

## Dam Inspections Photograph Instructions

1. On the *Dam Inspection Checklist*, check the appropriate boxes to note if photos were attached.
2. Printed and digital copies of the photographs must be submitted with the final Dam Inspection Report. Please limit the photographs to the following critical shots:
  - a. General views of the dam – upstream and downstream sides of the structure (*These should be photos of the dam itself, not the upstream and downstream channel*)
  - b. All deficiencies of the structure
3. Digital images must be submitted on a CD or DVD. The disc must be labeled with the official name, key sequence number, and date [mm/dd/yyyy].
4. Digital images must be in .jpg format and should have a resolution (pixel dimensions) of 640 x 480. Label the files with the following naming convention:

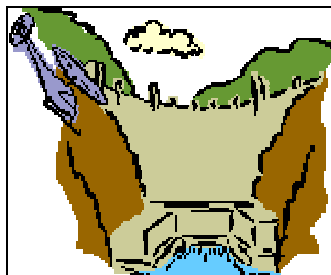
Characters 1-5: Dam Key Sequence Number  
 Characters 6-7: Month the photo was taken  
 Characters 8-9: Day the photo was taken  
 Characters 10-11: Year the photo was taken  
 Characters 12-13: Sequence number of photos taken that day  
 Characters 14-17: File extension “.JPG”

For example, the first photo of a dam with a Key Sequence Number of 250, taken on June 10, 2010 would have a file name of 0025006101001.JPG

5. Provide a list of the submitted photographs that includes the file name and a brief description of the photo. Please submit a printed copy and include the list on the disc. For example:

<b>Inspection of Photogenic Dam (Key Seq # 250)</b>	
<b>June 10, 2010</b>	
<b>File Name</b>	<b>Description</b>
0025006101001.JPG	Upstream view of dam
0025006101002.JPG	Downstream view of dam
0025006101003.JPG	Trees on upstream slope of right embankment

6. Label the printed photographs with the file name and a brief description. For example:



Photogenic Dam  
 Downstream view  
 0025006101002.JPG