Institutional Animal Care and Use Committee (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

I. Background: Brown University’s Institutional Animal Care and Use Committee (IACUC) has developed the following policy to describe under what conditions photographing, video-recording and sound-recording are permitted within Brown’s Animal Care Facility and in research and teaching laboratories. Photographic or video recording of animals or animal facilities is allowed only for purposes directly related to the corresponding approved IACUC 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 animals’ health and well-being, potentially altering their physiology and resulting in modifications of research outcomes.

In addition to safeguarding the health and welfare of the animals, this policy is intended to preserve and protect the security and privacy of Brown University, Principal Investigators, research teams, and Animal Care and compliance staff, from inappropriate photographing, videotaping and audio-recording within facilities while accommodating the scientific needs of those who require photographs or filming for collection of research data.

II. Procedures:

a. Who is permitted to acquire visual images and/or sound recordings?
   - Only Brown personnel are permitted to capture image and sound recordings of research animals.¹
   - Visiting faculty, visiting scientists, prospective employees, prospective students, and the media are not permitted to acquire images or sound recordings in Brown’s Animal Care Facility and in research and teaching laboratories, without explicit permission from the Director of Animal Care, and, in the case of media, appropriate approval(s) from Brown University Communications.

¹ The exception to this is external inspectors with a regulatory need to visit or inspect animal care activities, such as the USDA, OLAW, AAALAC, and certain research sponsors. The Director of Animal Care and the Director of the Office of Research Integrity should be contacted whenever laboratories are coordinating a visit with an external agency.

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• 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.
• 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.
• Disciplinary action, up to and including termination, may be taken against a Brown employee taking unauthorized photographs or recordings.

b. Photographs of live animals:
• All personnel shown in photographs must be wearing appropriate personal protective equipment.
• Individuals captured in the photograph must not be individually identifiable.
• Appropriate handling and restraint methods for the species must be used.
• All procedures depicted in photographs must be described in an approved IACUC protocol.
• No references to personal information or to Brown University may be visible in the photograph. Careful attention should be paid to background items, such as cage cards, room numbers, and employee badges/IDs.
• Every attempt should be made to ensure animals have tidy surroundings, clean cages or pens, and clean accessories. Water bottles and feeders should be full if visible in the photograph.
• The Principal Investigator must give approval for photographs to be taken of animals on his/her protocol(s).
• Every effort should be made to show appropriate and accurate context when photographs are acquired. For example, if an animal is anesthetized or sedated, include the vaporizer or tray holding the bottle of injectable drug.

c. Photographs of deceased animals:
• The animal should be placed on a clean drape and the area surrounding the animal must be free of any bodily fluids.
• Images of abnormalities/lesions should be framed and/or cropped to direct attention to that specific area of the animal.
• As referenced above, care should be exercised to prevent extraneous, personal or otherwise sensitive information from being captured in the image.

d. Video and audio recordings of live animals:
• Any video or audio recording of live animals must be referenced in the corresponding IACUC 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) before such recording commences.
• Every effort should be made to show appropriate and accurate context when video and audio recordings are acquired. For example, if an animal is anesthetized or sedated, include the vaporizer or tray holding the bottle of injectable drug.

e. IACUC protocol requirements: When photographing, videotaping and/or audio-recording is proposed for research purposes, the IACUC protocol must include:
• A scientific justification for videotaping/audio-recording. If an investigator is taking photographs/video for the purpose of publication or conferences, to include in a grant application, or to share with a project collaborator, he/she does not need to request approval for these activities in an IACUC protocol.
• The duration of the recording, including whether such recording will be monitored remotely.
• If continuous video-recording is requested, address how potential disruption to sleep schedules or behavior will be addressed.

f. **Security requirements:**
• If video-monitoring or audio-monitoring 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 recordings must be provided to Animal Care. Remote access should be conducted via VPN. Recordings must not be streamed/saved to personal hand-held devices.
• Images and/or audio-recordings of research animals may not be posted to any type of social media, including laboratory websites, unless expressly permitted by the Director of Animal Care and Brown University Communications.
• All removable storage devices (tapes, flash drives, etc.) that contain visual images and sound recordings of animals must be encrypted and kept in a secure, locked area with limited access. 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. Consider retaining a chain of custody log for portable devices.
• Computers containing images and/or audio-recordings must be password-protected. Copies may not be made of images and/or recordings without explicit permission from the Principal Investigator.
• All images and audio-recordings (including copies) must be securely destroyed when no longer required for the research. Ensure that destruction is consistent with journal and sponsor requirements for retention of data/supporting materials.

g. **References:**