

<b>TITLE:</b> Recordings of the Animal Research Program – Audio, Video, & Photo	<b>Effective Date:</b> April 26, 2021
<b>IACUC POLICY:</b> 007	<b>Last Revised:</b> April 26, 2021
<b>SCOPE:</b> This policy applies to all facilities which are part of GIT’s animal research program	<b>Review Date:</b>
<b>PURPOSE:</b> To specify when recordings may be made of animals, persons and facilities that are part of the GIT animal program	
<b>KEYWORDS:</b> audio, video, photo, streaming, imaging	
<b>Policy Owner:</b> Office of Research Integrity Assurance (ORIA) Vice President for Research Development and Operations (VPR-DO)	
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## 1. BACKGROUND

The Georgia Institute of Technology (Georgia Tech) is committed to the protection of animal health and the advancement of science. From time to time, photos, videos, audio recordings, streaming, and/or any means of memorialization of laboratory animals, persons, or animal facilities (“Recordings”) may be needed for scientific and educational purposes. This policy is intended to clearly state when Recordings are permitted. This policy is established to protect the confidentiality and integrity of Georgia Tech research, to protect the privacy and other interests of faculty, staff, students, and other persons, to ensure protection of security measures, and to ensure compliance with related policies and procedures. This policy applies to all users of and visitors to the Georgia Tech’s animal program facilities and resources including but not limited to Georgia Tech faculty, staff, students as well as any volunteers, observers, and research participants.

## 2. POLICY

- Recordings of animals or persons in and of facilities that are part of the Georgia Tech animal program are allowed **only** as follows:
  - a. When performed by government inspectors (e.g. United States Department of Agriculture Veterinary Medical Officer) as a part of official business;
  - b. When performed as already approved in an IACUC protocol by an authorized Principal Investigator (PI) or animal user approved on the related animal protocol) when required for scientific reasons (e.g., publications, data collection, laboratory documentation) or academic activities;
  - c. When performed by Physiological Research Laboratory (PRL) associates when required to assist in clinical diagnosis/treatment of disease or to document conditions of facilities;
  - d. When performed by Office of Research Integrity Assurance (ORIA) associates to document compliance issues, or to document inspections or post-approval monitoring (PAM) activities;
  - e. As approved by the ORIA Director and/or PRL Directors, preferably at least three (3) business days in advance of the Recording.
- Recordings shall not be posted to any type of social media, including university or laboratory websites, without express written permission from the ORIA Director and/or PRL Directors as well as Georgia Tech’s Institute Communications.
- Appropriate and accurate research and/or educational context must be shown when any Recordings are made, including but not limited to the following:

- a. All persons including but not limited to the Recording team must wear appropriate personal protective equipment, even if not visible in the Recording; and
  - b. Only activities described in an active Georgia Tech IACUC protocol may be recorded or photographed.
- When Recordings are made for (i) scientific reasons or academic activities or (ii) approved by ORIA Director and/or PRL Directors, animals must be filmed in clean surroundings, clean cages, or clean pens with clean accessories. Water bottles and feeders should be full unless not feasible for the underlying scientific or academic purposes.
  - For security purposes, no identifying landmarks (e.g. room numbers, building names), or any security measures (e.g., security camera locations, badge ID numbers) may be shown in any Recordings. Any geolocation data collected by the device must be turned off prior to Recordings.
  - No person shall be in a Recording without said person’s express written permission.

### 3. **PROCEDURES**

- Violation of this policy should be promptly reported to ORIA or PRL management.
- Violation of this policy may result in administrative actions including but not limited to loss of animal research privileges/facility access and disciplinary action up to and including termination of employment.
- Recordings should be made in accordance with applicable Georgia Tech Office of Information Technology (OIT) [policies](#), and particularly, OIT [guidance regarding videoconferencing](#) (streaming).

#### **Mode of Communication**

- Written/typed requests for any Recording per section 2(e) must be submitted in writing to [ORIA](#) or [PRL](#) management.
- Reports of apparent violations of this policy may be made verbally or in writing to [ORIA](#) or [PRL](#) management.

#### **Documentation**

- Records of policy approvals and violations will be retained for a minimum of 3 years, consistent with University System policy.

#### **Resources**

- [University System of Georgia Records Retention Schedules](#)
- [Georgia Open Records Act O.C.G.A. § 50-18-70 et seq](#)
- [Georgia Tech Open Records Act Policy](#)
- [Georgia Tech Legal Affairs Open Records Act guidance](#)
- [Georgia Tech Policy Library – Information Technology](#)
- [Georgia Tech OIT Services & Support – Online Collaboration](#)

#### **REVISION HISTORY:**

Revision	Summary of Revisions	Revision Date