**Syracuse University**

**Institutional Animal Care & Use Committee (IACUC)**

**Office of Laboratory Animal Resources (OLAR)**

**Policy Title: Photography and Filming in Syracuse University (SU) Animal Facilities**

**Purpose:**

The following policy describes the allowable use of visual recording in SU animal facilities, associated laboratories and support facilities. This policy is intended to protect the confidentiality and integrity of SU research, to assure respect for the privacy and safety interests of staff and students, and to prevent misleading representation of SU animal use and related policies and procedures.

**Definitions:**

**Animal facilities** include any area at SU where research animals are housed, or where SU researchers observe or perform any procedures on animals, including observations and procedures performed in field studies including animal care and support facilities.

**Filming:** The capture of moving or still images by any means on any media including, but not limited to, film cameras, electronic devices such as personal computers, mobile phones, or personal digital devices.

**Photography:** The capture of still images onto any compatible medium, or posting to the internet by any means or devices including, but not limited to, film cameras, digital cameras, electronic devices such as personal computers, mobile phones, or personal digital devices, including devices that transmit or communicate images and/or produce direct hand copy prints.

**Policy:**

It is SU policy that unauthorized photography, filming or capture of personal information of any kind within the SU animal facilities is strictly prohibited without prior authorization of the Animal Facilities Manager/IACUC Administrator (written via email). In cases when the Animal Facilities Manager/IACUC Administrator is unable to make a determination due to the complexity of the request, has a conflict of interest, or is unavailable, the request will be brought to the IACUC.

Filming and photography will be approved only if it does not interfere with the educational, research or other program functions or events of the University; does not pose a security or safety risk to those involved in the filming and photography or other campus users and the use or re-use of the resulting film or photography product is consistent with the interests of the University.

**Photography Approval Process**

**The request must be in accordance with the following stipulations:**

1. A minimum of three business days advance written notice must be given. Requests may be denied at the discretion of the Animal Facilities Manager/IACUC Administrator or IACUC.
2. A designated purpose for the photos or images must be specified.
3. The retention period for the photos or images must be specified.
4. Appropriate personal protective equipment must be worn by all persons in the photograph, keeping species of animal and procedure demonstrated in mind.
5. Appropriate handling and restraint methods for the species must be used.
6. All procedures shown must be described in the approved animal care and use protocol for that particular animal.
7. No references to personal information should be visible in the photograph, paying close attention to background and items such as cage cards, PI names, room numbers, etc.
8. 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 on the photograph or recording.
9. The Principal Investigator must give written approval for photographs to be taken of his/her animals.
10. No animals that are ill, have visible lesions, or visible research alterations (implants, tumors, etc.) are to be photographed without specific permission from the Animal Facilities Manager/IACUC Administrator and the PI.
11. Videos, photos and audio recordings must be stored securely, in a locked cabinet or drawer.
12. Unauthorized electronic devices (including, but not limited to, recording devices such as tape recorders, video recorders, cameras, etc.) must be turned off in the facility.
13. Any requests for “file” footage by an outside agency (e.g. news media) must also be approved through SU’s Division of Public Affairs.

**Exemptions to the above policy include;**

1. Photographs or videos taken by government inspectors (e.g. USDA Veterinary Medical Officer).
2. Taking photographs or videos of excised animal tissue (tissue removed from an animal).

**Rights of individuals**

Student/staff/faculty who may be photographed in the course of their work should be informed and give consent to be photographed when such activity is scheduled.

Any individual may decline being photographed, filmed or recorded and is not subject to recording.