

IHOP Policy 11.01.04 Photography of Research



Institutional Handbook of Operating Procedures Policy 11.01.04	
Section: Research Policies	Responsible Vice President: VP & Vice Provost Research
Section 11.1 Research General	Responsible Entity: Research Administration

I. Title

Photography of Research Animals

II. Policy

A. Faculty, employees, other UTMB personnel (including contracted parties) and students engaging in the use of photography in animal research areas must be aware of and familiar with Animal Resources Center (*ARC*) and Institutional Animal Care and Use Committee (*IACUC*) policies surrounding this activity, as well as with the applicable policies of specialized facilities including but not limited to the Galveston National Laboratory. Any photography taken in animal research areas, including those taken as part of an animal research protocol, requires PRIOR written consent be obtained from the ARC, IACUC, the Principal Investigator associated with the animal research protocol, or from management of certain campus facilities where photography might be otherwise regulated including the Galveston National Laboratory, as may be additionally required.

UTMB faculty, employees, other UTMB personnel, and students should exercise caution not to capture other animals, location-specific information, or proprietary information when photographing research animals pursuant to a signed written consent from the ARC, IACUC, or other UTMB specialized facility. UTMB reserves the right to review any photography before release and may require destruction of such images/recordings.

UTMB recognizes the need for its faculty, employees, and students to document certain procedures or outcomes related to animal research by using photographic devices. This policy is intended to accommodate the use of photographic devices for collection of legitimate research data while:

1. promoting a minimally disruptive environment for research animals;
2. protecting the health of research animals;
3. protecting investigators and animal care staff;
4. protecting the confidentiality and integrity of research; and
5. promoting compliance with the University's policies and procedures.

The widespread use of mobile devices equipped with photographic capabilities permits almost anyone with access to UTMB animal care areas to both legitimately and illegitimately capture and store images of animal subjects. This policy specifies the conditions under which legitimate photography of animal subjects is permitted within animal research areas located on UTMB property.

Violation of this policy will be brought to the attention of IACUC Full Board, which will investigate the incident and recommend corrective action with participation from the Office of Human Resources and the particular Department Head.

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Violation of this policy or any of the ARC, IACUC, or research facility-specific photography policies may result in disciplinary action up to and including termination for employees; a termination of employment relationship in the case of contractors or consultants; or suspension or expulsion in the case of a student. Additionally, individuals may be subject to loss of access privileges, as well as civil and/or criminal prosecution.

Individuals are encouraged to report any violation of this policy by contacting the UTMB Fraud, Abuse & Privacy Hotline, (800) 898-7679.

B. Use and Publication of Photographs

Images, audio recordings or videos of research animals posted to any social media outlet pursuant to IHOP 02.19.07 is strictly prohibited. Further, photography taken of research animals for entertainment purposes or for a malicious use is strictly prohibited. Photography taken for the legitimate purpose of publication in manuscripts, in presentations at conferences or professional organizations external to UTMB, or in any public forum where unauthorized individuals may view such photographs is acceptable and must be in compliance with any copyright restrictions.

C. External Agency Inspector Photograph Request

Federal or state inspectors are authorized to take photographs of research animals, but individuals that accompany these inspectors should ask that the photographs be brought to the Out briefing for review by the ARC, IACUC, and the Office of Institutional Compliance and Department of Legal Affairs. Based upon the location of the photography, the UTMB employee must also notify, as required, management in other campus facilities (i.e. Galveston National Laboratory, etc.).

III. Procedures

A. The ARC, Galveston National Laboratory and IACUC have separate procedures that should be followed.

1. Individuals wishing to photograph animals whether within the vivaria or within individual labs must have IACUC approval as defined in the IACUC policy# 8 or contact the IACUC Office Director.
2. Individuals wishing to photograph within any animal vivarium should contact the ARC Director for the procedure, the required form, and permission.
3. Individuals wishing to photograph within the Galveston National Laboratory must contact the Director of Communications and the Director of the Galveston National Laboratory for the procedure and the required form. Either of these Directors have the sole discretion in granting permission to take photography.

B. Recording Acquisition and Storage

1. Preferably, recordings should be captured using a laboratory dedicated device, and the recordings should be downloaded by hardwire as soon as possible and stored by the PI on a UTMB secure location. Recordings must be deleted from the camera immediately following the transfer.
2. When the camera on a cell phone, tablet, or other smart device is used, both the location services (GPS) and automatic cloud backup of images should be disabled. This precaution is required because digital images of research animals should NOT be geotagged, transmitted over insecure networks, and should NOT be stored in an insecure third-party cloud.

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3. Recordings should only be transmitted by UTMB secure email, NOT personal email, text or other means.
4. All Recordings should be deleted as soon as they are no longer needed.

IV. Definitions

Animal Research Areas: Includes any laboratory, housing facility or other area located on UTMB property, which maintains research animals or is engaged in research involving an animal protocol.

ARC: Animal Resource Center.

Authorized Use: For the purposes of this policy “authorized use” means prior written consent from ARC and/or IACUC or any additional written consent required from management in certain UTMB facilities, including but not limited to the Galveston National Laboratory.

IACUC: Institutional Animal Care and Use Committee.

Photography: For the purposes of this policy “photograph(s),” “photographic” and “photography” will be used to indicate any recording of an animal’s likeness by image capturing means, including but not limited to still photography, video recording, digital imaging, scans and other media. NOTE: Radiographic imaging is not included in this definition.

Research Animals: Any animal located, housed, and/or maintained within any facility located on UTMB property subject to research or other procedure associated with an animal research protocol.

V. Related UTMB Policies and Procedures

[IHOP 02.19.07, Use of Social Media](#)

[IHOP 09.03.02, Use of Photography, video/Audio Recordings and/or Televising Patients](#)

VI. Additional References

[IACUC Policy #8ARC Photo and Video Policy](#)

[Galveston National Laboratory Photography Policy](#)

VII. Dates Approved or Amended

<i>Originated: 05/05/2012</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/23/2025	06/21/2016

VIII. Contact Information

Research Administration
(409) 266-9400