


Institutional Animal Care Program		
Title: Photography of Animals, Animal Procedures or Animal Facilities at UTSA		
Policy #: 018	Date in Effect: 05/13/11	
Revision #: 01	Review Date: 9/11/15	
Revision #: 02	Review Date: 5/12/17	
In Effect <input checked="" type="checkbox"/> Rescinded <input type="checkbox"/>	Date Rescinded:	

A) PURPOSE

The purpose of this policy is to describe the conditions and prerequisites for recording (photographs, video or audiotapes) research animals, animal procedures or animal facilities.

B) SCOPE

This policy applies to all animal-use facilities and animals used in research and training at UTSA. It applies to all principal investigators and their staff and any other UTSA employees or entities, and other persons or entities not employed at UTSA.

C) RESPONSIBILITIES

- 1) It is the responsibility of all personnel involved in the use of laboratory animals at UTSA to follow this policy.
- 2) It is the responsibility of the UTSA office of Communications & Marketing (or any applicable UTSA entity) to follow this policy.
- 3) It is the responsibility of supervisory personnel to ensure compliance with this policy and to train employees responsible for following this policy.

D) SAFETY PRECAUTIONS

When appropriate, all security measures (including involvement of UTSA Police Department) will be taken to ensure the safety of all personnel and animals, and the integrity of the research.

E) REFERENCES

[Request to Photograph or Videotape Animals or Animal Facilities \(IACP Form 001\)](#)

F) DEFINITIONS

N/A.

G) BACKGROUND INFORMATION

UTSA 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 IACUC, with the LARC Director or Assistant Director acting on behalf of the IACUC.

Photographic equipment and personnel entering animal rooms can be detrimental to the animals' health and pathogen status. Bright lights can affect the animals' photoperiod. Noise from personnel and equipment can disturb the animals and cause stress-related responses. For all of these reasons, the use of still and video cameras is not allowed in the animal rooms except in certain circumstances. These exceptions are:

- 1) 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.
- 2) When specifically outlined and approved by the IACUC in a research or teaching protocol.
- 3) Documentation requirements by USDA representatives.
- 4) Documentation by LARC personnel or IACUC members.

ALL OTHER PHOTOGRAPHS OR VIDEOTAPES OF ANIMALS OR ANIMAL-RELATED ACTIVITIES AT UTSA MUST BE APPROVED BY THE DIRECTOR OR ASSISTANT DIRECTOR OF THE LARC (ACTING ON BEHALF OF THE IACUC) AND THE PRINCIPAL INVESTIGATOR (PI).

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 Director or Assistant Director of the LARC on behalf of the IACUC, and approved PRIOR to recording and production.

H) PROCEDURES

- 1) Principal Investigators.
 - a) The PI must make a request in writing, using a [Request to Photograph or Videotape Animals or Animal Facilities \(IACP Form 001\)](#), submitted to the LARC Office.
 - b) Photography, video- or audio-taping may proceed only after review and approval by the Director or Assistant Director of the LARC on behalf of the IACUC.
- 2) Developing and Editing.
 - a) Videos and photographs must be produced with absolute attention to professional conduct and concern for animal welfare.
 - b) The approving individual has the right and may request review of all materials produced before release.
- 3) Storage.
 - a) Videos, photos and audio recordings must be stored securely, in a locked cabinet.
 - b) Cabinets constructed of materials that allow visualization of the contents (e.g, glass) are considered inappropriate for this purpose.

- 4) The office of Communications & Marketing or any other UTSA entity.
 - a) The office of Communications & Marketing and any other UTSA entities (including UTSA research investigators) receiving requests from any UTSA 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 LARC Director or Assistant Director. Permissions may be granted only after approval by the above individuals, after appropriate consultations with all pertinent officials.
- 5) In the absence of the LARC Director/Assistant Director, the Chairman or Director of the IACUC will assume all the responsibilities involved.