without prior permission of Boeing.

5.2.3 Photographic Documentation

Photographic activities must be documented in a photographic log or in a section of the field logbook. The photographer will be responsible for making proper entries.

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In addition to following the technical standards for logbook entry as referenced in SSFL SOP 8, the following information should be maintained in the appropriate logbook:

- Photographer name
- If required, an entry shall be made for each new roll control number assigned
- Sequential tracking number for each photograph taken (the camera-generated number may be used)
- Date and time (military time)
- Location
- A description of the activity/item photographed
- Record as much other information as possible to assist in the identification of the photographic document

5.3 Post Operation

5.3.1 Documentation

At the end of each day's photographic session, the photographer(s) will ensure that the field logbook (in accordance with SSFL SOP 8) and/or photographic log is complete.

5.3.2 Archive Procedures

- Photographs and the associated digital media will be submitted to the project files and handled according to contract records requirements. The project manager will ensure their proper distribution.
- Completed pages of the appropriate logbook will be copied weekly and submitted to the project files.

6.0 Restrictions/Limitations

This document is designed to provide a set of guidelines for the field amateur photographer to ensure that an effective and standardized program of visual documentation is maintained.

Note: Photography is restricted at SSFL; a camera permit from Boeing is required.

7.0 References

No references were used to develop this SOP.