

Standard Operating Procedure

SOP Number: **02-18-5824**

Service: **Research**

Operating Section: **IACUC**

Unit: **LUC/HSD**

Title: **Photography of Research Animals or Animal Facilities**

Purpose:

To purpose of this policy is to describe the procedures by which investigators may take pictures or videotape research animals or CMF centralized facilities.

Procedure:

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. Because they must reflect the University's concern for humane care and use of animals, the production and use of photos or videos of animal research or for teaching and training purposes must be reviewed and approved by the CMF Director and the IACUC PRIOR to production and must be in accordance with the following stipulations:

- 1) Photographs or videos may not be posted to any type of social media unless expressly permitted by the CMF Director and the IACUC.
- 2) Twenty four hour advance notice is given whenever possible. Requests may be denied if presented on short notice.
- 3) Appropriate personal protective equipment must be worn by all persons in the photograph.
- 4) Appropriate handling and restraint methods for the species must be used.
- 5) All procedures shown must be described in the approved animal care and use protocol for the particular species.
- 6) No references to personal information must be visible in the photograph, paying attention to background and items such as cage cards.
- 7) All attempts should be made to have animals in clean surroundings, clean cages, or clean pens with clean accessories. Water bottles and feeders should be full if visible in the photo.
- 8) The Principal Investigator (PI) must give approval for photographs to be taken of his/her animals.
- 9) Animals that are ill; have visible lesions, or visible research alterations (implants, tumors, etc.) may not be photographed without specific permission from the CMF Director, the IACUC and the Principal Investigator.
- 10) The Principal Investigator must make a request in writing addressed to the CMF Director. The request must include the following information:
 - a) IACUC number and PI
 - b) Species
 - c) Format (photos, videotape)
 - d) Specific procedure(s) or facilities to be recorded
 - e) Assurance that the scenes recorded depict only appropriate procedures (e.g., use of surgical garb if surgery, appropriate PPE for the species, clean cages, etc.)
 - f) Dates, times and location of recording
 - g) Identity of persons who make the visual record
 - h) How the record is used and stored, including audience, publications, etc.
- 11) The CMF Director and the IACUC reviews, and if appropriate, approves the request. Review and final approval of photographs or video may be required prior to distribution or publication. Copies of all photographs or video not approved must be deleted or destroyed.

Responsible Official <i>Dr. M. Lisa DVM PhD</i>	Date 5/10/17		
QA Signature <i>[Signature]</i>	Date 05/10/2017		
Version 1	Effective Date 5-10-17	Supersedes	Original Date 04/12/17