

## Standard Arkansas Wing Photo Mission Procedures

1. Erase all old photos from the memory card in the camera before the flight. Make sure you have extra batteries. Make sure you know how to download photos from the camera and have any necessary cables before taking off. If you are using a non-CAP camera, set it to take photographs using the jpeg format and in such a fashion that each photo file will be about 500 kb in size. Use the photo window if there is one and avoid getting the wing, strut, or wheel in any photos you take.
2. Close-up photos are usually taken at about 0.5 miles distance and 800-1000' AGL.
3. If assigned specific targets, you are usually expected to take 4 photos of each; with one photo taken while facing each cardinal direction. If assigned specific targets, don't waste time photographing other things unless they are critically important. Handling such extra photos will take up time better spent processing the photos requested of us.
4. If you are not assigned a specific target, but are tasked to photograph damage observed in a general area, be sure to record the coordinates and direction you were facing when taking the photograph for each target.
5. If you do not use a photo log sheet, use the following method to track what photos are taken. On your notepaper, record information like this:

Photo Number	Target	Direction Facing	Coordinates
1	Bell School	North	35°17.30'N 92°32.88'W
2	"	East	
3	"	South	
4	"	West	
5	Damage at Jasper	North	35°18.62'N 93°14.16'W
6	"	North	35°18.75'N 93°15.01'W
7	Damage at Hope	South	35° 6.13'N 92°53.47'W
8	"	West	35° 5.88'N 92°33.91'W

The above is the **MINIMUM** for your photos to be of any use to our customers.

6. Generally it is best for the Observer to record the photo information while the Scanner takes the pictures. The Scanner will need to tell the Observer whenever they take a photo to make sure all are recorded.
7. If you are going to e-mail the photos to base, make sure the text also contains the information recorded during the flight as described above so that the person getting the email can identify each photo. Your camera may assign a number other than "1" to the first photo, so review the photos and use the file names assigned to them by the camera when describing them in the email. To avoid confusion and to reduce the size of each email, it is generally best to send photos of each target separately.

**DO NOT DELAY IN SENDING THE PHOTOS TO BASE.** If you have any problems, call base immediately and they should have a technical expert that may be able to help you.