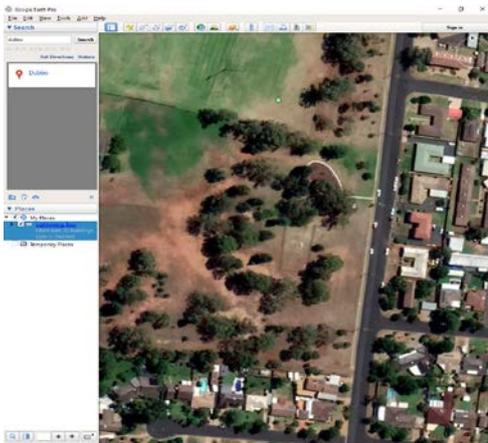


## How to draw and save a discharge/monitoring point using Google Earth Pro in six steps

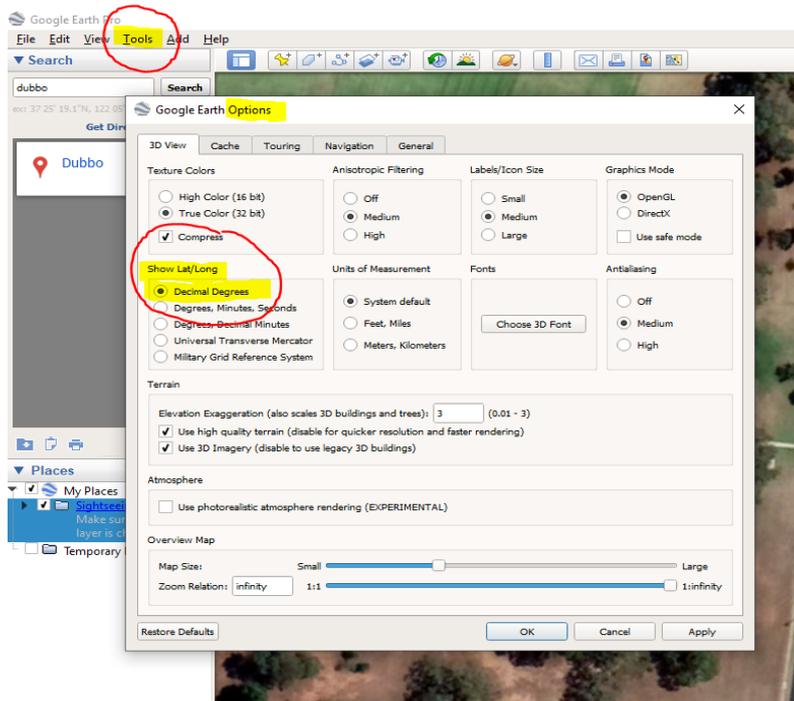
### Step 1

Open [Google Earth Pro](#) and zoom in to licensed premises.



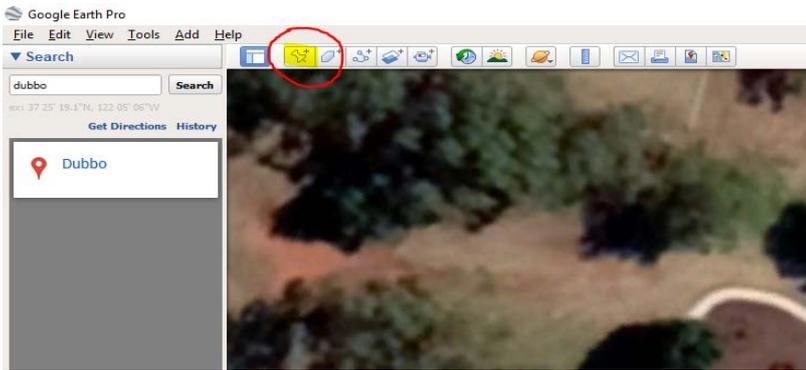
### Step 2

Select “Tools”, then “Options” and a dialog box will open. Select “Decimal Degrees” under “Show Lat/Long”, as highlighted below. Click “OK”.



## Step 3

Select the pin icon, highlighted below. A “point” will appear on the map.



## Step 4

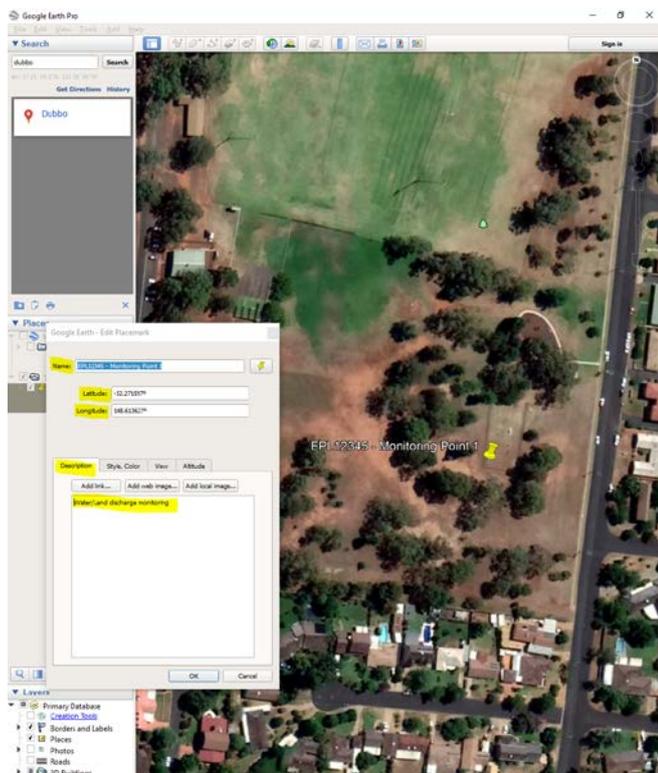
Move the point to the location of the discharge/monitoring point by either:

- using the mouse to position the point; or
- enter the Latitude/Longitude in the relevant box (as highlighted below).

Name the point with the EPL number and monitoring/discharge point number, and in the “Description” Tab, and details of the point:

- water, land or air; and
- discharge, monitoring, or discharge/monitoring.

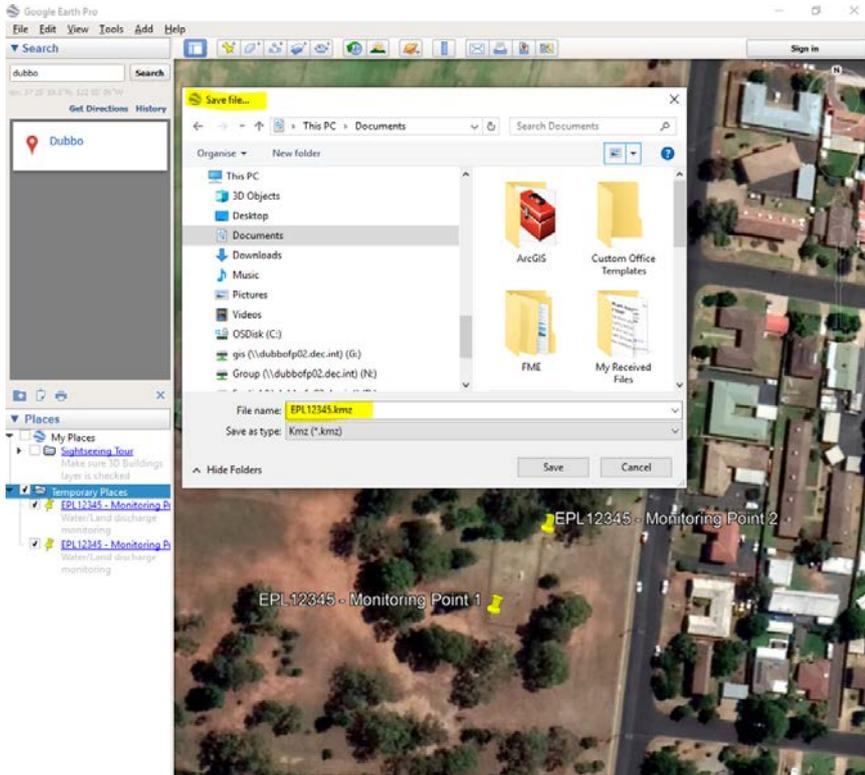
Then click “OK”.



## Step 5

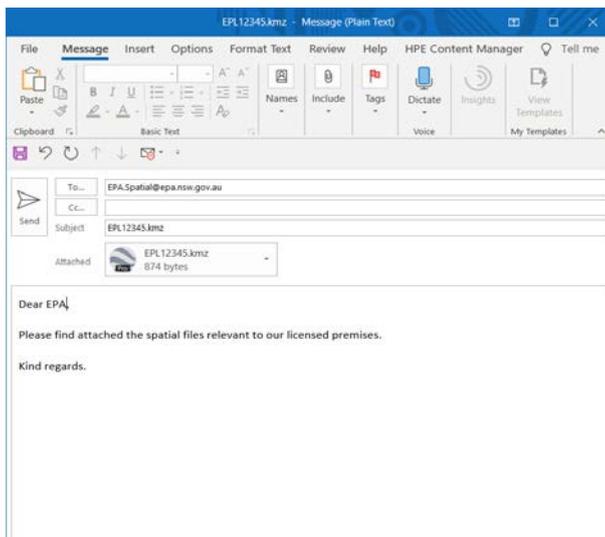
In the Table of Contents to the left, right click on the folder that contains the points and select “Save Place As”.

Name the file with your EPL number.



## Step 6

Send email to **EPA.Spatial@epa.nsw.gov.au** with “.kmz” file attached, and in the subject line include the EPL number of your licensed premises.



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