



POLICY: Camera, Video and Audio Recording of Research under IACUC Oversight

Objective:	To establish policy and procedures for use of recording devices of research under IACUC Oversight
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I. PURPOSE

This policy governs the activities of information disclosure, filming and photography of animals or animal tissues in UNC Charlotte (UNCC) animal facilities, laboratories, (either owned or leased) and field studies, the issuance of permits for such activities, and the ownership/use of those images or recordings.

This policy is also applicable for includes any image and/or recording of UNC Charlotte Vivarium physical plant.

It is intended to ensure a minimally disruptive environment for resident animals, to protect the health of research animals, to protect the confidentiality and integrity of research, and to help in the accurate representation of UNCC’s policies and procedures.

This IACUC Policy is superseded by University Policies #311.4: “[Peer-to-Peer File Sharing Regulations](#)” and #315: “[Copyright Policy](#)” governing the sharing of any images/recordings by UNCC representatives and their use in presentations or publications.

II. DEFINITIONS

Filming: The capture of images of UNCC property by any means on any media now in use or that may be invented in the future (including but not limited to film, videotape, digital disk or any electronic transmission to another medium or to the internet).

Photography: The capture of images onto any compatible medium, or posting to the Internet, by any means or devices now in use or that may be invented in the future (including but not limited to film cameras, digital cameras, and electronic devices such as personal computer, mobile phones, or personal digital devices).

Animal Facilities: All areas at UNCC where research animals are housed or where UNCC researchers observe or perform any procedures on animals.

Authorized Personnel: Personnel approved by the Director, Laboratory Animal Resources and AV to obtain photographs, recordings, or video within the animal facilities.

Authorized Equipment or Device: pre-approved camera, video, or recording device.

Location: Pre-approved facility location.

III. RESPONSIBILITY

1. This policy includes any video, recording or image of animals or animal tissues generated by UNCC personnel as part of their job duties, even if performed in the field or away from UNCC.
2. Any video, or image, or recording of animals or animal tissues not generated at UNC Charlotte facilities or by UNC Charlotte personnel during their time tenure at UNCC should be presented

- following UNCC guidelines, and be presented properly, and labeled and/or stated disclose specifically with specific information and identification about regarding the media sources disclosed.
3. Use of recording devices (cameras, video recorders, tape recorders, camera phones, etc.) must receive prior approval from the Director, Laboratory Animal Resources (DLAR), the Attending Veterinarian (AV), or their designee with the following exceptions:
 - a) When performed by authorized personnel and required to assist in clinical diagnosis of disease.
 - b) When performed by authorized personnel and required to document compliance or animal handling issues at the direction of UNCC officials, the IACUC, the Attending Veterinarian and/or representatives of federal agencies (e.g., inspectors).
 - c) Are generated from IVIS, CT, X-ray or similar methods. In this case, it is still important to remove or cover any identifying notations prior to (pre-approved) sharing.
 4. Every effort should be made to show appropriate and accurate context when audio or visual recordings are made.
 5. **Sponsors may only request photography of animals involved in their funded projects through the PI.**
 6. Visitors to the animal facility cannot take photographs or request photographs be taken on their behalf.
 7. The DLAR, AV, or their designee, or when appropriate, the Research Protections Office, reserve the right to review any and all pictures and/or video recordings, tape recordings, or camera (film or digital) images before release and may require that these images/recordings be destroyed.

IV. RULES AND GUIDELINES FOR PRE-APPROVED PHOTOGRAPHY, VIDEO, OR AUDIO RECORDING

1. These rules and guidelines apply to research (in the vivarium, laboratory, or field) as well as media interviews.
2. Unauthorized (not pre-approved) photography/videotaping/audio recording is strictly prohibited.
3. Live-Feed filming, streaming, sharing, or any equivalent, including during media interviews, is strictly prohibited.
4. Posting any pictures, videos, or audio on social media platforms is strictly prohibited.
5. A minimum of 24 hours advance notice should be given. Requests may be denied if presented on short notice.
6. Photographs in the vivarium may only be taken with a pre-approved camera.
7. When the same type of photography, video or audio is to be used repeatedly in one protocol with different research subjects, one pre-approval of these methods will suffice for the duration of the protocol assuming that there are no changes in the procedure after approval.
8. Any device used will have encryption (password protected) used to prevent unauthorized viewing or distribution of photos, video, or audio.
9. Appropriate Personal Protective Equipment (PPE) must be worn by all persons in the photograph/video/recording.
10. Appropriate handling and restraint methods for each species must be used.
11. The picture or video should focus closely on the point of interest (e.g., tumor, injection site, etc.) and proper preparation (e.g. draping, surgical preparation, etc. per all SOPs, guidelines, or SOPs) should be evident.
12. All procedures shown/recorded must be described in the approved animal care and use protocol for that particular species of animal (i.e., all SOPs, guidelines, etc. must be followed).
13. No references to personal information can be visible in the photograph/video. Attention must be paid to the background items, such as cage cards, PI names, etc. and be removed or covered prior to photography or filming.

14. For audio recording, no specific references to individual names, protocol identification, or other specific identifying information should be taped without prior authorization by the DLAR, AV or their designee, and/or PI.
15. All attempts must be made to ensure animals are in clean surroundings and clean cages with clean accessories. Water bottles and feeders should be full if visible in the photo/video/recording.
16. The Principal Investigator (PI) must give approval for photographs to be taken of his/her animals.
17. No animals that are ill, have visible lesions, or visible research alterations (i.e. implants, tumors, etc.) are to be photographed without specific permission from the DLAR, AV, or their designee, and PI.

NOTE: Security cameras used in the Vivarium are covered under a separate policy.

References

This Policy supplements other University policies, including but not limited to:

- University Policy #311.4: "[Peer-to-Peer File Sharing Regulations](#)"
- University Policy #315: "[Copyright Policy](#)"

Revision History

Approved September 23, 2013

Re-approved April 25, 2016

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