



<b>Institutional Handbook of Operating Procedures</b> <b>Policy 11.1.4</b>	
Section: Research Policies	Responsible Vice President: Provost and Dean – School of Medicine
Section 11.1 Research General	Responsible Entity: Research Services

**I. Title**

Photography of Research Animals

**II. Policy**

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 Resource 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 or IACUC or 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:

- promoting a minimally disruptive environment for research animals;
- protecting the health of research animals;
- protecting investigators and animal care staff;
- protecting the confidentiality and integrity of research; and
- 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.

## IHOP Policy 11.1.4 Photography of Research Animals

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.

### **Use and Publication of Photographs**

Images, audio recordings or videos of research animals posted to any social media outlet pursuant to IHOP 2.19.7 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, or in presentations at conferences or professional organizations external to UTMB or in any public forum where unauthorized individuals may view such photographs is acceptable.

### **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**

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

- Individuals wishing to photograph animals whether within the vivaria or within individual labs must have IACUC approval as defined in the IACUC policy or contact the Senior Manager, IACUC.
- Individuals wishing to photograph within any animal vivarium should contact the Director of the ARC for the procedure, the required form and permission.
- 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.

### **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 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.

## IHOP Policy 11.1.4 Photography of Research Animals

*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 9.3.2, Use of Photography, video/Audio Recordings and/or Televising Patients](#)

[IHOP 2.19.7, Use of Social Media](#)

### VI. Additional References

[IACUC Policy #8](#)

[ARC 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>
	06/21/2016

### VIII. Contact Information

Research Services

(409) 266-9400