

## INSPECTION PHOTOGRAPHS

Photographs may be taken to document a noncompliant item(s) and/or facility conditions.

Photographs should be taken of:

- noncompliant items (NCIs) which may result in an enforcement action or case
- NCIs which are additional information for an ongoing investigation or case
- transportation violations
- items requiring further interpretation

The inspector should use his/her discretion and professional judgment to decide when to take photographs.

Submit photographs to the Regional Office

- with the request for investigation
- as additional information for ongoing investigations or cases
- for further interpretation

### *Digital Photographs*

Prepare, label, and send the digital photographs to the Regional Office using the procedures on pages 6.5.3 & 6.5.4.

### *Paper Photographs*

Label the back of the photographs as follows:

- use the prescribed format (see page 6.5.5)  
NOTE: Pre-printed label and computer template label are 3" wide x 4" long. Be sure to get photograph prints of at least this size to fit the label.
- include the waybill number on transportation violations
- attach the label upside down in relation to the picture

Retain negatives as they may be requested by:

- the Regional Office
- Investigative and Enforcement Services (IES)
- the Office of General Counsel (OGC)

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	Hold photographs, negatives and copies of the photographs which were not sent to the Regional Office, until requested or needed, or files are purged.
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