

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	3.1.05
PROCEDURES MANUAL		ISSUE DATE	04/10/15
SUBJECT	Photographic Documentation	Section	Reclamation Services
		Last Revised	5/12/2009

OBJECTIVE AND INTENT :

To obtain and store digital photographic documentation of field conditions regarding Titles IV and V activities and to provide evidence of violations.

PROCEDURES :

Field Inspectors have been provided with digital cameras to document -

- all enforcement actions and complaint investigations.
- damage to property or to the environment resulting from violation(s) or AML situations.
- on-site conditions prior to bond reductions and releases.
- the history of mining.
- mining and reclamation activities to be used for public information and training.
- status of AML construction projects.

Photographs taken to document inspections on Title IV and Title V sites, complaint investigations, and enforcement actions **must** be attached to the appropriate inspection or complaint report. These pictures are automatically stored with the reports upon uploading the document.

IMPORTANT: Before you place any photo into any electronic folder or report, the picture(s) must be compressed. If not already compressed, use the following procedure to compress all photos using IrfanView:

- 1) Select the picture you want to save or insert into your document and right click to choose open with IrfanView.
- 2) Click on IrfanView.
- 3) Click on Image listed on tool bar.
- 4) Choose resize/resample from drop down list
- 5) Click on resize/resample and choose 640X480 pixels and Click O.K.
- 6) Select "Save As" to save your compressed picture to Desktop.
- 7) Place your picture into the appropriate folder/document.

When preparing the word document in the enforcement program use the following to insert a picture into the report after it has been compressed:

1. Place the cursor where you want to insert the picture.
2. Click "Insert" on the menu bar.
3. Select "Picture" on the menu.
4. Select "From file" in the sub-menu.
5. Navigate to the picture you want to insert, select it, and click insert.

Other photographs taken that **need** to be retained due to **significant importance** must be

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placed as listed below:

- 1) For complaints involving AML issues, place these pictures in the AML complaint file folder for the complaint number located at \\wap01512\DMLR\permit_supplements. Create a new folder within the AML compliant folder and name it “photos”. The complaint file will be created at the time that the complaint investigation is mailed to the citizen by the RS Office Services Specialists
- 2) For complaints involving Enforcement inquiries or complaints that do not involve a permit, place these pictures in the appropriate file folder for the complaint number located at \\wap01512\DMLR\permit_supplements. The inquiry/complaint file will be created at the time that the complaint investigation is mailed to the citizen by the RS Office Services Specialists
- 3) For pictures (including complaints) involving a permitted site, unpermitted/exemption sites, a coal exploration notice, place these pictures in the permits supplemental folder for that particular permit, unpermitted/exemption site, or notice located at \\wap01512\DMLR\permit_supplements. For new permits, notices, or complaints contact the RS Office Services Specialists if no folder is listed. If no photo folder is present for a particular site that does not involve a complaint, please create a new folder and subfolders, as necessary, within the site folder and name it “Site photos”.
- 4) For pictures of AML project sites, please place these photos in the photo folder within the AML project folder. The AML Project folder can be found at <\\wdb01513\AMLProjects>. Contact the AML Office Services Specialists if no folder is listed.

NOTE: In order to limit the space on the servers, please limit the pictures you place in these folders. For other pictures that you may wish to keep, but do not need to be placed in the file folder, please save these on the hard drive of your computer and back up these pictures quarterly on the external hard drive per directions.