A) RESPONSIBILITIES

It is the responsibility of all personnel using animals at UTEP to abide by this policy as well as UTEP’s Public Affairs Office (or any applicable UTEP entity). It is the responsibility of the IACUC to review for approval, properly justified requests for an exception to this policy.

B) APPLICATION

This policy applies to all animal users in research and teaching at UTEP to describe the conditions and prerequisites for recording (photographs, video or audiotapes) research animals, animal procedures or animal facilities via video, audiotapes or photographs (not captured with a cellphone)

C) SAFETY PRECAUTIONS

When appropriate, all security measures (including involvement of The UTEP Police Department) will be taken to ensure the safety of all personnel and animals, and the integrity of the research.

D) REFERENCES

Request to Photograph or Videotape Animals or Animal Facilities (IACP Form 001)

E) DEFINITIONS

N/A.

F) BACKGROUND INFORMATION

UTEP maintains an open policy regarding reasonable requests to visit its animal facilities, research and teaching laboratories. However, in order to protect the confidentiality of faculty research, to provide a minimally disruptive atmosphere for
the resident animals, and to guard against the misinterpretation of appropriate and
humane policies and procedures, recording is not allowed except for official purposes
that are approved as such by the IACUC, with the Attending Veterinarian or Facility
Manager acting on behalf of the IACUC.
Photographic equipment and personnel entering animal rooms can affect animal
health and pathogen status. Bright lights can affect the animals' photoperiod or
introduce stress. Noise from personnel and equipment can disturb the animals and
cause stress-related responses. For all of these reasons, the use of still and video
cameras is not allowed in the animal rooms except in certain circumstances. These
exceptions are:
1) For research/teaching purposes by Principal Investigators and/or designee(s) only
   and they are urged to carefully consider all possible interpretations and uses of
   pictures of research animals taken for documentation or publication.
2) When specifically outlined and approved by the IACUC in a research or teaching
   protocol.
3) Documentation requirements by USDA representatives.
4) Documentation by Veterinary Services personnel or IACUC members for IACUC
   related matters only.
5) Documentation by lab personnel at the request of the Attending Veterinarian for
   clinical related matters only.
ALL OTHER PHOTOGRAPHS OR VIDEOTAPES OF ANIMALS OR ANIMAL-
RELATED ACTIVITIES AT UTEP MUST BE APPROVED BY THE
ATTENDING VETERINARIAN OR THE ANIMAL FACILITY MANAGER. In the
absence of the Attending Veterinarian, the Animal Facility Manager may approve in
conjunction with THE EXECUTIVE DIRECTOR OF VETERINARY SERVICES
Because they must reflect the University’s great concern for humane care and use of
animals, the Request to Photograph or Videotape Animals or Animal Facilities (IACP
Form 001) must be submitted to the AV or AFM and approved prior to media capture
In the absence of the Attending Veterinarian, the Animal Facility Manager may
approve in conjunction with the Executive Director of Veterinary Services.

G) PROCEDURES
1) Principal Investigators
   a) The PI must make a request in writing, Request to Photograph or Videotape Animals or Animal Facilities (IACP Form 001), submitted to the AV or AFM via e-mail to veterinaryservices@utep.edu.
   b) Photography, video- or audio-taping may proceed only after review and approval by the Attending Veterinarian or Animal Facilities Manager.

2) Developing and Editing.
   a) Videos and photographs must be produced with absolute attention to professional conduct and concern for animal welfare.
   b) The approving individual has the right to request review of all materials produced before release.

3) Storage/Disposal.
   a) Videos, photos and audio recordings must be stored securely or properly disposed.

4) Public Affairs Office or any other UTEP entity
   a) Public Affairs Office and any other UTEP entities (including UTEP research investigators) receiving requests from any UTEP personnel or outside agencies (e.g. news media, etc.) to perform any recordings as outlined in this policy must confer with and direct such requests to the Attending Veterinarian. Permissions may be granted only after approval by the above individuals, after appropriate consultations with all pertinent officials.

5) In the absence of the Attending Veterinarian or Animal Facility Manager, the Executive Director of Veterinary Services, together with the Chairman of the IACUC, will assume all the responsibilities involved.