



Animal Care and Use Program

Policy: Camera, Video and Audio Recording in the Vivarium

Objective:	To establish policy and procedures for use of recording devices within animal facilities
Author:	Attending Veterinarian, Laboratory Animal Resources
Date:	January 24, 2022

I. PURPOSE

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

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 This IACUC Policy is superceded by University Policies #311.4: "[Peer-to-Peer File Sharing Regulations](#)" and #315: "[Copyright Policy](#)" governing the sharing of images/recordings approved by the IACUC 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 within the animal facilities.

Authorized Equipment: Use of a facility or approved camera is required.

III. RESPONSIBILITY

1. Use of recording devices such as cameras, video recorders, tape recorders, camera phones, etc. must receive prior approval from the Director, Laboratory Animal Resources (DLAR) and the Attending Veterinarian (AV) with the following exceptions:
 - a) When performed by authorized personnel when required to assist in clinical diagnosis of disease.
 - b) When performed by authorized personnel when 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).

2. Every effort should be made to show appropriate and accurate context when audio or visual recordings are made (i.e.: if an animal is anesthetized or sedated, include the vaporizer or tray holding the bottle of injectable drug). **Sponsors may only request photography of animals involved in their funded projects through the PI.**
3. Visitors to the animal facility may not take photographs or request photographs be taken on their behalf.
4. The DLAR/AV and, when appropriate, the Research Protections Office reserve the right to review any and all pictures and video recordings, tape recordings, or camera (film or digital) images before release and may require that these images/recordings be destroyed.

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

1. Unauthorized photography/videotaping/ audio recording is strictly prohibited.
2. A minimum of 24 hour advance notice should be given whenever possible. Requests may be denied if presented on short notice.
3. The DLAR or member of the veterinary staff must be present for all photographs/videos taken.
4. Photographs may only be taken with a facility-approved camera.
5. Appropriate Personal Protective Equipment (PPE) must be worn by all persons in the photograph/video.
6. Appropriate handling and restraint methods for the species must be used.
7. All procedures shown/recorded must be described in the approved animal care and use protocol for that particular species of animal.
8. No references to personal information should be visible in the photograph/video. Attention must be paid to the background items, such as cage cards, PI names, etc.
9. 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 and/or PI.
10. 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.
11. The Principal Investigator (PI) must give approval for photographs to be taken of his/her animals.
12. No animals that are ill, have visible lesions or visible research alterations (ie: implants, tumors, etc.) are to be photographed without specific permission from the DLAR, AV or 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; March 25, 2019; January 24, 2022

Administrative changes September 18, 2022