

Institutional Animal Care and Use Committee		HSC
Title: Recording Images of Animals and Vivarium Activity / Animal Use Photography		
Document #: 059	Version #: 02	
Approved by IACUC Date: January 23, 2024		

A. BACKGROUND INFORMATION

- a) The University of North Texas Health Science Center (HSC) maintains an open policy regarding reasonable requests to visit its animal facilities, research and teaching laboratories. However, in order to protect the confidentiality of faculty research, to provide a minimally disruptive atmosphere for the resident animals, and to guard against the misinterpretation of appropriate and humane policies and procedures, recording is not allowed except for official purposes that are approved as such by the Institutional Animal Care and Use Committee (IACUC). The Department of Lab Animal Medicine (DLAM) Director may act on behalf of the IACUC.
- b) Photographic equipment and personnel entering animal rooms can be detrimental to the animals' health and pathogen status. The use of still and video cameras is not allowed in the animal rooms except in certain circumstances. These exceptions are:
 - i. For research purposes. Research staff members are urged to carefully consider all possible interpretations and uses of pictures of research animals taken for documentation or publication.
 - ii. When specifically outlined and approved by the IACUC in a research or teaching protocol.
 - iii. Documentation requirements by USDA representatives.
 - iv. Documentation by DLAM personnel or IACUC members.
- c) Because they must reflect the University’s great concern for humane care and use of animals, the production and use of photos, audio or videos of animal research must be discussed with the DLAM Director and approved PRIOR to recording and production.

B. RESPONSIBILITIES

- a) It is the responsibility of all personnel involved in the use of laboratory animals at HSC to follow this policy.
- b) It is the responsibility of the HSC Office of Communications & Marketing (or any applicable HSC entity) to follow this policy.
- c) It is the responsibility of supervisory personnel to ensure compliance with this policy and to train employees responsible for following this policy.
- d) Photographs or filming within the campus laboratory animal facilities must have prior approval of the DLAM Director and must be in accordance with the following stipulations:
 - i. Forty-eight-hour advance notice should be given whenever possible. Requests may be denied if presented on short notice.
 - ii. The DLAM Facility Supervisor or member of the veterinary staff must be present for all photographs being taken.

- iii. Appropriate personal protective equipment must be worn by all persons in the photograph, keeping the species of animal and procedure demonstrated in mind.
- iv. Appropriate handling and restraint methods for the species must be used.
- v. All procedures shown must be described in the approved animal care and use protocol for that particular animal.
- vi. No references to personal information should be visible in the photograph; pay attention to the background and items such as cage cards.
- vii. Have animals in clean surroundings, clean cages, or clean pens with clean accessories. Water bottles and feeders should be full if visible in the photo.
- viii. The PI approves all photographs to be taken of his/her animals.
- ix. No animals that are ill, have visible lesions, or visible research alterations (e.g., implants, tumors) are to be photographed without specific permission.

C. PROCEDURES

- a. Principal Investigators.
 - i. The PI must make a request in writing, using the DLAM Photo-Video Release Form, submitted to the DLAM Office.
 - ii. Photography, video- or audio-taping may proceed only after review and approval by the DLAM Director.
- b. Developing and Editing.
 - i. Videos and photographs must be produced with absolute attention to professional conduct and concern for animal welfare.
 - ii. The approving individual has the right and may request review of all materials produced before release.
- c. Storage.
 - i. Videos, photos and audio recordings must be stored securely, in a locked cabinet.
 - ii. Cabinets constructed of materials that allow visualization of the contents (e.g., glass) are considered inappropriate for this purpose.
- d. The Office of Communications & Marketing or any other HSC entity.
 - i. The office of Communications & Marketing and any other HSC entities (including HSC research investigators) receiving requests from any HSC personnel or outside agencies (e.g. news media, etc.) to perform any recordings as outlined in this policy must confer with and direct such requests to the DLAM Director. Permissions may be granted only after appropriate consultations and approval by the above individuals.
- e. In the absence of the DLAM Director, the IACUC Chair will assume all the responsibilities involved.

D. REFERENCES & ATTACHMENTS

- a. The Guide for the Care and Use of Laboratory Animals (2011), National Academies Press, Washington, D.C.
- b. [DLAM Photo-Video Release Form](#)