

	UCSD INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE POLICY MANUAL	POLICY #29.01 Issued: 5/15/19
	Video and Photography in Animal Use Areas	

I. Background and Purpose

The University of California is committed to the improvement of human and animal health and the advancement of science. Environments of animals involved in research, teaching and testing at UCSD are strictly controlled in order to maintain the integrity, health, safety and security of research animals and operations. Therefore, entry into UCSD animal facilities is tightly controlled as described in ACP Standard Operating Procedure for Vivarium Entry (<http://animalcare.ucsd.edu/pages/files/sops-docs/sop-vivarium-entry.pdf>). These procedures also govern the non-routine visitation of UCSD animal facilities. This Policy on Video and Photography in Animal Use Areas specifies the conditions and requirements for photography (including cell phone pictures, digital cameras), web-cams, filming and videotaping of animals, persons and facilities in UCSD animal research facilities.

II. Who Should Read This Policy

All personnel engaged in or responsible for interfacing with research animals; all personnel who have access to UCSD animal research facilities; all persons who are responsible for interfacing with media personnel who wish to gain access to UCSD animal use areas.

III. Definitions

Term(s)	Definition
Animal Use Areas	All areas at UCSD where research animals are housed or where UCSD researchers observe or perform any procedures on animals.
Compliance Liaisons / Regulatory Inspectors / Site Visitors	Persons with a recognized need to audit or inspect animal care activities, such as USDA, NIH, AAALAC, IACUC, IACUC Office, ACP, or another granting agency.
Visitors	Any person who is not listed on a UCSD IACUC-approved protocol or employed by the Animal Care Program or IACUC Office. A visitor may be a UCSD or non-UCSD affiliated individual.
Media	Any person employed by an entity (such as a newspaper, Blog, Vlog, radio or television) with the purpose of conveying general communications, information or entertainment. Persons must possess and display appropriate credentials verifying such affiliation.
Photography	For the purpose of this policy, "photography" includes photographs, photography, videography, web-cams, and/or recording animal images through any means, in any media, still or moving, including videotape, audiotape, live television, filming, in digital or any other format, and any other means of recording or reproducing images, including the use of electronic devices such as smart phones (cell phones) and tablet computers with camera / video applications.

IV. Policy

General

1. Photography of any research animal (including field studies) or within any animal vivarium requires prior authorization either through the IACUC animal protocol system, or via the Director of the ACP as outlined in section 6 below.
 - a. All recording devices must be readily identifiable as a recording device and contain an easily identifiable indicator of active recording. Concealed recording devices are not permitted.
 - b. Wearable or continuously recording devices must be removed or disabled (non-recording mode) while in animal use areas.
2. Photography is for professional use only (in the course and scope of University business). Photography for personal use, for general use, or for posting on unsecured environments is strictly prohibited.
3. All Animal Care and Use (ACP, IACUC, Protocol, Safety, etc.) procedures and requirements must be adhered to before, during and after photography.
4. Photographic images of research animals are considered to be sensitive information and/or experimental data. Such information is a principal asset of UCSD and must be protected from unauthorized modification, destruction or disclosure, whether accidental or intentional.
5. Photographers should exercise care to prevent extraneous information (e.g., cage cards, location of animal facility or laboratory, identity of animal handlers) from appearing in the photographs.

Photography of Live Animals

6. **UCSD Researchers:** Principal Investigators may photograph their live study animals by either one of the two following options:
 - a. Including the description and purpose of photographs in the protocol, or adding a request for photography as an amendment and receiving approval from the IACUC; or
 - b. Obtaining written permission from the ACP Director (or designee).
 - Note: Authorization is for a specific period of time and intended use and is limited to those subjects, materials, methods and activities described in the approved protocol or authorization.
 - Note: Individuals from the media are not allowed in UCSD animal facilities without prior written authorization. See section 9 below.
7. Persons who have a recognized need to monitor, audit or inspect animal care activities, such as USDA, NIH, AAALAC, IACUC, IACUC Office, ACP, etc., may take photographs as necessary to document conditions or situations. No special approval is required. Photographs must be work related and distributed only for work or professional purposes. A camera, or University owned electronic device must be used, personal cell phones cannot be used to take photographs. Non-UCSD persons must be escorted at all times in animal research areas by senior members of the UCSD Animal Care & Use Program.

8. **Visitors or Members of the Media:** Visitors or members of the media wishing to take photographs at any UCSD animal research facility, must (in addition to meeting all associated vivarium entry SOP requirements) obtain the written approval from the ACP Director (or designee).
- All members of the media must obtain prior written approval from the UCSD Office of Communications prior to accessing animal care or animal use areas.
 - Permission to photograph animals and equipment also requires prior written approval from any associated Principal Investigator (to be verified by the ACP Director or designee).
 - All visitors or members of the media wishing to take photographs must be escorted by the Director of the Animal Care Program / Attending Veterinarian or designee(s) and a member of the IACUC Office during all recording activities. These individuals can limit any recording activities.
 - If procedures on animals are to be photographed, these must be clearly outlined in writing in advance, inclusive of the rationale and purpose, and approved by the ACP Director or designee. Photography of procedures should be limited to non-invasive or minimal pain type activities.

Photography of Dead Animals

9. IACUC approval is not required for individuals listed as approved personnel in the UCSD IACUC-approved protocol to take post-mortem photographs of any animals used in their research for research purposes (e.g. to document the appearance of a natural or experiment-associated lesion or an abnormality seen at necropsy). However, researchers must ensure that any photographs taken are secure from unauthorized use and are not accessible to unauthorized individuals.

Publication of Authorized Photographs of Animal or Animal Facility Photographs

10. No additional permission is required to publish approved, researcher-made photographs of UCSD-owned or managed animals in a peer-reviewed scientific journal or for other professional uses. Posting or publishing of photographs for any other purpose outside of professional use requires prior authorization as described in section 6.
- Photographs of abnormalities/lesions should be framed and/or cropped to focus attention on the lesion rather than the animal.

V. Related Documents

Animal Care Program Website	http://animalcare.ucsd.edu
UC San Diego Office of Communication, Media Contacts	https://ucsdnews.ucsd.edu/media-resources/media-contacts

VI. Additional information

1. Requests for authorization of videography, photography or other recordings should be made a minimum of 48 hours in advance of the needed recordings.