


<b>Name of Policy:</b> <b>Photography and Videography in University of Toledo Department of Lab Animal Resources (DLAR) Animal Use Areas</b>		 <b>Original effective date:</b> December 15, 2015	
<b>Policy Number:</b> 3364-70-26			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Vice President of Research			
<b>Scope:</b> UT and UT-DLAR animal use areas, with the exception of the Lake Erie Center			
X	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

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

- (1) When performed by government inspectors (e.g. United States Department of Agriculture Veterinary Medical Officer);
- (2) When performed by an authorized principal investigator (PI) or designee when required for scientific reasons (e.g., publications, laboratory documentation);
- (3) When performed by an authorized PI or designee for the purpose of recording instructional activities covered by an Institutional Animal Care and Use Committee (IACUC)-approved protocol;
- (4) When performed by personnel authorized by research animal veterinary staff when required to assist in clinical diagnosis of disease;
- (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, IACUCs, veterinarians, or representatives of federal agencies;

Violation of this policy or any of its parts may result in administrative actions and loss of animal research privileges/ facility access.

PIs who wish to allow filming in animal use areas for reasons described above must involve facility managers and animal care supervisors in planning these activities prior to filming. This includes photography or filming by outside interests, e.g., journalists. In addition, contact your school or college's dean's offices or the University communications office.

(B) Purpose of policy

This policy is intended to protect the confidentiality and integrity of UT animal use and related policies and procedures.

(C) Scope

The policy describes the allowable use of visual recording in UT and UT-DLAR animal use areas, with the exception of the Lake Erie Center.

(D) Definition

- (1) Animal use area - established animal facilities, core service facilities, and PI laboratories where animals are housed, tested, or used, and conveyances in which animals are transported between animal use areas

(E) Guidance for implementing this policy

Rights of Individuals:

- (1) Student/staff/faculty who may be photographed in the course of their work should be informed when such activity is imminent.
- (2) Any individual may decline being photographed, filmed, or recorded and is not required to be subject to recording.

(F) Unintended distribution of images

- (1) 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.
- (2) 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 vaporizer or tray holding the bottle of injectable drug; have personnel wearing required personal protective equipment appropriate for the work appear in the image).
- (3) Every effort should be made to avoid showing identifying landmarks for security purposes (e.g., room numbers, workers' name badges/IDs, security cameras).
- (4) UT 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 Ohio's Open Records Law. Faculty and

staff are encouraged to consult with Legal Affairs prior to creating such photographs or video images.

- (5) 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 UT. Facility managers/PIs may wish to consider asking visitors to read this policy prior to entering animal facilities or taking photography or other recordings, or adding this policy to facility-specific standard operating procedures/SOPs.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>December 15, 2015</u> Date</p> <p><i>Review/Revision Completed by: Vice President of Research; Chair, Institutional Animal Care and Use Committee (IACUC); Director, Division of Lab Animal Resources</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul> <p>Initial effective date: December 15, 2015 Review/Revision Date: Next review date: December 15, 2018</p>
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