



POLICY

TITLE:	Recording Devices
Policy Number:	2014-003
Responsible Department:	Institutional Animal Care and Use Committee
Policy Contact:	IACUCOffice@westernu.edu
Approval Date:	6/11/14
Reviewed:	6/7/17; 1/21/2020
Revised:	4/21/16; 1/11/17; 6/7/17 (deleted negatives & tapes as being no longer relevant recording methods); 1/21/2020 (Added policy info from <i>Guide</i> ; PI approval; remote monitoring/recording; secure storage)

Purpose of Policy: To protect the confidentiality and integrity of research, to assure the privacy and safety of all concerned, and to prevent misleading representation of the use of vertebrate animals or of policies and procedures pertaining to vertebrate animals owned by or under the care of the University.

Policy Information: The *Guide for the Care and Use of Laboratory Animals* provides guidelines regarding the environment, housing, and management of laboratory animals used for research, testing, and teaching. Unscheduled lights, novel sounds, unfamiliar smells or non-routine activity which may be associated with the use of recording devices can impact an animal's health and well-being and potentially alter their physiology and, thus, research outcomes.

Be it for data analysis, conference presentation, documentation of research findings, publication in scientific or lay journals, consumption by the lay public or for any other reason or purpose, the use of recording devices, including but not limited to film cameras, digital cameras, cell phone cameras, digital recorders and tape recorders, is strictly prohibited within any animal facility or laboratory where animals are housed, tested or used or within any conveyance used to transport animals without the written permission of the Institutional Animal Care and Use Committee (IACUC). This policy applies to the use of all such devices by all persons given access to areas in which animals are housed, used or euthanized, except when performed by the following:

- Government inspectors.
- Someone authorized by the IACUC.
- Animal care personnel or veterinary staff as a means of assisting the attending veterinarian in monitoring the daily health of animals or in the diagnosis of a disease or condition to provide proper treatment to an animal.

- Persons required to document facility conditions or compliance or animal handling issues at the request of University officials, the IACUC, the attending veterinarian or representatives of federal agencies.

Prior to recording of any kind, a request must be submitted to the IACUC, in writing, by the Principal Investigator (PI) or person(s) wishing to make the recording (provided that the PI has given his/her approval). If continuous recordings will be made in a room housing multiple PIs' animals, written permission must be obtained by the other PI(s) before such recording may begin.

If the request is made as part of a newly submitted protocol application or as an addendum to an existing approved protocol, it must contain the following information:

- Protocol number (if known), title, PI name, department and contact information
- Species
- Format of recording
- Specific procedures or facilities to be recorded
- Assurance that the scenes recorded depict only IACUC-approved activities.
- Dates, times and location of recording - indicate if multiple recordings will be made
- Identity of the person(s) who will make the recordings
- How the record is intended to be used, including the target audience, publications, etc.

If the use of any such recording device is approved by the IACUC, all conditions set forth in the Authorization Form must be strictly adhered to. A sample Authorization Form is included below.

Students, staff and faculty participating in the activity must not be identifiable and must not be photographed or videotaped without their written permission as they may become targets of animal rights activists. Non-participants who may be recorded during the course of their work must be notified prior to the recording. A person may not be required to be included in the recording.

At the discretion of the IACUC, certain procedures or locations may require the presence of the Attending Veterinarian to ensure their appropriateness regarding animal care and use issues. Moreover, safeguards must be in place and assurances given, in writing, that this activity will not affect other research projects or persons in the room.

SECURITY: If monitoring or recording remotely, a description of the display device(s) and safeguards to ensure that non-research staff do not access the recordings must be provided to the IACUC. Remote access should be conducted via a virtual private network (VPN). Images and recordings of research animals must not be streamed or posted to any type of social media, including laboratory websites, unless authorized by the IACUC.

All removable storage devices (tapes, flash drives, etc.) containing visual or audio recordings of research animals must be kept in a secure, locked area with limited access. Computers containing visual and/or audio-recordings must be password-protected. Copies may not be made of these recordings without the permission of the PI. All recordings, including copies, must be destroyed when no longer required for the research provided that all journal and sponsor requirements for retention of data/supporting materials is followed.

Keep in mind that such recordings might be accessible to the public through the Freedom of Information Act and other state and local laws. Careless use of recordings could unintentionally jeopardize students, staff and faculty and expose them to harassment.

Under no circumstances are outside interests such as news agencies and journalists permitted access to University owned or leased facilities where animals are housed, used or euthanized without prior permission from the Senior Vice President for Research in consultation with the IACUC.

Anyone found taking unauthorized photographs or recordings will be immediately ushered from the facility and the recording devices may be confiscated.

Violation of this policy may result in appropriate actions which could include suspension of protocol, termination of vivarium access or termination of employment.



SAMPLE AUTHORIZATION FORM

Institutional Animal Care and Use Committee

Authorization to XXXXX in the Vivarium

Dr. XXXXXXX:

You are hereby authorized to XXXXX for the purpose of XXXXX providing that the requirements listed herein are strictly adhered to. Your signature below acknowledges that you will abide by the following requirements.

Requirements:

1. Recording must be done in the surgical suite of the vivarium or another approved location.
2. A member of the animal care staff must be present during the recording.
3. Appropriate personal protective equipment must be worn by all persons, including the videographer, participating in the recording.
4. No references to personal information may be visible in the shot. This includes cage cards, room numbers, personnel ID badges or faces, names on laboratory coats, etc.
5. No reference to Western University of Health Sciences may be visible in the recording.
6. The animals must be presented in clean surrounding with clean cages and clean accessories.
7. If water bottles and feeders are brought into the room, they must be full.
8. No other animals may be present in the room at the time of recording.
9. No ill animals or animals with visible lesions, tumors or implants may be used.
10. Capture only images that are necessary to meet the publication needs. If possible, animals should be draped to narrow the field of focus to the actual site of interest. Do not capture the whole animal or the head or face of the animal if it is not necessary.
11. Appropriate handling and restraint methods must be used.
12. All IACUC policies and guidelines pertaining to anesthesia, analgesia and aseptic surgical practices (fur clipped, skin preparation, sterile instruments, clean, uncluttered space; fluids, animal warmth) must be strictly adhered to.
13. Excessive blood or other graphic renderings are strictly prohibited.

I agree to the terms and conditions set forth above.

Signature: _____

XXXXX XXXXX, Ph.D.
Principal Investigator

Signature of Approval: _____

XXXXX XXXXX, Ph.D.
Chair, Institutional Animal Care and Use Committee