



# CENTER FOR COALFIELD JUSTICE

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## GUIDE TO DOCUMENTING INDUSTRY ACTIVITY

Community monitoring is extremely important to ensure industry is held accountable. Your timeline or description of events may help the Department of Environmental Protection ask important questions to the operator and prove what happened at a site and when. **Use this guide to help document industry activity in your community.**

### TIPS:

1. You don't have to follow a certain format, do what works for you.
2. Keep all of your information in one place to keep it organized.
  - a. Place a small notebook in an easily accessible location.
  - b. Use the notes app on your phone.
  - c. Create a document on your computer.
3. **Photographs are a must.** Record the date and time of the photo, although most smartphones will do this for you.
  - a. Take **AT LEAST TWO** photos - one zoomed-out to show the location and what is taking place and one zoomed-in photo for detail.
    - i. Try to get the color of the vehicle or the company logo on the vehicle.
  - b. Take the photo from your property to show the impacts you and your family are experiencing.
4. **DO NOT TRESPASS** - stay on your own property or publicly-owned property. Only enter a property that is not yours with the permission of the owner.
5. **If you smell or notice anything that is unusual or concerning, [file an Environmental Complaint with the Department of Environmental Protection.](#)**

### TEMPLATE:

- **DATE** - include year and day of the week
  - **TIME** - What caught your attention?
    - Describe what happened at the site and what you experienced (what you smell, taste, see, hear, or any physical sensations you might be experiencing)
    - Describe the actor (what vehicles were present (note color, company, vehicle number, etc.) and how many workers did you see?)
  - Write down any new information you learned (the presence of new signs; information from neighbors)
  - Note if the activity is part of a pattern (how many days in a row did an activity occur?)
  - Write down any other relevant information
  - Note the names of operators and/or community members involved and details of any conversation about activity.
  - Note where your photo references are located.

### EXAMPLE:

- **July 1, 2023, Saturday**
  - 9:00AM - 9:45AM - Was outside doing yardwork; heard an excess of noise on well pad. After some time outside, I had a mild headache and breathing was more difficult than normal.
  - 9:45AM - came inside, symptoms subsided.
  - 10:15AM - Drove down ABC Lane to get a better view of well activity. Saw four white trucks on the property. Operators were flaring the well.
  - We drove back down ABC Lane in the early evening - flaring ceased.
  - Photos in July 1, 2023 Folder in "XYZ Well Pad" Folder