and Negatives

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Name of Procedure:

Preservation of Photographs and Negatives

Suggested Uses:

This procedure is used to properly preserve developed latent impressions on photographs and negatives which may be utilized in comparisons, examinations and dissemination.

Equipment Needed to Perform Procedures:

A - Photographic Equipment

B- Film

C- Film wash trays or film tanks

Chemicals Needed For Preparation of Chemical Solution(s):

Sodium Sulfite 18 %

Formula/Directions for Preparation of Chemical Solution(s):

Not Applicable

Processing Procedures for Application to Item(s) of Evidence:

Not Applicable

Steps to Preserve Developed Impressions:

1. **Coating and care of prints -** Prints must be coated immediately after development to protect them against scratching and fading. Use the print coating applicator located in the plastic tube of the film pack. Keep freshly coated prints separate from each other until they are thoroughly dry. **Keep the coating fluid away from skin, clothing, and furniture.**

2. Development time **-** Standard development time is 30 seconds at 65 degrees F (18 degrees C) and above. Temperature is important during this process.

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3. Once the photographs and negatives have developed, avoid direct exposure to sunlight as this may cause deterioration of the images over a period of time.

2. Preparation of the negatives for printing:

a. First prepare the negative-cleaning solution - Do this before the film is exposed and developed. Immediately after development (within 3 minutes), the negative must be immersed in an 18% Sodium Sulfite cleaning rinse.

b. Peel the photograph from the negative in a **swift**, continuous motion. While holding the negative top tab, tear off leader just below pod and remove paper mask from the negative. The paper may be discarded in the regular trash.

c. To avoid film damage, all solutions and wash water should be nearly the same temperature, ideally 65-75 degrees F (18-24 degrees C).

d. Clear negative - Immerse the negative in the Sodium Sulfite solution and agitate gently for 30-60 seconds or longer, if desired. The solution can be used in trays (with emulsion side up) or in deep film tanks. Put each negative through individually or use clip-type film hangers such as the Kodak #6 hanger. Insert each negative carefully and keep the negatives from touching each other. Remove all tabs and back coating material. The negative must be cleared of all the residual developer layer and opaque back coating. The negative may remain in this solution up to 72 hours.

e. Remove the negative from the solution and allow to air dry prior to any attempts to photograph.

3. Temporary storage in water:

a. If you do not have immediate access to Sodium Sulfite, you can safely store developed negatives in water (about 70 degrees F, 21 degrees C) for a short time.

b. While the negatives are in water, handle them carefully and do not attempt to rub off the developer layer. As soon as possible, treat the negatives in a Sodium Sulfite bath in the above prescribed way.

4. Washing of Negatives:

a. Wash for 5 minutes in running water. For urgent use, 30 seconds will do; rewash later for permanence.

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b. Avoid scratching the negatives by keep them away from other negatives and the sides of the container. Excessive washing may weaken the emulsion coating.

Note: Ensure that the proper side of the negative is facing the camera when attempting to photograph.

Safety Concerns:

Keep the coating fluid away from skin, clothing and furniture.

Storage and Location of Chemicals and Solutions:

Not Applicable

Shelf Life:

Film - Check the dates provided on the box of film prior to using and discard if the date has expired.

Other Information:

Not Applicable