



Institutional Animal Care and Use Committee (IACUC) Directive 13.0: Visual Image or Sound Recordings of Laboratory Animals

1.0 Directive Purpose

The purpose of this directive is to describe under what conditions photographing, video-recording and audio-recording are permitted within Brown's Animal Care Facility (ACF) and in research and teaching laboratories.

2.0 To Whom the Directive Applies

This directive applies to all individuals involved in live vertebrate research at Brown University under an approved IACUC animal use protocol.

3.0 Directive Statement

Photographing, video-recording, and audio-recording animals or animal facilities is allowed only for purposes directly related to the corresponding approved IACUC animal use protocol and for vivarium operations or veterinary medical purposes, including training or documentation of clinical cases. Images must only be utilized for scientific purposes.

The *Guide for the Care and Use of Laboratory Animals* (2011) ("the *Guide*") provides guidelines for institutions regarding the environment, housing, and management of laboratory animals used or produced for research, testing, and teaching. Unscheduled lights, novel sounds, unfamiliar smells, or non-routine activity, each of which may be associated with acquiring image or sound recordings, can impact animal health and well-being. This may result in altering animals' physiology, resulting in modifications of research outcomes. As such, this policy sets forth requirements intended to safeguard the health and welfare of Brown's laboratory animals and the integrity of related research.

In addition, this directive seeks to preserve and protect the security of Brown University and the privacy of Principal Investigators, research teams, and the Center for Animal Resources and Education (CARE) and compliance staff, which can be compromised by inappropriate photographing, video-recording and audio-recording within facilities. This directive balances accommodating the scientific needs of those who require photographs or recordings for collection of research data with preserving and protecting security and privacy.

3.1 Personnel Permitted to Acquire Visual and/or Sound Recording

Only current Brown personnel (faculty, staff, and students) are permitted to capture image and sound recordings of research animals.

Visiting faculty, visiting scientists, prospective employees, prospective students, and the media are not permitted to acquire images or sound recordings in Brown's ACF and in research and teaching laboratories, unless given explicit permission in writing from the Director of CARE, and, in the case of media, appropriate approval from Brown University Communications.

3.2 Photography, Video-Recording and Audio-Recording Requirements for Live Animals

- All photography and video or audio recording of live animals must be referenced in the corresponding approved IACUC animal use protocol(s).
- The Principal Investigator (PI) must give approval for photographs, video or audio recordings to be captured of animals on the PI's approved IACUC animal use protocol(s).
- If continuous video or audio recording will be conducted in a room in which multiple investigators' animals are present, permission must be granted by the other Principal Investigator(s) in the shared space before such recording commences.
- All personnel shown in photographs or video recordings must be wearing appropriate personal protective equipment and must not be individually identifiable.
- No references to personal information or to Brown University may be visible in photographs or video-recording, including background items, such as cage cards, room numbers, and employee badges or ID cards.
- Appropriate handling and restraint methods for the species must be used and the procedures depicted must be described in an approved IACUC animal use protocol.
- Animals must have tidy surroundings, clean cages or pens, and clean accessories in all photographs and video-recordings. Water bottles and feeders must be full if visible.
- Every effort must be made to show appropriate and accurate context when photographs, video or audio recordings are acquired. For example, if an animal is anesthetized or sedated, include the vaporizer or tray holding the bottle of injectable drug
- If an investigator is taking photographs, video or audio-recording for publications, conferences, grant applications, or project collaborators, the investigator must provide assurance that the work captured was conducted within the parameters of the approved IACUC protocol.

3.3 Deceased Animal Photo Requirements

- The animal must be placed on a clean drape and the area surrounding the animal must be free of any bodily fluids.
- Images of abnormalities/lesions must be framed and/or cropped to direct attention to that specific area of the animal.
- As referenced above, extraneous, personal or otherwise sensitive information must not appear in the image.

3.4 IACUC Animal Use Protocol Requirements

When photographing, video-recording or audio-recording is proposed for research purposes, the IACUC protocol **must** include:

- A scientific justification for photographing, video-recording and or audio-recording;

- The duration of the recording, including whether such recording will be monitored remotely; and
- If continuous video-recording is requested, a description of how potential disruption to animals' sleep schedules or behavior will be addressed.

3.5 Security Requirements

- If video-monitoring or audio-monitoring is conducted remotely, a description of the device(s) on which the monitored activities will display and safeguards established to ensure that non-research staff do not have access to such monitoring or resultant recordings must be provided to CARE. Remote access must be conducted via Brown's Virtual Private Network (VPN). Recordings must not be streamed or saved to personal hand-held devices.
- Photographs, video and/or audio-recordings of research animals must not be posted to any type of social media, including laboratory websites, unless expressly permitted in writing by the Director of CARE and Brown University Communications.
- All removable storage devices (tapes, flash drives, and similar portable devices) that contain photographs, video and/or sound-recordings of animals must be encrypted and kept in a secure, locked area with access limited to only Brown personnel. It is recommended that portable devices with these types of sensitive images and recordings include two-factor authentication, such as password-protection in addition to required encryption. The PI should consider retaining a chain of custody log for portable devices.
- Computers containing photographs, video and/or audio-recordings must be password-protected. Copies may not be made of images and/or recordings without explicit permission from the PI.
- All photographs, video and audio-recordings (including copies) must be securely destroyed when they are no longer required for the research. Destruction must be consistent with journal and sponsor requirements and Brown policy regarding research data and research materials retention.

3.6 Exceptions

- External inspectors with a regulatory need to visit or inspect animal care activities, such as the United States Department of Agriculture, Office of Laboratory Animal Welfare, AAALAC International, and certain research sponsors are permitted to capture photographs, video and or audio-recording as needed. The Director of CARE and the Senior Director of the Office of Research Integrity should be contacted whenever laboratories are coordinating a visit with an external inspector, entity, or agency.

3.7 Unauthorized Photography, Video Recording or Audio Recording

Use of cameras, cell phones and other mobile devices capable of capturing images/recordings of animals or animal facilities for personal use is strictly prohibited. Anyone found taking unauthorized photographs or recordings will be immediately ushered from the facility and must relinquish to Brown any images or other recordings obtained without permission.

4.0 Definitions: N/A

5.0 Responsibilities

All individuals to whom this directive applies are responsible for becoming familiar with it and following this. Animal research program stakeholders (IACUC, CARE, ARC) are responsible for promoting the understanding of this document and for taking appropriate steps to help ensure adherence to it.

6.0 Consequences for Violating this Document

Violation of this document may be considered a serious event of noncompliance that is reportable to the IACUC, funding and accrediting agencies, as well as other regulatory agencies. Violations of this document are a serious matter that may adversely affect both the ability to perform animal work and acquire funding sources.

7.0 Related Information

Brown University is a community in which employees are encouraged to share workplace concerns with University leadership. Additionally, [Brown's Anonymous Reporting Hotline](#) allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this document and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 Related Policies/Directives/SOPs:

- [Brown University Communications - Social Media Guidelines](#)
- Research Data & Research Materials Management, Sharing and Retention

7.2 Related Procedures: N/A

7.3 Related Forms:

7.4 Frequently Asked Questions (FAQs): N/A

7.5 Other Related Information: References:

- Institute for Laboratory Animal Research, National Research Council. 2011. [The Guide for the Care and Use of Laboratory Animals, 8th edition](#). Washington, DC: National Academies Press.

8.0 Document Owner and Contact

8.1 Owner: IACUC

8.2 Approved by: IACUC

8.3 Subject Matter Contact: Brown University Animal Research Compliance (ARC)

- Telephone: 401-863-3050
- Email: IACUC@Brown.edu

9.0 Document History

9.1 Effective Date: May 5, 2017

9.2 Last Reviewed: June 2, 2023

9.3 Update/Review Summary: Reviewed and approved at the June 2, 2023 IACUC meeting with minor modifications.

- This document is not new; it is transferred to the directive format and reviewed by the IACUC at the May 5, 2023 convened meeting.

- Section 8.3 was updated on December 2, 2020, to reflect a new office title. This policy is not new; it was converted to the University's new policy template and re-reviewed by the IACUC at its convened meeting on April 3, 2020. Prior policy version:
- IACUC Policy on Visual Image or Sound Recordings of Laboratory Animals in the Animal Care Facility, Research or Teaching Laboratories, date of IACUC review and approval: May 5, 2017