

# ICS Attachment 4 - How to Take and Report Quality Photographs as Evidence

A picture says a thousand words, and pictures of discrepancies can be really great evidence for the Coast Guard and can portray a discrepancy observed in the field exactly. Here are some hints on how to take better shots of ATONs, PATONs or Bridges.

1. Verify the aid or survey the bridge before taking the picture. The verification and survey process may expose specific discrepancies where close up photos will be needed.
2. Find the best angle, side and lighting. If it is not sunny, use a flash. Darkened photos are hard to read and often do not clearly show the problem that you are trying to communicate. They are not considered professional.
3. Take many photos of an event. You can sort out the better photos to submit later. Mark or record each photo carefully so they can be readily identified later on. See the procedure below for marking your photos.
4. Use a color digital camera.
5. If possible, photograph all identifying markings on the aid. Remember, you are generating evidence.
6. If needed, use a photo shop program or draw on the photo to highlight hard to see details.
7. Label your aid photos as follows:
  - **Federal and Permitted Private Aids in the Light List**. Identify the photo with the two-digit Division number where the aid is located, followed by a dash (-), followed by the LLNR. i.e. **03-22345.01** represents LLNR 22345.01 in Division 3. You may also add a brief description of the aid. You may e-mail this photo to the Auxiliary Liaison or your ADSO-NS. For multiple photos of the same aid, add a dash and a two-digit numerical suffix. i.e. -01, -02, -03, etc.
  - **Permitted Private Aids not in the Light List** - Identify the photo with the two-digit Division number where they are located, followed by a dash (-), followed by the Aid Number. i.e. **02-100116925482** represents Aid Number 100116925482. You may also add a brief description. You may e-mail this photo to the Auxiliary Liaison or your ADSO-NS. For multiple photos of the same aid, add a dash and a two-digit numerical suffix. i.e. -01, -02, -03, etc.
  - **Non-Permitted Aids** - Identify the photo with the two-digit Division number where they are located, followed by a dash (-), followed a brief description of the aid. Use this same description as entered on the Non-Permitted PATON Report that you submit to the CG ANT Auxiliary Liaison. It is a good practice to staple a copy of the photo to your report. Clear black and white photos are acceptable. Color is better. Photos printed on plain white paper are perfectly acceptable for non-permitted aids. This photo gives the person assigned to notify the owner a clearer image of the aid when speaking with the owner. The Auxiliary Liaison may also want a copy of the digital photo by e-mail. **Note:** The next generation of the Web-Based PATON System will have capacity for adding a digital photo similar to the existing Bridge System. For multiple photos of the same aid, add a dash and a two-digit numerical suffix. i.e. -01, -02, -03, etc.
  - **Bridge Photos** – Identify the photo with the two-digit Division Number where they are located, followed by a dash (-), followed by a 4-digit Bridge Number (left zero

filled). i.e. Bridge Number 52 in Division 1 would be identified as **01-0052**. For multiple photos of the same bridge, add a dash and a two-digit numerical suffix. i.e. -01, -02, -03, etc. E-mail these photos to Tom Raynor at [Tom@raynorshyn.com](mailto:Tom@raynorshyn.com).

- **Bridge Discrepancy Photos.** Follow the same labeling rules for discrepancy photos. E-mail discrepancy photos to Frank Larkin at [FrankJLarkin@verizon.net](mailto:FrankJLarkin@verizon.net) immediately after making your Bridge Survey or Discrepancy Report on the Bridge Database System. Make note in the comments section of your report as to the number of discrepancy photos that you are e-mailing. Your report and photos will be screened and forwarded to the Coast Guard Bridge Branch by the DSO-NS 013.

The examples of photos depicting a discrepancy reported for an aid were provided by D1SR.



Photo 1: Show general location of aid from a distance.



Photo 2: Show an overall close up of the aid



Photo3: Shows a close up of markings& condition on the aid.

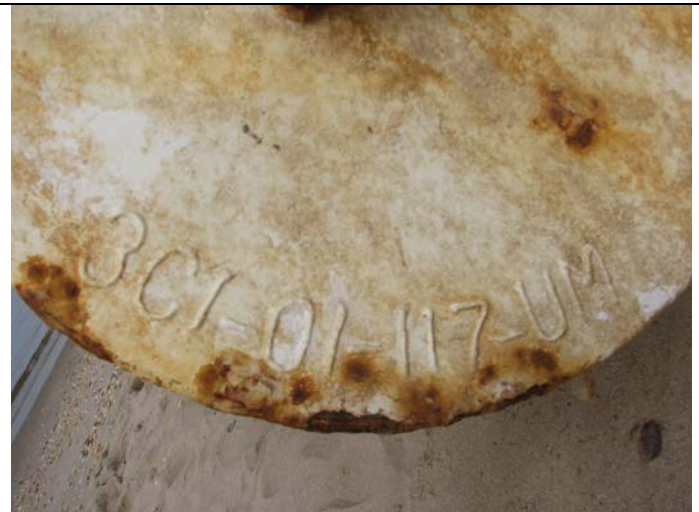


Photo 4: Shows a close up other identifying marks on the aid. These welded characters on the hull of a buoy tell the Coast Guard exactly where this aid came from.