It is the responsibility of the Georgia State University (GSU) Institutional Animal Care and Use Committee (IACUC) to ensure judicious and humane use of animals used in its teaching and research programs that is consistent with federal requirements.

**Photography and Videotaping in Georgia State University Animal Facilities**

The following guidance describes the allowable use of visual recording in GSU animal facilities, associated laboratories and support facilities. This guidance is intended to protect the confidentiality and integrity of GSU research, to assure respect for the privacy and safety interests of faculty, staff and students, and to prevent misleading representation of GSU animal use and related policies and procedures.

**Definitions:**

**Animal facilities** include any area at GSU where research animals are housed, or where GSU researchers observe or perform any procedures on animals, including animal care and support facilities and field study sites.

**Photography and Videotaping:** The capture of moving or still images by any means on any media including, but not limited to, film cameras, digital cameras, electronic devices such as personal computers, mobile phones, or personal digital devices including devices that transmit or communicate images and/or produce direct hand copy prints.

**Guideline:**

Unauthorized photography, videotaping or capture of personal information of any kind within the GSU animal facilities is strictly prohibited without prior authorization of the appropriate GSU staff: The Associate VP of Public Relations, the Director of Animal Resources, the Biosafety Officer, and the IACUC Administrator.

Photography and videotaping will be approved only if it does not interfere with the educational, research or other program functions or events of the University; does not pose a security or safety risk to those involved in the photography and videotaping or other campus users, and the use or re-use of the resulting photography or videotape product is consistent with the interests of the University.

The aforementioned parties reserve the right (when possible) to review any and all pictures, video recordings, tape recordings, or camera (film or digital) images before release and may require that these images/recordings be destroyed.

**Photography and Videotaping Approval Process**

Revision Date: 07/07/2016, 05/25/2018, 02/22/2019, 09/24/2021, 10/22/2021
The request must be in accordance with the following stipulations:

1) When possible, a minimum of five business days advance written notice must be given. Requests may be denied at the discretion of the aforementioned parties. Requests must be submitted using the “Animal Facility Photography/Videotape Request Form.”

2) If the individuals to conduct the photography/videotaping are visitors (not otherwise individuals with approved access to the animal facilities) then such individuals need to complete the “Visitor Animal Facility Access Request Form” as a pre-requisite to entry into the animal facility.

3) Appropriate personal protective equipment (PPE) must be worn by all persons in the photograph/videotape, keeping species of animal and procedure demonstrated in mind. Appropriate PPE must also be worn by any film crew present (even if not in the photograph/videotape).

4) Appropriate handling and restraint methods for the species must be used.

5) All procedures shown must be described in the principal investigator’s approved animal care and use protocol for that particular animal species.

6) No references to personal information should be visible in the photograph, paying close attention to background and items such as cage cards, PI names, room numbers, etc.

7) All attempts should be made to have animals in clean surroundings, clean cages, or clean pens with clean accessories. Water bottles and feeders should be full if visible on the photograph or recording.

8) No animals that are ill, have visible lesions, or visible research alterations (implants, tumors, etc.) are to be photographed or filmed without specific justification and approval.

9) Unauthorized electronic devices (including, but not limited to, recording devices such as tape recorders, video recorders, cameras, etc.) must be turned off in the facility.

10) All areas under video surveillance must have appropriate signage indicating such.

Exemptions to the above Guidelines include;

1) Photographs or videotaping taken by government inspectors (e.g. USDA Veterinary Medical Officer) or accrediting agencies (AAALAC site visitor);

2) Taking photographs or videos of excised animal tissue (tissue removed from an animal);

3) Taking photographs or videos by authorized personnel to assist in veterinary medical and husbandry care;

4) Taking photographs or videos as approved on an IACUC protocol;

5) Taking photos or videos during post approval monitoring (PAMS) to document activities; and/or

6) Taking photos or videos used for IACUC training at Georgia State University. At no time will personal information be associated with any photos or videos; and

7) Secured video cameras in High Containment Laboratories operated by the High Containment Core personnel. Video monitoring must not include animal procedure areas.

Rights of individuals

Student/staff/faculty who may be photographed/videotaped in the course of their work should be informed and give consent to be photographed/videotaped when such activity is scheduled.

Any individual may decline being photographed, filmed or recorded and is not subject to recording.

Pertinent Regulations*
U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing,
Research, and Training
Public Health Service Policy
Guide for the Care and Use of Laboratory Animals
Animal Welfare Act (AWA) and AWA Regulations
Georgia State University  
Institutional Animal Care and Use Committee (IACUC)  

Animal Facility Photography/Videotape Request Form

The request to photograph or videotape any animal research procedure, animal facility, associated laboratory or support facility must be approved PRIOR to the photography or videotaping. When possible, requests must be submitted at least 5 business days prior to the planned recording date (see GSU IACUC guideline entitled “Photography and Videotaping in Georgia State University Animal Facilities” for guidance as to when this form must be submitted for approval and the exemptions).

<table>
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<tr>
<th>To Be Completed by the Principal Investigator</th>
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<tbody>
<tr>
<td>PI’s Name:</td>
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<td>PI’s Phone #:</td>
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<td>PI’s E-mail:</td>
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Proposed date and time of photos/video:

Photos/video performed by:

Specific procedures to be photographed/videotaped:

Specific animal facilities to be photographed/videotaped (building, room):
### Designated purpose for the photographs/videotapes:

Additional requests/comments by the principal investigator:

I will ensure that all facilities and animal care/research procedures which are recorded will accurately depict the approved procedures and sensitively demonstrate the humane care and use of animals at Georgia State University. I hereby attest that I have read, understood, and agree to adhere to the GSU IACUC guideline entitled “Photography and Videotaping in Georgia State University Animal Facilities.”

| Principal Investigator Signature | Date |

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## Approval Signatures:

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<thead>
<tr>
<th>Biosafety Officer</th>
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<tr>
<td>Associate VP of Public Relations</td>
<td>Date</td>
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<tr>
<td>IACUC Chair</td>
<td>Date</td>
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<tr>
<td>Director, Animal Resources</td>
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</tbody>
</table>

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