

**Field Guideline for  
FAST Digital Photo Recording  
And Submission of Photos for Disposition Review**

1. Set camera to add date to photo. See red arrow photo.

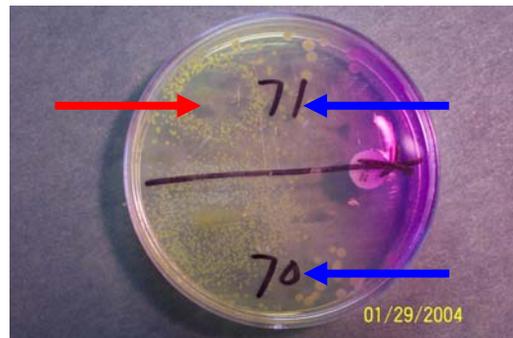


2. Turn off camera automatic flash to prevent reflection from plate.

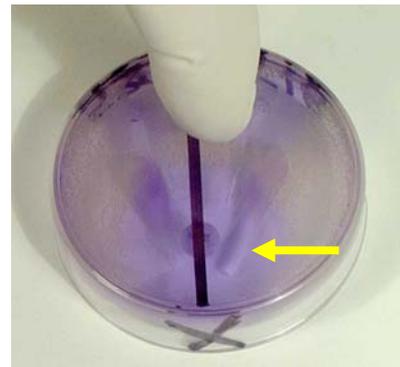
3. Write sample identification on bottom of plate(s) with Sharpie in an area clear of any zone of inhibition.

Red arrow identifies zone of inhibition.

Blue arrows identify sample ID numbers.



4. Remove plate top and swab(s). (Plate is upside down; use finger to tap swabs off agar.) Yellow arrow locates swab.

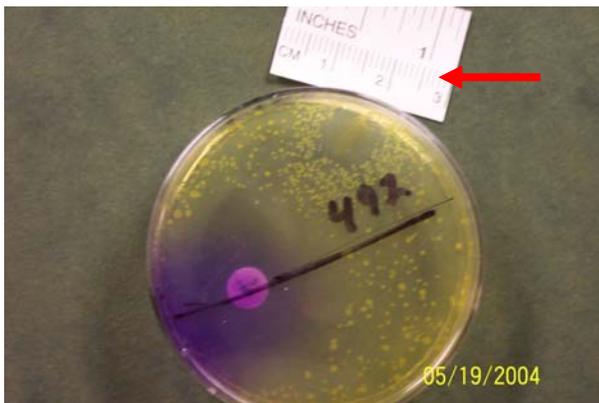


5. Invert plate bottom and place on green hanging file folder (may be found in any inspection office), indicated by green arrow, so identification is easily read. White background will also work (red arrow).



No more than one plate per photo; which could be two tests/animal.

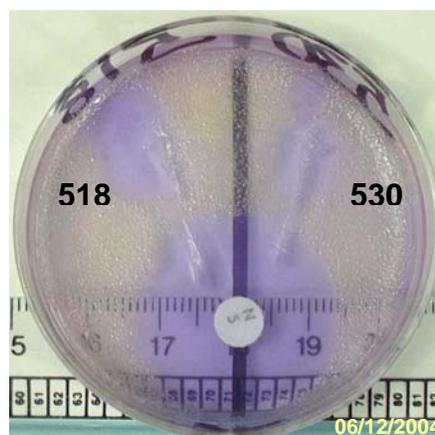
6. Place measuring device adjacent to plate (red arrow), or under plate (blue arrow), to determine zone of inhibition.



7. Frame plate and measuring device, in view finder, and take photo.

8. Review photo(s) to assure adequate quality for making judgment of any inhibition and sample identity.

Be sure recorded date in photo does not interfere with viewing growth/inhibition.



9. Connect camera to computer and follow camera instructions for transferring photo(s) to hard drive.

10. Disconnect camera and e-mail photo(s). Use Outlook for e-mailing and send photo as an attachment. Doing so will enable the recipient the ability to also save copies of photos on his/her hard drive. If more than one photo use more individual e-mails. Attaching more than one photo will really slow transmission and may cause termination of the "send". Setting up the e-mail(s) while off line and saving as "drafts" will expedite the process. When e-mail(s) are set up then log in to Outlook and send the draft(s).

11. Make a back up copy of all photos on CD or other removable storage device.