



TITLE: Photography and Videography in FIT Animal Use Areas

Purpose: The following procedure describes the allowable use of visual recording in FIT animal use areas. This procedure is intended to protect the confidentiality and integrity of FIT research, to assure respect for the privacy and safety interests of staff and students, and to prevent misleading representation of FIT animal use and related procedures.

Definition:

- animal use area - established animal facilities, and PI laboratories where animals are housed, tested, or used, and conveyances in which animals are transported between animal use areas

PROCEDURE: The use of any recording device (e.g., film camera, digital camera, camera phones, digital recorder, sound recorder) is prohibited in animal use areas (including research and teaching labs) with the following exceptions:

1. When performed by government inspectors (e.g. NIH/OLAW Officers);
2. When performed by an authorized PI or designee when required for scientific reasons described in an approved animal protocol (e.g., publications, laboratory documentation);
3. When performed by an authorized PI or designee for the purpose of recording instructional activities covered by an IACUC-approved protocol;
4. When performed by personnel authorized by veterinarian when required to assist in clinical diagnosis;
5. When performed by authorized personnel when required to document condition of facilities, or compliance or animal handling issues at the direction of University officials, IACUC, veterinarian, or representatives of federal agencies;
6. When reporting concerns related to animal welfare.

See the FIT IACUC “Animal Area Security and Access Control” procedure for rules regarding access to animal use areas, including visitor access. PIs who wish to allow filming in animal use areas for reasons not described above must involve facility managers in planning these activities prior to filming. This includes photography or filming by outside interests, e.g., journalists. PIs must work with the FIT Marketing and Communication Office; designated FIT press officers are available to work with investigators who might have photographers or videographers in their labs.

Guidance for implementing this procedure:

Rights of Individuals:

- Student/staff/faculty who may be photographed in the course of their work should be informed when such activity is imminent.

- Any individual may decline being photographed, filmed, or recorded and is not required to be subject to recording.

Unintended Distribution of Images:

- Consideration should be given to the secure processing, transport, and storage of negatives, disks, tapes, media cards, etc. taken by PIs or lab personnel in the course of their work.
- Every effort should be made to show appropriate and accurate context when audio or visual recordings are made (e.g., if an animal is anesthetized or sedated, include the associated equipment; have personnel wearing required personal protective equipment appropriate for the work appear in the image).
- Every effort should be made to avoid showing identifying landmarks for security purposes (e.g., room numbers, workers' name badges/IDs).
- FIT faculty and staff should be mindful of the potential for photographs and video images of animals used in teaching and research to be the target of public records requests. In some circumstances, such photographs or video images may be accessible to members of the public under Public Records Law. Faculty and staff are encouraged to consult with Legal Services prior to creating such photographs or video images.

Careless or casual use of recorded images or sounds from a facility could unintentionally expose students, staff, and faculty to unwanted attention and harassment or misrepresent the nature of animal activities occurring at FIT. Facility managers/PIs may wish to consider asking visitors to read this procedure prior to entering animal facilities or taking photography or other recordings, or adding this procedure to facility-specific SOPs.

Approved by the IACUC 29 June 2015

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