

**#1**  
What to  
Photograph



**#2**  
Lighting  
Considerations



**#3**  
Number  
of Photos



**#4**  
Fixed Points  
of Reference



**#5**  
Photo  
Orientation



**#6**  
Use of Video  
and Voice-Over



**#7**  
Quality  
Check



**#8**  
Date/Time  
Stamp and  
Geolocation



**#9**  
Field to office  
managing the  
data you  
collected

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



**TAKE  
9**

 **The Authorities**  
PENNSYLVANIA MUNICIPAL AUTHORITIES ASSOCIATION

**1MARK.ORG**

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# Best Practices WHAT TO PHOTOGRAPH

## INITIAL MARKINGS

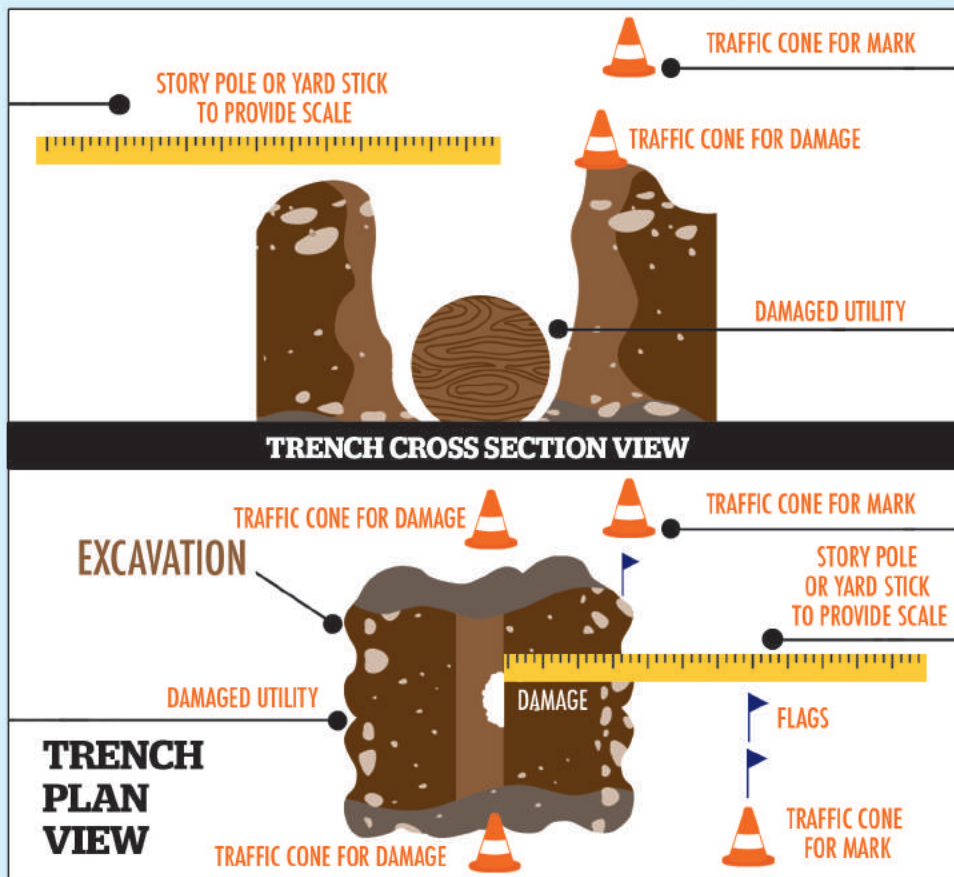
(Before Excavation)

Paint

Flags

Writing marks  
that call  
out type, size,  
material  
of utility

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.



## UTILITY LINE HIT SITUATION

(After Excavation)

Photos of  
damaged  
utility

Use zoom feature  
to capture detail  
of damage

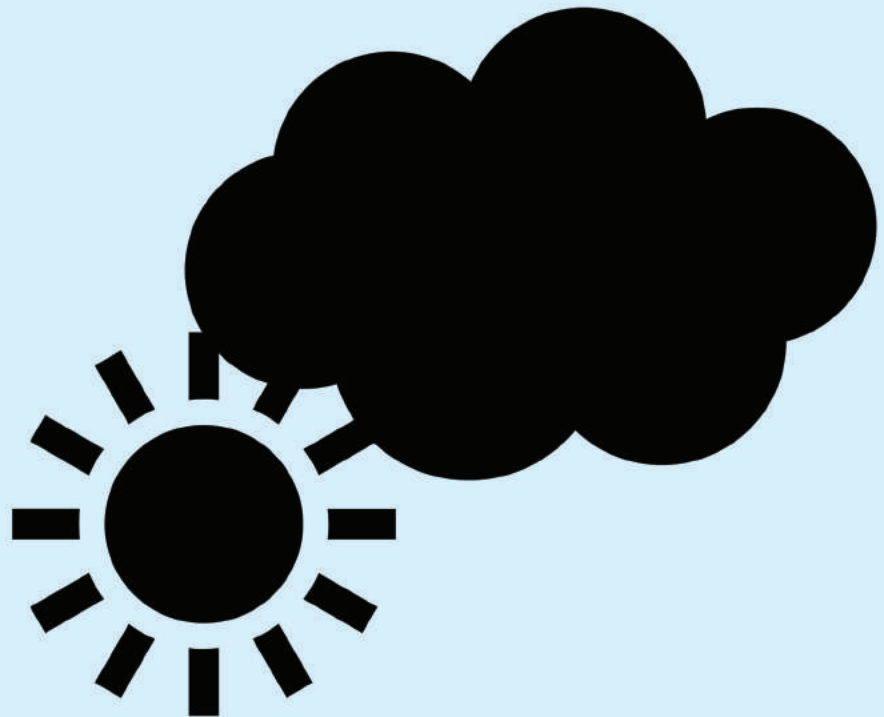




**TO FLASH OR  
NOT TO FLASH...  
THAT IS THE  
QUESTION**



**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

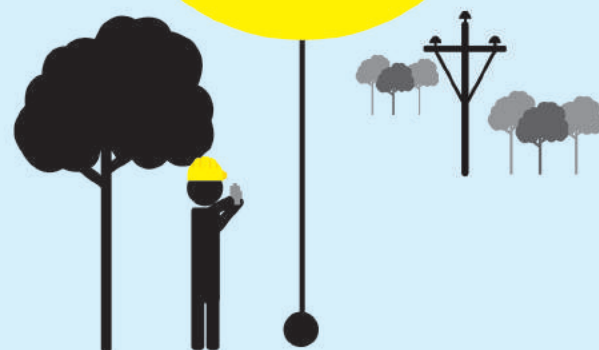




# Best Practices **PHOTO ORIENTATION**



## **DISTANCE PHOTO**



## **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.



# 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  
acheived.**







# **DATE AND TIME STAMP & GEOLOCATION**

*(Latitude & Longitude)*

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

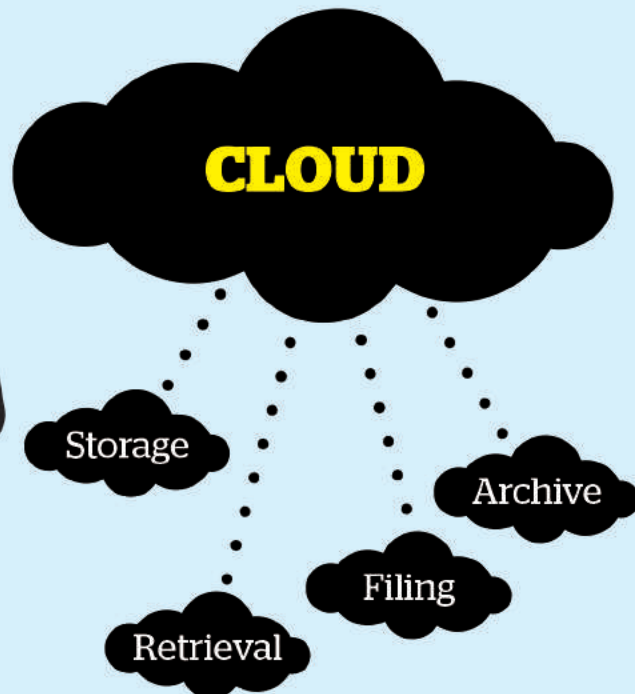
Verify both  
features are turned  
on in the meta  
data setup of the  
digital camera  
or smart phone



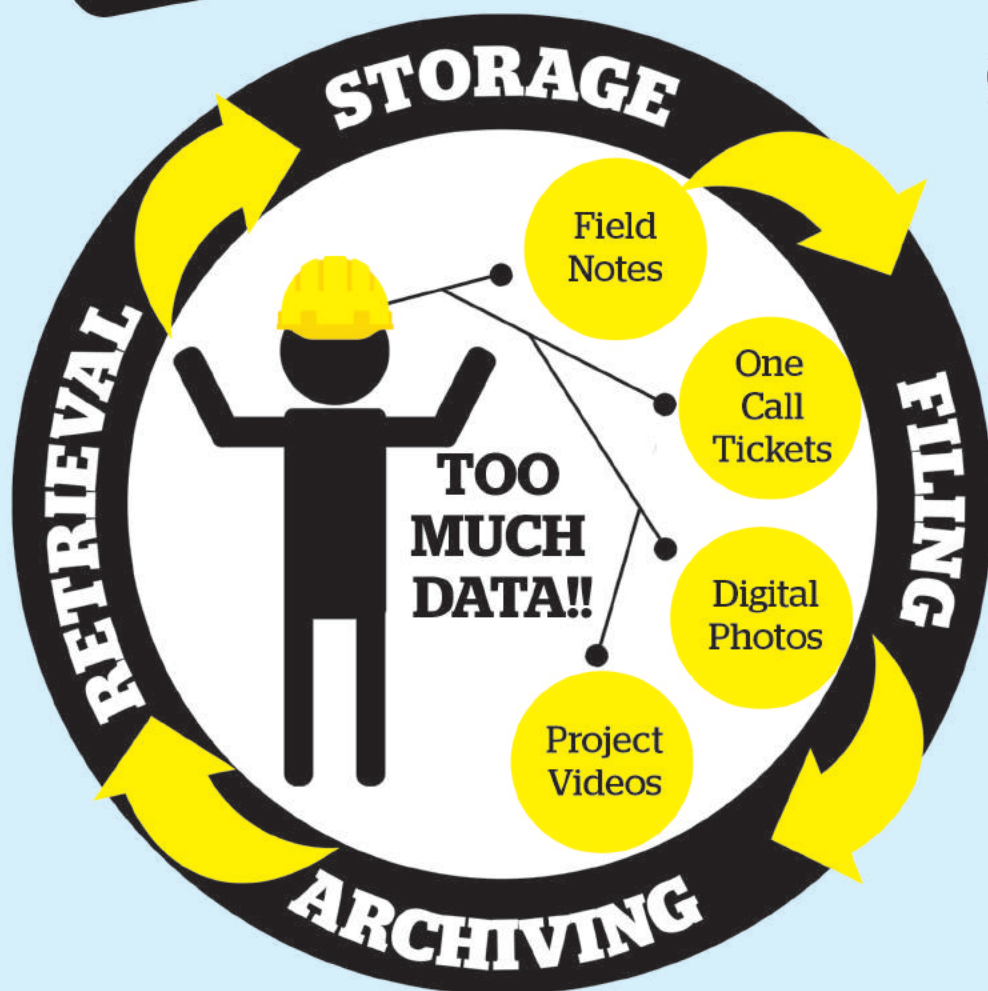


# Best Practices FIELD TO OFFICE MANAGING THE DATA YOU COLLECTED

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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