



**LOG OF PHOTOGRAPHIC DOCUMENTATION  
INSTRUCTIONS**

PHOTO #	DATE	FILENAME	PHOTOGRAPHER'S NAME	ORIENTATION	STATION	LOCATION OR STRUCTURE	DESCRIPTION OF PHOTO
1	2	3	4	5	6	7	8

**Notes for Taking Construction Photos:**

Whenever possible have something in your photos that shows scale. This may be a printed photo scale, a pen, a person, a tool, or a vehicle.

Take photos of not only the details, but also of the site as a whole. Ensure that photos are in focus and that image is visible. Use flash when needed.

When trying to identify location when away from known structures, use "xx miles downstream of y" or "just upstream of x." Coordinates can also be used for remote areas.

Ensure that the date/time are correctly set on your camera prior to taking any photos. This information is stored in the file's metadata.

Remember that right and left are always defined when looking downstream.

**1. PHOTO NUMBER**

Enter a one-up number for the photograph. Numbers can be reset to 1 for each new group or may continue numbering through the whole contract.

**2. DATE**

Enter the date that the photo was taken.

**3. FILENAME**

Enter the filename of the digital photograph.

**4. PHOTOGRAPHER'S NAME**

Provide photographer's name. Using just company name is unacceptable.

**5. ORIENTATION**

Note photographer's orientation when taking the photo. Use abbreviations including US-upstream, DS-downstream, N-north, S-south, E-east, W-west, RS-riverside, LS-landside, etc.

**6. STATION**

Enter the station where the photo was taken for locations/structures that have stations.

**7. LOCATION OR STRUCTURE**

State where the photo was taken. For example: Rio Grande, Amistad Dam, Hatch West Levee, CE2, Donna Pump, SBIWTP, etc.

**8. DESCRIPTION OF PHOTO**

Enter a description of the photo. Describe the action or subject of the photo. If this photo directly relates to an accident report, a daily report, a reference document, etc. state so here.

**Additional rows may be added to the form simply by copying the last row farther down the spreadsheet.**

*Do not print instructions when turning in Form 148.*



INTERNATIONAL BOUNDARY & WATER COMMISSION

# LOG OF PHOTOGRAPHIC DOCUMENTATION

CONTRACTOR: ABC Excavation & Construction

CONTRACT NUMBER: 191BWC99C9999

PROJECT: Make Believe Levee Work

PHOTO #	DATE	FILENAME	PHOTOGRAPHER'S NAME	ORIENTATION	STATION	LOCATION OR STRUCTURE	DESCRIPTION OF PHOTO
1	12/17/2017	IMG_2453.jpg	John Smith	DS	3+50	American Canal	Edge of right bank concrete
2	12/17/2017	IMG_2472.jpg	John Smith	DS	4+75	American Canal	Exposed rebar in invert
3	12/29/2017	IMG_2604.jpg	Jack Johnson	S, DS		Rio Grande	Flows and debris after weekend rain just upstream of American Dam
4	12/29/2017	IMG_2610.jpg	Jack Johnson	N, US		Rio Grande Floodplain	View of approx staging area. Note surveying lath on the middle right. That lath marks the boundary of the staging area.
5	1/4/2018	IMG_2697.jpg	John Smith	N, DS	1557+00	CE2	End of wasteway after initial excavation for new cutoff wall
6	1/5/2018	IMG_2711.jpg	John Smith	N, DS	1557+00	CE2	End of wasteway with forming for new cutoff wall
7	1/9/2019	IMG_2747.jpg	John Smith	N, DS	1557+00	CE2	End of wasteway with new cutoff wall
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Example