


Laboratory Animal Resources Center Research, Surgical & Training Programs		
Title: Request to Photograph or Videotape Animals or Vivarium		
Policy #: 002	Date in Effect: 3/25/08	
Revision #: 00	Review Date:	
In Effect <input checked="" type="checkbox"/> Rescinded <input type="checkbox"/>	Date Rescinded:	
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A) PURPOSE

The purpose of this policy is to describe the conditions and prerequisites for photographing and videotaping research animals or Laboratory Animal Resources Center (LARC) facilities.

B) SCOPE

This policy applies to the Laboratory Animal Resources Center, 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 Laboratory Animal Resources Center personnel to follow this policy.
- 2) It is the responsibility of research investigators to follow this policy.
- 3) It is the responsibility of the Department of Public Affairs (or any applicable UTSA entity) to follow this policy.
- 4) It is the responsibility of supervisory personnel to ensure compliance with this policy and to train employees responsible for following this policy.

D) REAGENTS/MATERIALS

N/A

E) EQUIPMENT

N/A

F) SAFETY PRECAUTIONS

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

G) REFERENCES

- 1) Request to Photograph or Videotape Animals or Vivarium (FMLARC013).

H) DEFINITIONS

N/A

I) BACKGROUND INFORMATION

- 1) Visual records of animals or animal research procedures may inadvertently appear to suggest inappropriate animal care and use, or may be used out of context by anti-research interest groups.

- 2) 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 reviewed and approved PRIOR to recording and production.

J) PROCEDURES

- 1) Principal Investigators
 - a) Only the Principal Investigator (on an approved IACUC Protocol) may request approval for making a visual record of animal research.
 - b) The PI must make a request in writing, using a [Request to Photograph or Videotape Animals or Vivarium \(FMLARC013\)](#), addressed to the Director or Assistant Director of the LARC. The request/ must be completed in its entirety.
 - c) Photography or videotaping may proceed only after review and approval by the LARC Director or Assistant Director.
- 2) Developing and Editing
 - a) Visual and /or audio documentation (photographs, videotapes, etc.) of animals illustrating invasive experimental procedures or altered behavior resulting from experimental manipulations must be made only when necessary for data analysis or presentation.
 - b) Videos and photographs must be produced with absolute attention to professional conduct and concern for animal welfare.
- 3) Storage
 - a) Videos, photos and audio recordings must be stored securely, in a locked cabinet.
 - b) Cabinets constructed of materials that allow visualization (e.g, glass) are considered inappropriate for this purpose.
- 4) LARC
 - a) The LARC Director or Assistant Director reviews and, if appropriate, approves the request and may assign an appropriate LARC staff to be present during the actual taping or photo session.
 - b) The LARC staff's responsibility is to ensure that scenes are appropriately sensitive to animal care and use issues.
 - c) A hard or electronic copy of the approval/disapproval is filed at the LARC.
- 5) Public Affairs or any other UTSA entity
 - a) Department of Public Affairs and any other UTSA entities (including UTSA research investigators) receiving requests from any UTSA persons 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 LARC Director or Assistant Director.