

Version: 1.1 Effective Date: 12/01/2024	MEDIA RECORDINGS OF INSTITUTIONALLY OWNED ANIMALS	Supercedes Document Dated: 5/15/2014
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I. Background

The exchange of ideas, information, and data is the hallmark of the research endeavor. As part of these activities, individuals can use images or other electronic recordings as research, educational or training resources.

This policy is intended to clarify under what circumstances audio and video recordings of animals used in research is allowed in UCB animal use areas. It is intended to ensure that when audio and video recordings are used in research, they are used in a way that supports the privacy and safety interests of faculty, staff, and students.

II. Policy

The use of any recording device (e.g., film camera, digital camera, phone camera, digital recorder, sound recorder, etc.) is only permitted in animal use areas under the following conditions:

- A. When performed by government inspectors (e.g., USDA Veterinary Medical Officer-VMO) or Office for Animal Care and Use (OACU) staff during USDA or Animal Care and Use Committee (ACUC) inspections of animal facilities; or,
- B. When performed by a Principal Investigator (PI) or their designee when required for scientific reasons (e.g., publications, scientific documentation, submission of a grant proposal); or,
- C. When performed by a PI or their designee for instructional purposes under an ACUC-approved protocol (e.g., for training members of the lab, collaborators, or for course work); or,
- D. When performed by personnel *authorized* by Office for Laboratory Animal Care (OLAC) veterinary staff when required to assist in clinical diagnosis of disease; or,
- E. When performed by personnel as required to document condition of facilities, compliance or animal handling issues at the direction of and *authorized* by University officials, ACUC, OLAC veterinarians, or representatives of federal agencies.

Violation of this policy or any of its parts may be considered insubordination, including disobedience or failure to carry out assignments or instructions; and/or noncompliance with University policy.

Unauthorized electronic devices (e.g., audio/video recorders, cell phones, cameras) must be turned off in any animal use area. Release of information, photographs or recordings related to the Animal Care and Use Program at UC Berkeley without appropriate authorization is prohibited.

Definitions

- A. Animal use area – established animal facilities (vivaria), core service facilities, and PI laboratories where animals are housed, tested, or used and conveyances in which animals are transported between animal use areas.
- B. Filming – The capture of moving images by any means on any media now in use or that may be available in the future, including but not limited to, film, videotape, digital disk, or any electronic transmission to another medium or the internet, including live-streaming.
- C. Photography – The capture of still images by any means on any media or posting to the internet, including but not limited to, film cameras, digital cameras, electronic devices such as personal computers, mobile phones or personal digital devices.
- D. Audio Recording – The capture of sounds by any means onto any media, or posting to the internet, including but not limited to, electronic devices such as personal computers, mobile phones or personal digital devices.

III. Responsibilities

- A. The AV, while reviewing a request for *authorization* by an individual to make recordings, may consult the ACUC Chair or Vice Chair when considering the health and well-being of the animals being recorded and when ensuring that the proposed justification for taking media recordings is appropriate and rational. The AV may also consult with Media Relations, particularly if print or broadcast journalists are involved with the request.
- B. Individuals are:
 - 1. Responsible for receiving appropriate permission or authorization – if needed - prior to taking photographs, audio or video recordings.
 - 2. Ensuring that personal information (e.g., someone's face or contact information) is not visible and if it is, that the individual has given permission to be so recorded.
 - 3. Responsible for securely storing the videos, photos or audio recordings.
 - 4. Ensuring that any photographs, recordings or videos are not released where the content could be taken out of context or jeopardize the safety of the facilities or animals in the Animal Care and Use Program at UC Berkeley.
 - 5. Broadcast journalists must obtain a release from Media Relations before recording.

C. PIs must:

1. Ensure that the act of taking photographs, audio or video recordings accurately portrays what is described and approved in their Animal Use Protocol (AUP) and that visual media capture as small a view as possible.
2. Review policies and guidelines for the use of research or teaching animals with personnel—including students in classes—and assuring that use of animals strictly adheres to these documents, including any media recordings.

V. Conditions for Media Use

A. Regardless of the audience or distribution method, all recordings must be in accordance with the following stipulations:

1. All procedures to be recorded or shown must be described in the approved AUP.
2. No references to identifying information should be visible in the recording, paying close attention to background and items (e.g., cage cards, names). Meta data that reflects an exact GPS location of the recording and other details about the specific location of an animal or animal use area must be removed before media use.
3. Appropriate handling, restraint and research methods for the species must be used.
4. Appropriate personal protective equipment (PPE) must be worn by all persons, as appropriate for the species of animal and procedure demonstrated.
5. 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 in the photograph or recording.

B. Filming for general public or commercial presentations have additional stipulations and requirements:

1. Animals that have visible lesions or research alterations (e.g., implants, tumors), or are noticeably sick cannot be photographed or video recorded without specific authorization or permission from the AV and the ACUC Chair or Vice Chair.
2. A request to publicly distribute materials must be approved by the AV and the ACUC Chair or Vice Chair who may consult with the University of California Berkeley's Public Relations Office or other institutional officials/units.

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3. A release must be obtained from Media Relations in order for broadcast journalists to gain access to any area other than publicly accessible places on campus.
 4. Animals are not to be used as props during an interview.
- C. Videos, photos, and audio recordings must be stored securely in a locked cabinet or drawer; or preferably behind a password protected and encrypted storage device or computer with access limited to those individuals with a need for access to meet their academic or administrative responsibilities. Additionally, if a personal electronic device was used to capture the image or sound(s) then the data should be transferred to a password protected UCB computer and the media deleted from both the personal device and cloud based back-up service in case the personal device was lost or misplaced.

References:

[“Photography and Videography in UW Animal Use Areas”](#), Policy Number UW-4127.
Retrieved March 27, 2024.