

## ***UVic Animal Care Committee (ACC) Guidelines and Procedures for Photography, Filming, Imaging and/or Recording of Research and Teaching Animals at the University of Victoria***

### **Preamble:**

Photographing, filming, imaging and/or recording (hereafter referred to as “photographing” or “photography”) research or teaching animals can provide valuable information that facilitates learning and the delivery of information. However, images of teaching or research animals, housing facilities, field research locations, and research laboratories may inadvertently result in privacy or security risks to those working with research and teaching animals, risks to field animals or habitat, or in facilities housing these animals. Further, the University of Victoria’s reputation may be negatively affected if images are published such that they are inconsistent with the University’s Policy on Research and Teaching with Animals.

A “Quick Reference Guide for Photographing Research Animals” is provided in **Appendix “A”**.

### **1.0 Purpose:**

1.1 To provide guidelines and procedures for photography of animals in housing, laboratory, field, or teaching settings for research or teaching purposes.

1.2 To ensure that ethical standards consistent with Canadian Council on Animal Care (CCAC) guidelines are maintained and depicted in photographs of animals for research and teaching.

1.3 To protect the reputation of the University of Victoria as an institution that meets or exceeds the guidelines of the CCAC.

1.4 To prevent inadvertent identification of people or animals in procedure or housing rooms, field locations, or in teaching environments.

1.5 To provide guidelines to researchers and instructors when photography is necessary for journal publications, conference presentations, or as part of the documentation of research findings.

### **2.0 Responsibility of the Instructor/Principal Investigator/Supervisor**

2.1 Ensure that students, research staff, volunteers and visitors are aware of and follow the guidelines and procedures for photography as outlined.

2.2 Inform research staff, students, volunteers and visitors that they should not post photographs, videos or other such material depicting research or teaching animals on personal web pages, or social media such as Facebook, LinkedIn, YouTube, Instagram, etc.

2.3 Ensure that photographs collected for research or teaching purposes are stored in a manner that is secure from random access, consistent with current laboratory best practices.

2.4 Ensure procedures or activities being photographed are approved by the Animal Care Committee (ACC) on a current Animal Use Protocol (AUP). The ACC may require the review of photographs, film, or recording prior to sharing or publication of the images.

2.5 Approve the photography of the research animals, and the publication and/or sharing of the images.

### **3.0 Responsibility of Animal Care Services Staff**

3.1 Upon request, to facilitate and assist with the staging for photography ensuring ethical standards consistent with UVic policies and CCAC guidelines are maintained and depicted.

3.2 Obtain permission from Principal Investigator (PI) to photograph research or teaching animals for professional reasons. Sharing/publication of images must also be approved.

### **4.0 Procedures**

4.1 Researchers and instructors may be required to photograph procedures as part of the teaching or research program.

4.2 Photography of research or teaching animals should follow these principles:

- All photography may only be performed with the permission of the principal investigator on the AUP.
- To minimize stress for animals in holding rooms, all laboratory animals should be photographed in clean procedure rooms, behavioral rooms or laboratory settings, unless otherwise required by the experimental protocol/objectives.
- When photography in holding rooms is required, the investigator must ensure that this activity will not affect other research projects in the room, and care should be taken to ensure that personnel are not identifiable in photographs
- Photography outside the housing cage is preferred unless otherwise required by the experimental protocol/objectives.
- If photography in a housing cage is necessary, then the animal should be placed in a clean cage unless otherwise required by the experimental protocol/objectives.
- Exclude or obscure identifiers from the images. This includes cage cards, room signs or other items that might identify a researcher or location.
- Procedures, including surgery, handling, and restraint depicted in photography must be as described in the AUP, including the use of personal protective equipment. For any procedure, best practices should be demonstrated.
- Every effort should be made to show appropriate and accurate context when photographing. For example, if an animal is sedated or anaesthetized, include the vaporizer or tray holding the bottle of injectable drug.
- Do not use flash photography or flood lights unless otherwise required by the experimental protocol/objectives.
- Photography of teaching animals by students for personal use is not permitted.
- To photograph research or teaching animals for use or publication of a non-scientific purpose (e.g. public relations), individuals must seek approval from the ACC and University Communications. Contact the Veterinary Director at [acsvet@uvic.ca](mailto:acsvet@uvic.ca).
- Where appropriate, the ACC will investigate suspected violations of these guidelines and procedures, recommend or implement corrective action, or take other action in accordance with collective agreements, and university policies and procedures.

**Related policies and documents**

RH8110 Research or Teaching Involving Animals

AC1105 (A) and (B) Policy on Scholarly Integrity

AC1300 Resolution of Non-Academic Misconduct Allegations

GV0235 Protection of Privacy Policy

IM7200 Acceptable Use of Electronic Information Resources



## **Appendix A: Quick Reference for Photographing Research Animals**

### **Guiding principles**

1. Get the permission of the instructor or principal investigator (PI) prior to taking any images of research or teaching animals.
2. **Do not** post images to social media/sharing sites.

### **A. Before taking images of research animals**

1. Get the permission of the instructor or principal investigator (PI) prior to taking any images of research or teaching animals.
2. Make sure what you are going to image has been approved in an Animal Use Protocol (AUP)
3. Identify the room where the images will be taken – behavioural or procedure rooms are preferred to housing rooms.
4. Make sure the background area to be imaged is clean and tidy.
5. Make sure your imaging activities will not affect other animals or research projects.
6. Use clean cages or enclosures for imaging, unless soiled cages or enclosures are important for the images.
7. Look around for signs or labels that might identify animals, locations or individuals. Remove or obscure these for safety purposes.

### **B. Take images**

1. Depict the procedures as described in the approved AUP. Make sure you are wearing the appropriate garments (e.g. personal protective equipment).
2. Unless absolutely necessary, avoid flash photography or very bright lights to protect the animals from unnecessary stress.

### **C. Review images**

1. Review the images with the instructor or PI to make sure that there are no unintended items in the background (e.g. individuals' faces or name tags, legible cage cards, room numbers, locations, signs, etc.).
2. Obscure any unintended identifiers if they are found.
3. **Do not** post images to social media/sharing sites.

