Laboratory Animal Resources Guidelines

Guidelines for Recording, Photography, and Videography in IUB Animal Research Program

**General**

This guideline is intended to protect the integrity of IUB animal research and teaching, to protect proprietary information, and to safeguard privacy interests of staff and students.

**Reason for Guidelines**

Research animals are an essential component of the scientific research enterprise. As animal research is a sensitive topic with the general community, this policy reflects reasonable requirements to prevent inappropriate use or dissemination of research animal images or recordings, as well as to protect the privacy of students, faculty and staff.

***Note: Any images to be posted or shared by research personnel are to be approved ahead of time by the PI or his/her delegate, who bears responsibility for all images captured and subsequently shared.***

**Procedures**

The use of a recording device (e.g., film camera, digital camera, camera phones, other personal electronic device) to capture images of IUB research animals, and/or associated personnel, materials, equipment, or facilities, is ONLY allowed in the following circumstances:

1. When performed by a government inspector (e.g., USDA Veterinary Medical Officer);
2. When performed by an authorized PI or designee as required for scientific reasons (e.g., publications, laboratory documentation);
3. When performed by an authorized PI or designee for the purpose of recording instructional activities covered by an IACUC-approved protocol;
4. When performed by personnel authorized by the research animal veterinary staff to provide assistance in clinical management of a condition or disease;
5. When performed by authorized personnel as required to document condition of facilities, a compliance matter, or an animal handling issue at the direction of the IACUC, IUB veterinarians or other University officials;
6. When reporting animal welfare-related concerns by emailing the IACUC at [Biacuc@indiana.edu](mailto:Biacuc@indiana.edu) or the Attending Veterinarian at [rogerkar@iu.edu](mailto:rogerkar@iu.edu%20) . Concerns should be reported within 24 to 48 hours; or
7. When authorized by a PI for teaching or outreach purposes.

**Note**: ***When using cellular phones or other personal electronic devices, the user must ensure that the research animal images or video clips are secure and shared only with veterinary staff, IACUC members, IACUC staff, or authorized research personnel. Images recorded are never to be automatically or directly sent to an external site such as Instagram, Twitter, Snapchat, Facebook, etc. unless reviewed and approved by PI or delegated research personnel.***

Additional considerations:

* Secure the processing, transport, and storage of disks, tapes, media cards, etc. taken by PIs or research personnel during the course of their work.
* For security purposes, attempt to eliminate animal identifiers (e.g., cage cards, tattoos) or landmarks (e.g., room numbers, name/ID badges) in images with animals present.
* Include context in recordings (e.g., have personnel wearing appropriate PPE, include anesthetic vaporizer in the image if an animal is anesthetized).
* Students, staff, or faculty whose image may be captured during the course of their work **must** be informed prior to capturing the image.
* Any individual may decline having their image captured/recorded.