Institutional Animal Care & Use Program - UTEP	
Title: Photography, Videography and Audiotaping of Animals, Animal Use or Animal Facilities	
Policy#: 018	**Date in Effect**: 27 March 2015
Version #: D	**Rev Date**: 24 March 2025
In Effect ☒ **Rescinded** ☐	**Date Rescinded**:

A) RESPONSIBILITIES

It is the responsibility of all personnel using animals at the University of Texas at El Paso (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 Institutional Animal Care and Use Committee (IACUC) to review for approval, properly justified requests for an exception to this policy.

B) APPLICATION

Faculty, employees, other UTEP personnel (including contracted parties) and students engaging in the use of recording (audiotaping, photography, or videography) in animal research areas must be aware of and familiar with Laboratory Animal Resource Center (LARC) and IACUC policies surrounding this activity.

C) SAFETY PRECAUTIONS

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

D) BACKGROUND

This policy describes the permitted use of recording devices in any area where research animals are housed, tested, studied, or used (e.g., treated) at UTEP. In order to protect the confidentiality of faculty research, provide a minimally disruptive atmosphere for the resident animals thereby protecting the health of research animals, and guard against the misinterpretation of appropriate and humane policies and procedures, recording is not allowed except for official purposes outlined in this policy.

Violation of this policy will be brought to the attention of IACUC which will investigate the incident and recommend corrective action with participation from the Institutional Official (IO) and the violator's Department Chair.

Violation of this policy or any of the LARC or IACUC photography policies may result in appropriate disciplinary action and up to and including termination for employees, contractors or consultants. Students found violating the policy will be referred to the Office of Student Conduct for appropriate disciplinary action. Additionally, individuals may be subject to loss of access privileges.

E) POLICY

1. The audio or visual recording of animals in Animal Areas through the use of any recording device (e.g., film camera, digital camera, camera phones, digital recorder, sound recorder) is prohibited with the following exceptions:
   a) When performed by government inspectors (e.g., United States Department of Agriculture Veterinary Medical Officer).
   b) When performed by an authorized Principal Investigator (PI) or an animal user approved on the related animal study when required for scientific reasons (e.g., publications, laboratory documentation) or academic activities.
   c) When performed by veterinary or husbandry staff when required to assist in clinical diagnosis of disease or response to treatment; When performed to document condition of facilities, or compliance or animal handling issues at the direction of UTEP officials, the IACUC, LARC staff, or representatives of federal agencies.
   d) When performed by outside interests (e.g., individuals and organizations other than those listed in exceptions 1-3), if approved at least five (5) business days in advance by the IO, the Dean of the Principal Investigator's College, UTEP Marketing and Communications, and the Attending Veterinarian.
      (1) The written request should include justification for the audio/video recording, a description of what will be recorded (including species), who will be performing the recording, the proposed date and time of the recording, and scope of the distribution. See Approval for Use of Outside Vendor for Animal Photo/Video Form.
      (2) When all required notifications are documented and the written request is approved, the IO (or designee) will notify the outside interest. Requests may be denied if presented without sufficient notice or when the University determines that the risk is not acceptable.

2. Images and/or audio/visual recordings may not be posted to any type of social media including laboratory websites, except as published (Exceptions 2 and 5 above), without express written permission from the IO (in consultation with the IACUC and a DLAR Veterinarian) and UTEP Marketing and Communications offices.
3. Appropriate and accurate context must always be shown when any recordings are made, including but not limited to the following: (if an animal is anesthetized or sedated, all IACUC policies must be followed; personnel must be wearing required personal protective equipment appropriate for the work appearing in the image).
4. For privacy and security purposes, no identifying landmarks, facility location, or security measures (e.g., room numbers, workers' name badges/IDs, security camera locations) may be shown in any images. Personnel may not be photographed without their express permission