

**SITE JOURNAL CONTENTS**

- Completed Site Journal
- Exhibit A: Site Inspection Photos
- Exhibit B: Site Posting Photos
- Exhibit C: Outreach Report
- Exhibit D: Clean Up & Storage Photos
- Exhibit E: Storage Detail

**A. SITE INSPECTION**

To be filled out by the Field Coordinator prior to any Full Encampment Clean Up and as part of any Obstruction or Hazard Removal. Site Journals and photos should be saved in the appropriate folder in the <G:\FAC\Encampments\Encampment clean ups> directory.

<b>Site:</b>	5 <sup>th</sup> Ave S & S Dawson	<b>Date of First Inspection:</b>	9-6-18
<b>Site Address:</b>	4 <sup>th</sup> Ave S to Maynard Ave S from S. Dawson St to S Brandon St.	<b>Date of Clean-Up:</b>	9-11-18
<b>Inspection By:</b>	J Shepard, L Beck	<b>SERIS #</b>	859-02
<b>Referred By:</b>	SPU, Community	<b>Photos to FAS?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
9-6-18	7	2	0	10 (8 RV, 2 Busses)	19

**SITE CHARACTERISTICS**

- |  |   |  |
|--|---|--|
| Park                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sidewalk                               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Within 50ft of a water body or wetland | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Roadway                                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within 50ft of a Guardrail             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Heavy Traffic                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Near Industrial Zone                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Forested Area                          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Play Area                              | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Rented Area                            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Slope                                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Slide Zone                             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Fire                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

**HEALTH CONDITIONS**

- |                       |   |  |
|-----------------------|---|--|
| Disorganized          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Bagged        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Loose         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Bulky Items   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Metal         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Human Waste           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Rats/Mice             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Hazardous Materials   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Falling Tree or Limbs | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Chemical Waste        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Fires                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Criminal Activity     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Weapons               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Open Alcohol          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sharps                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Property Damage       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

<b>TOTAL COUNT:</b>	3
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<b>TOTAL COUNT:</b>	8
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**EXHIBIT A: SITE INSPECTION PHOTOS**

During a site inspection, Field Coordinators should take photos of the following and store the photos in the appropriate G: Drive folder:

- Cross Street Signs
- Photos of Individual Tents
- Obstructions or Hazards
- General Photos of the Encampment
- Debris Fields
- Vehicles/RVs /License Plates

NAVIGATION TEAM ASSESSMENT			
<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Cleared by scheduled contractors- FAS
	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Safety of Occupant	
	<input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Safety of other near and around camp	<input type="checkbox"/> Remand to SPU
<b>PRE-JOB SITE ASSESSMENT &amp; INSTRUCTIONS</b>		<b>Specifications/Notes</b>	
Uneven Terrain (Fall Protection Required)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____ Parks & Elm Grove _____ _____	
Waste Hauling to Dump	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Waste Hauling to Other Location	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SPU ASSESSMENT &amp; INSTRUCTIONS</b>		<b>Requirements:</b>	
<input type="checkbox"/> Litter removed -area more than 20 feet from active camp		<input type="checkbox"/> Field Coordinator accessed	
<input type="checkbox"/> Illegal Dumping -Encampment Related Trash			

## B. RESOURCE PLANNING

**SITE CREW ASSESSMENT of FIELD CONDITIONS**
**JOB SITE INSTRUCTIONS**

- |                                 |   |
|---------------------------------|---|
| Fall Protection Required        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Waste Hauling to Dump           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Waste Hauling to Other Location | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Vegetation Pruning              | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Biohazard Waste                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

**Specifications/Notes**

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXTERNAL CONTRACTORS**

	Total	Description
Number of Labor Crew Involved	6	Elm Grove 6 + trailer
Number of Hazmat Crew Involved	2	
Number of Truck Drivers Approved	2	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

**INTERNAL CLEAN UP TEAMS**

	Total	Description
Number of Heavy Teams	2	2 Excavators & 2 10 yard dump trucks (Parks)
Number of Light Teams	1	1 team plus packer (Parks) - Flaggers Conservation Corps
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

**STAGING LOCATION**

 Date: 09/11/2018 Time: 0900 Location: 5th Ave S & S Dawson

## C. PRE-CLEAN UP ACTIVITIES

### EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up:** 72-hour Notice
- Obstruction or Hazard Clean-up:** Notice of Immediate Removal

- Cross Street Signs
- Postings on Individual Tents
- Documentation of the Actual Obstruction or Hazard
- General Photos of the Encampment
- Postings within the Vicinity

Field Coordinators should take photos and collect photos from the Navigation Officers and store them photos in the appropriate G: Drive folder:

### EXHIBIT C: OUTREACH REPORT

The Outreach Coordinator will provide a consolidated report for both pre-engagement and day-of activities of the outreach and Navigation team.

Date	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	Total Number of People Contacted
9/7/2018	Outreach	5th and Dawson	0	4	0	4
9/10/2018	Outreach	5th and Dawson	2	2	0	4
9/11/2018	Outreach	5th and Dawson	8	2	1	11

## D. DAY OF CLEAN-UP

For **regular encampment clean-ups**, all checklist items must be marked "Yes" at the start time of the event in order proceed with the clean-up. If for any reason the of the following questions are answered "No" – **the Field Coordinator must immediately halt the clean-up activities.** Hazard and Obstruction clean-ups are excluded from this.

**FIELD COORDINATOR** L. Beck

### CHECKLIST for ENCAMPMENT CLEAN UP

- |  |                   |   |
|--|-------------------|---|
| Notice posting is 72 hours in advance of cleanup (Date:) | <u>09/06/2018</u> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Cleanup is occurring on date specified in notice         |                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Outreach was provided before the cleanup (Date:)         | <u>09/10/2018</u> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Outreach team is present at cleanup site                 |                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Personnel are ready to identify and collect belongings   |                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| SPD or WSP officers are present to support cleanup       |                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Crew is present and ready to support cleanup             |                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

### EXHIBIT D: CLEAN-UP PHOTOS

Field Coordinators are responsible for ensuring that photos are taken to document the clean-up event and saved to the appropriate G: Drive folder. This includes pictures of site conditions, tents, storage, and before/after photos.

- Cross Street Signs
- Photos of Tent ID Numbers
- Photos of Storage Bin Contents
- General Photos of the Encampment
- Individual Tent Contents
- After Photos

### SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
09/11/2018	3	2	0	2	7

**STORAGE SUMMARY**

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES/BEDROLL/VEHICLES				
OWNER PRESENT Accepted Storage	0		ABANDONED TENT Content Storable	0
OWNER PRESENT Removed Tent	4		ABANDONED TENT Content Not Storable	1
OWNER PRESENT Removed tent but stored contents	0		ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	0		ABANDONED TENT Not Storable	0
Impounded Vehicle(s)	0		ABANDONED BEDROLL Storable	0
Vehicle(s) -Left Premises	2		ABANDONED BEDROLL Not Storable	0

**STORAGE TOTALS**

Number of Bins	Bikes	Large Luggage Items	Large Items
0	0	0	0

**EXHIBIT E: STORAGE INFO**

Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

# Exh A - Inspection Photos





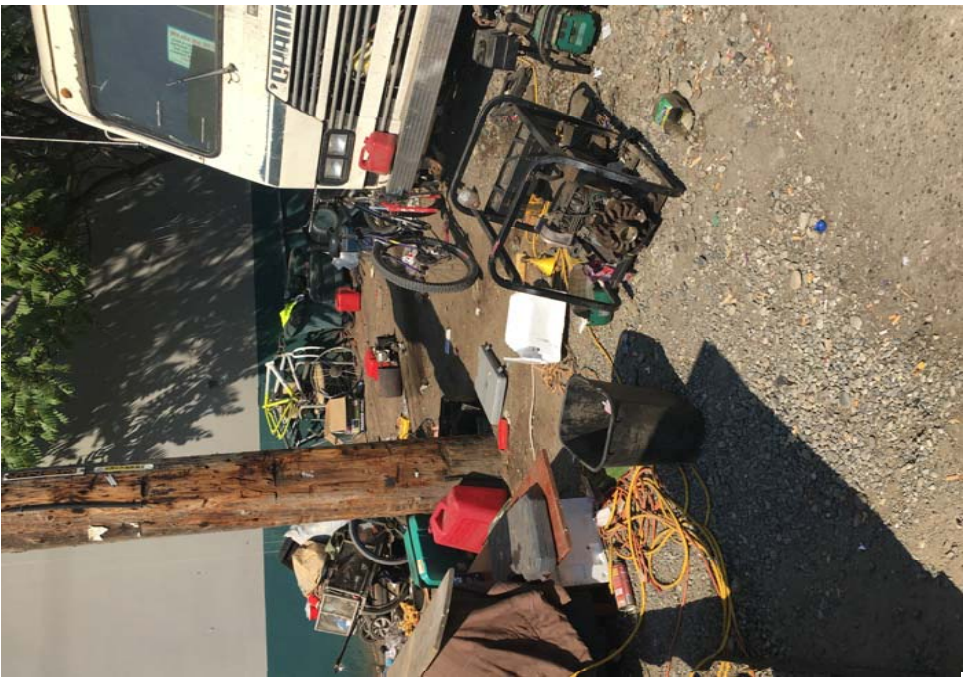










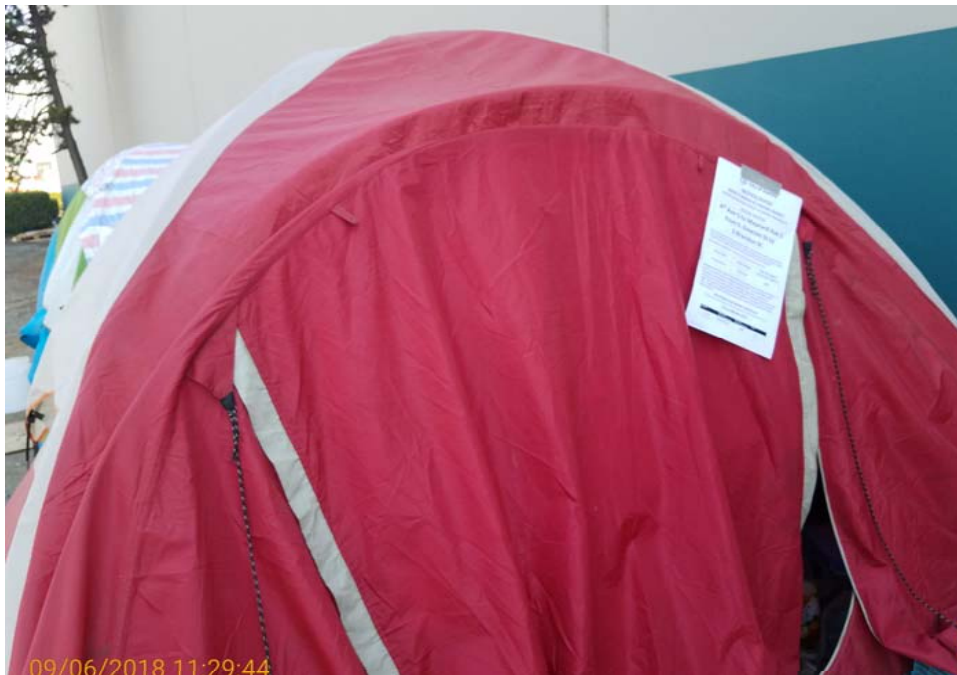
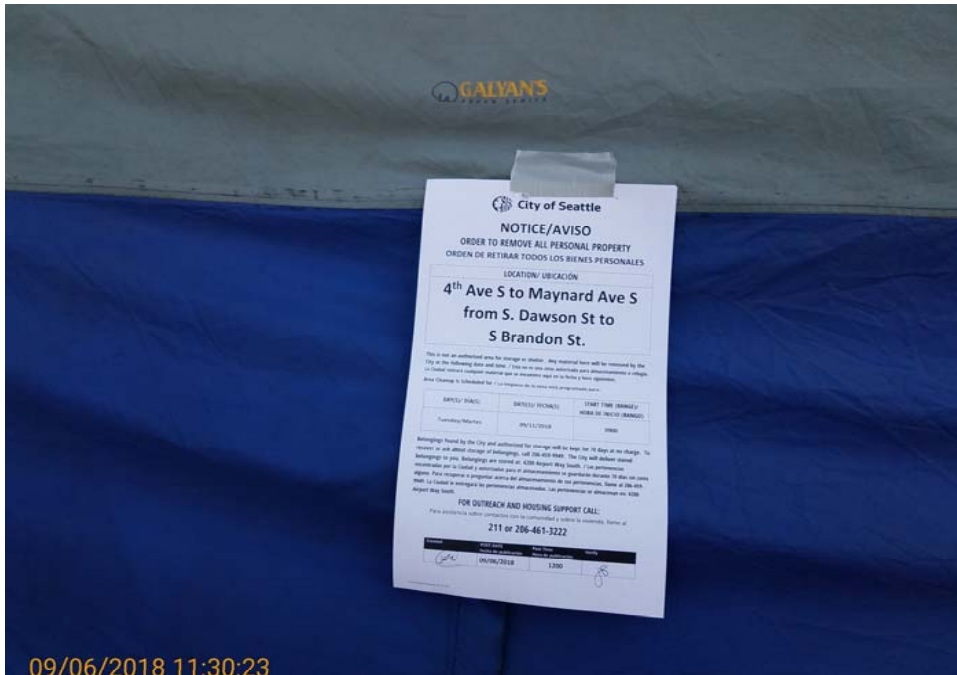


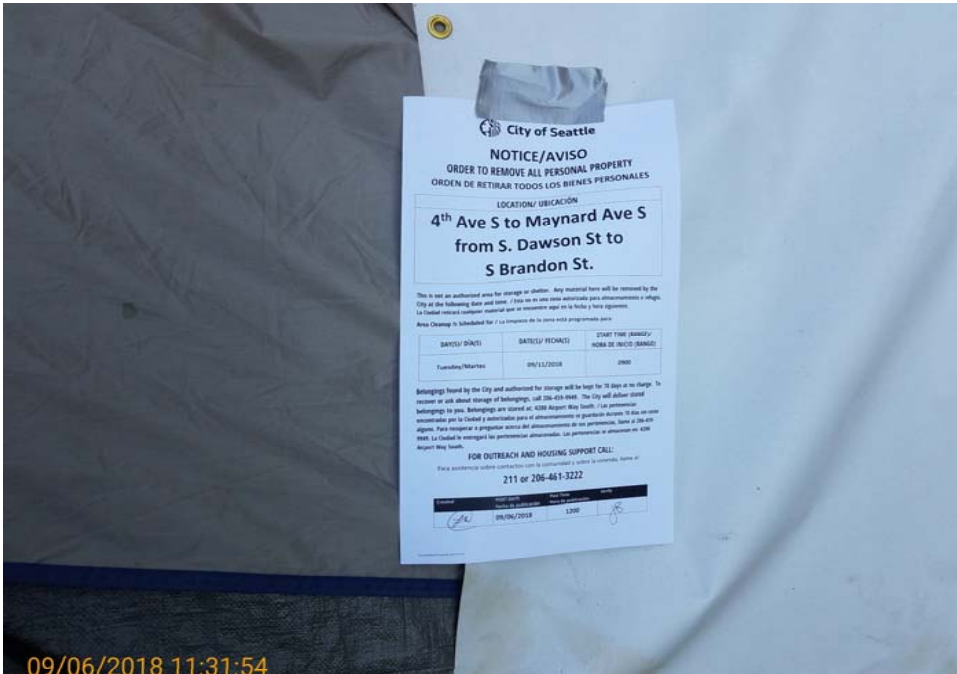






# Exh B - Posting Photos









**City of Seattle**  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

**LOCATION/ UBICACIÓN**  
**4<sup>th</sup> Ave S to Maynard Ave S**  
**from S. Dawson St to**  
**S Brandon St.**

This is not an authorized area for storage or shelter. Any material here will be removed by the City at the following date and time. / Esta no es una zona autorizada para almacenamiento o albergue. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.

Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAYS/ DÍAS	DATE(S)/ FECHA(S)	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Tuesday/Martes	09/11/2018	0900

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-455-9989. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Los pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-455-9989. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenarán en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al  
**211 or 206-461-3222**

OFFICER	POST DATE	POST TIME	INITIALS
[Signature]	09/06/2018	1200	[Signature]

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**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

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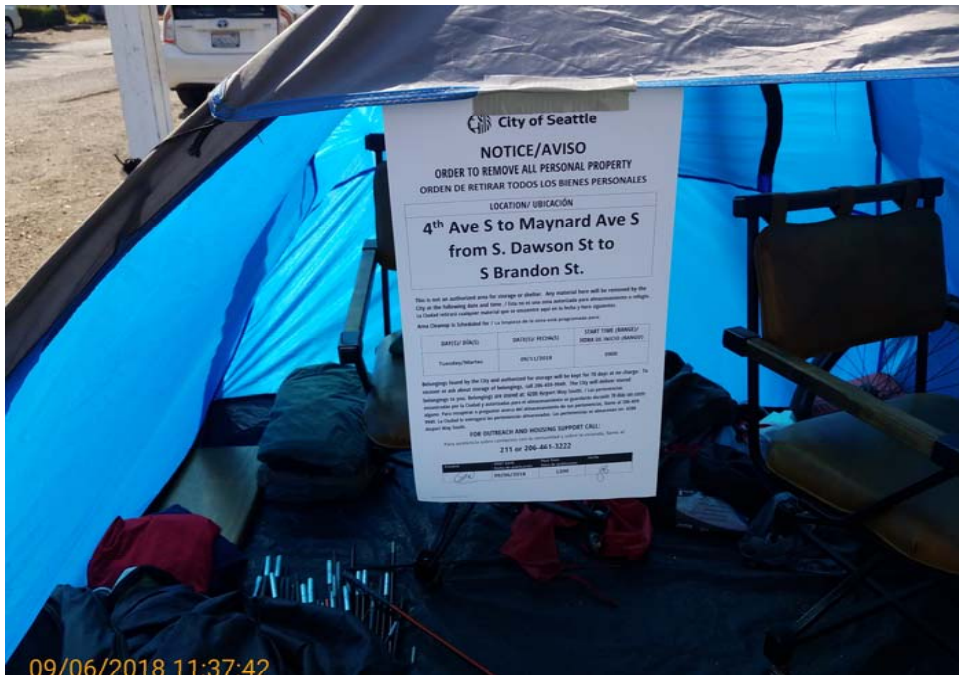
Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

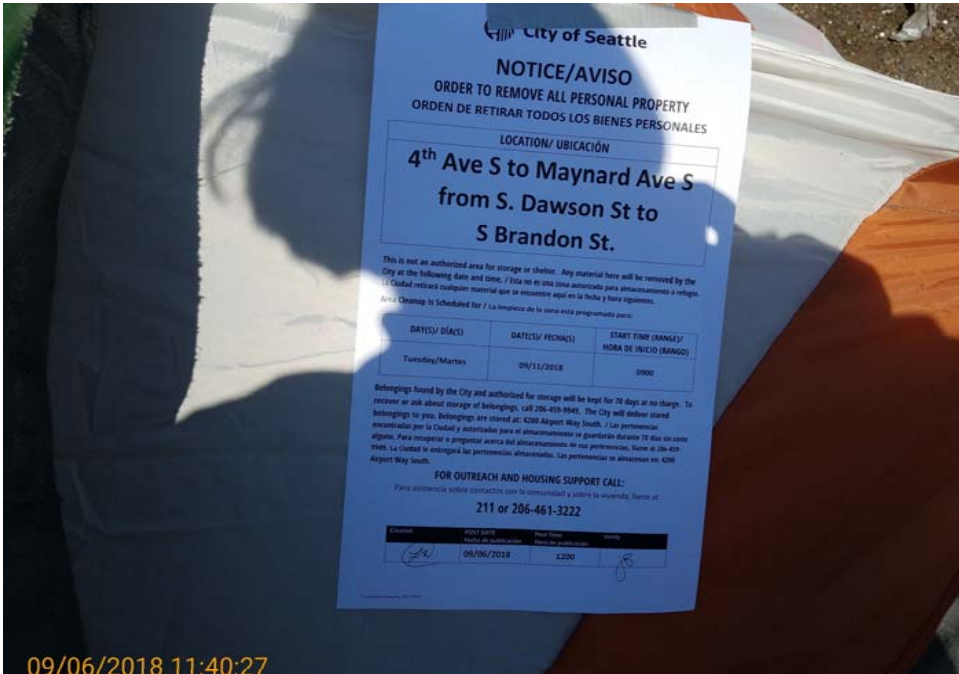
DAYS/ DÍAS	DATE(S)/ FECHA(S)	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Tuesday/Martes	09/11/2018	0900

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OFFICER	POST DATE	POST TIME	INITIALS
[Signature]	09/06/2018	1200	[Signature]





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Area Cleanup Is Scheduled for / La limpieza de la zona está programada para:

DATES/ DÍAS	DATES/ FECHAS	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Tuesday/Martes	09/11/2018	0900

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-461-3222. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Los pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-461-3222. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenan en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 Para asistencia sobre almacenamiento de pertenencias y sobre la vivienda, llame al:  
**211 or 206-461-3222**

Created	Printed	Print Date	Print Time
[Signature]	09/06/2018	13:00	[Signature]

City of Seattle  
**NOTICE/AVISO**  
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LOCATION/ UBICACIÓN  
**4<sup>th</sup> Ave S to Maynard Ave S**  
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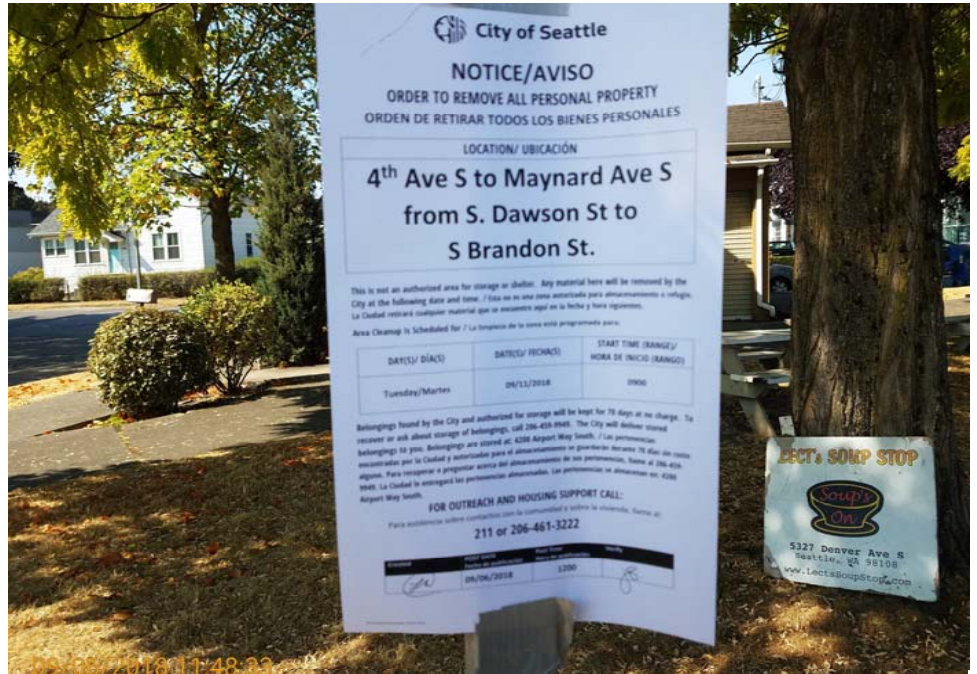
Area Cleanup Is Scheduled for / La limpieza de la zona está programada para:

DATES/ DÍAS	DATES/ FECHAS	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Tuesday/Martes	09/11/2018	0900

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-461-3222. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Los pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-461-3222. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenan en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 Para asistencia sobre almacenamiento de pertenencias y sobre la vivienda, llame al:  
**211 or 206-461-3222**

Created	Printed	Print Date	Print Time
[Signature]	09/06/2018	13:00	[Signature]





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Area Closures by Scheduled Day / La Impugnación de la zona está programada para:

DATE/TIME / FECHA Y HORA	DATE/TIME / FECHA Y HORA	START TIME / HORA DE INICIO (AM/PM)
Tuesday/Martes	09/11/2018	0900

Belongings found by the City and authorized for storage will be kept for 78 days at no charge. To recover or ask about storage of belongings, call 206-451-9848. The City will deliver stored belongings to you. Bienes encontrados por la Ciudad y autorizados para el almacenamiento se guardarán durante 78 días sin costo adicional por la Ciudad y autorizados para el almacenamiento se guardarán durante 78 días sin costo adicional por la Ciudad y autorizados para el almacenamiento de sus pertenencias. Llame al 206-451-9848. La Ciudad le entregará sus pertenencias almacenadas. Las pertenencias se almacenarán en 4200 Airport Way South.

FOR OUTREACH AND HOUSING SUPPORT CALL:  
 Para asistencia sobre tenencia con la ciudad llame al número de asistencia, 206-451-2111 or 206-451-3222

ISSUED / EMISIÓN	PAID / PAGO	DATE / FECHA
[Signature]	\$200	09/06/2018



09/06/2018 11:59:31



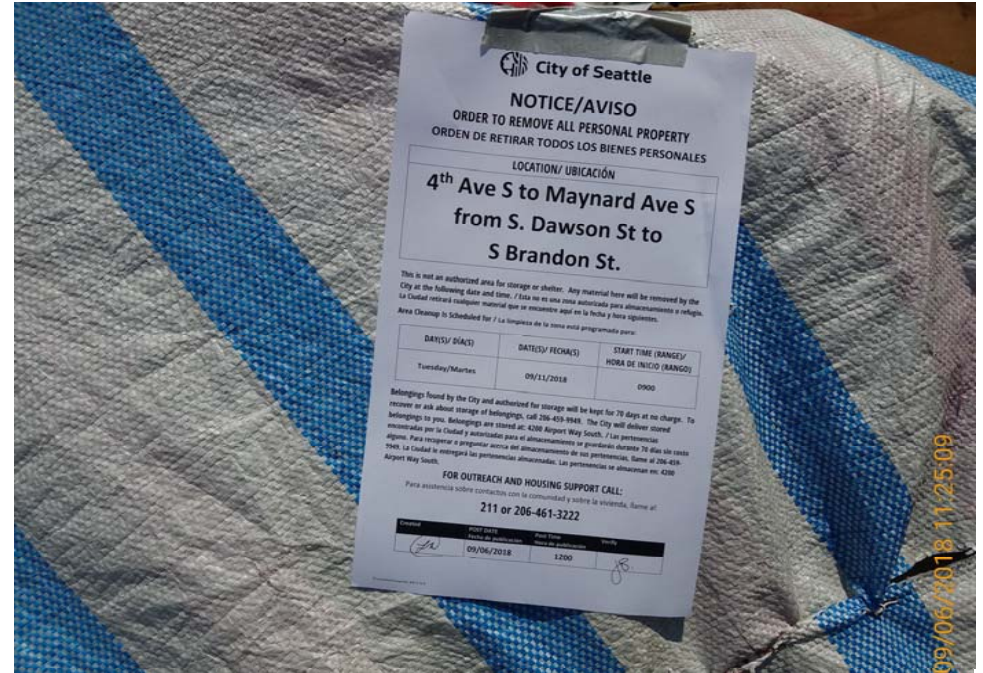
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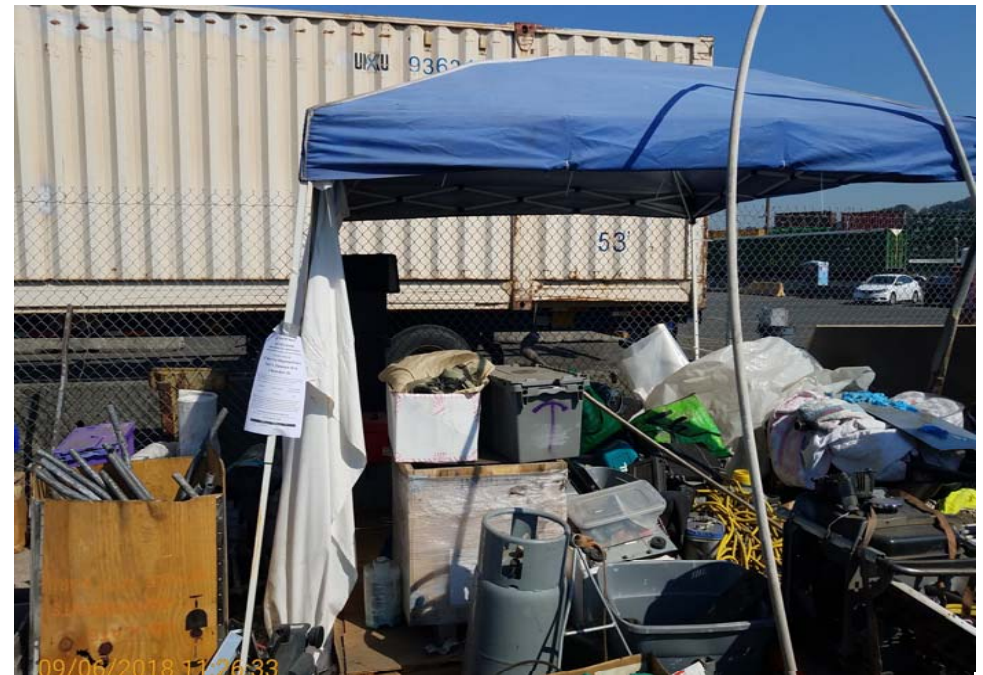


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09/06/2018 12:00:38





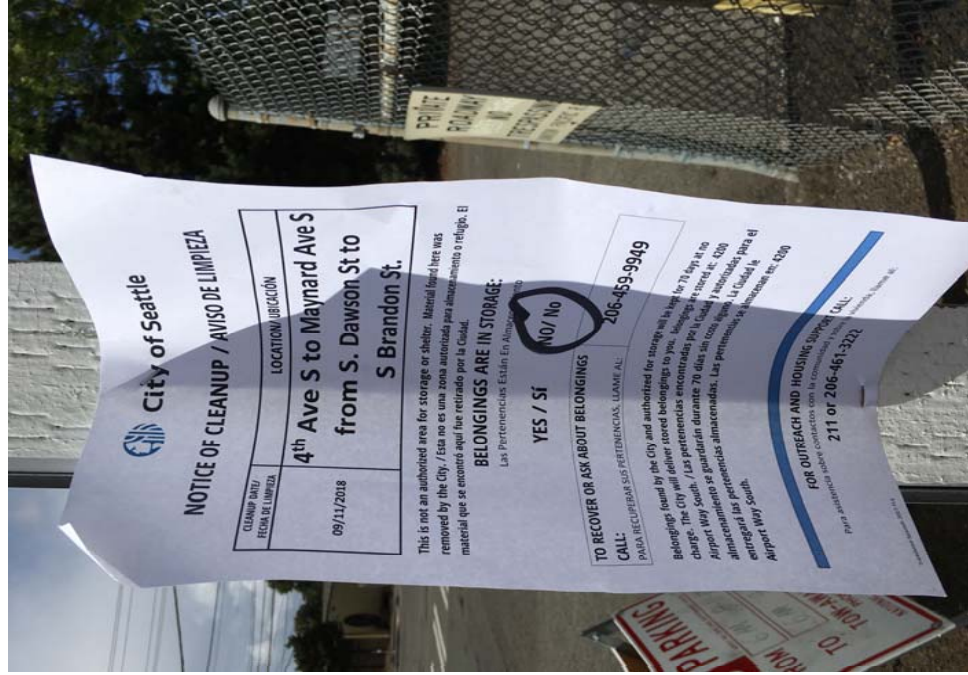


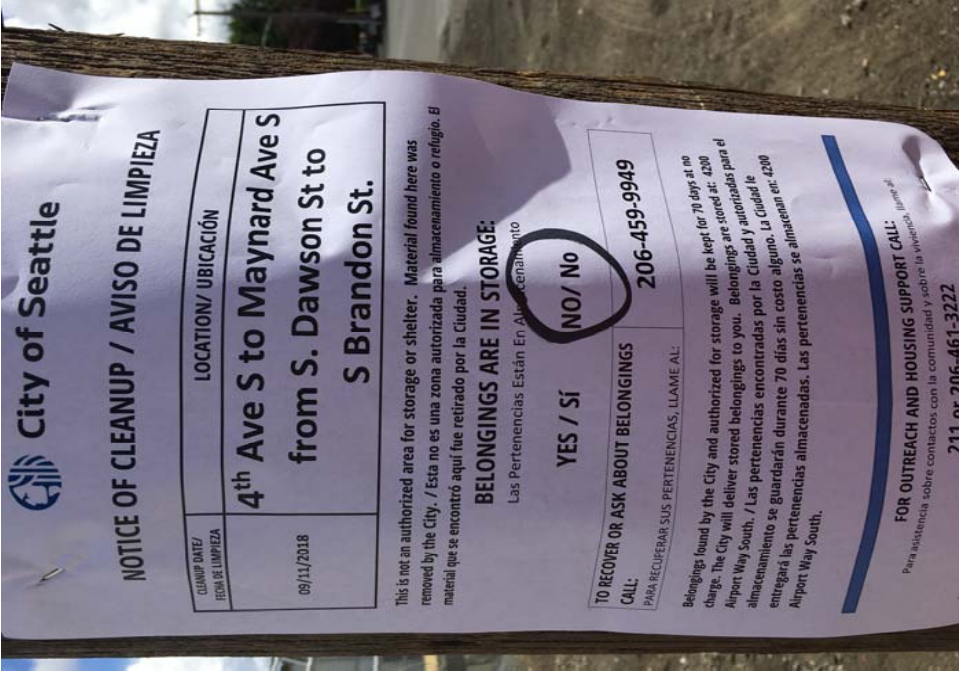


# Exh D - Clean up Photos









# After Clean Photos













Site Name: 4<sup>th</sup> Ave S & S Dawson

 Date of Clean Up: 09/11/2018

 Field Coordinators are responsible for completing this form as part of the *Site Journal*. You should log the following –

- Tent owners who present and accept storage
- Tent owners who are present and indicate that they want their tent/belongings disposed of
- Abandoned tents or items found in debris that we are storing
- Abandoned tents that we are disposing of

Each tent/structure should occupy one line so we can document if storage was offered, accepted or to explain why we disposed or stored items. After this form is complete, you will use the totals from this form to fill out the Storage Summary and Totals information.

**Tent Naming Convention:** T#-Initials-MonthDay

**Example:** T1-JH-0428

Owner Name or Tent/Structure #	Owner Present?	Storage?	Not Storable? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T1-LB-0911	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	0	0	0	0	Tent dirty and torn, filled with garbage old food and needles
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					