

## **Texas Commission on Environmental Quality Photographic Documentation Procedures**

This protocol applies whether the photograph is the product of film, electronic, or digital technology. A “photograph” includes videotape or moving pictures. When photographs are taken to document an investigation, the original photograph should be included with the investigation report. An original is the negative or any print therefrom. If data are stored in a computer or similar device, any printout or other output readable by sight, shown to reflect the data accurately, is an original. A duplicate of the original photograph (such as a photocopy of the original) may be used when the original is not available.

The photographs should have the following information written in ink on the back of the photograph:

1. Date
2. Location (include site name, registration/permit/account/regulated entity number, if applicable)
3. Name of Person Taking Photograph
4. Investigation Number and Complaint Number (if applicable)
5. Number Sequence (e.g., 1 of 5)
6. Brief Description of the photograph (e.g., “Picture of discharge on north end of property; Photograph taken facing north.”)

The purpose for labeling the back of the photograph is to assure that the photographs can be returned to the correct location should they become separated from the original document. Color copies should be made when possible for the field file copy. The photographs should be on a standard (8 ½ x 11) page. An example is attached to this memo. When the “photograph” is a videotape or moving picture film, then the film cassette or film cannister should be labeled with the information listed above.

## **Standard Photo Page**

Site/Account/Regulated Entity Name  
Registration/Permit/Account Number  
Investigation/Complaint Number  
Photograph Taken By:(Name) on (Date)

# Photograph Mounted Here

Photograph description below or beside each photograph, including sequence number, if applicable. The photographs should have the same basic information which appears on this page on the back of the picture (date, location, investigation/complaint number, photographer, sequence number, and brief description).