

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**15.99.99.P0.01 Photography and Videography in Prairie View A&M University (PVAMU) Animal Use Areas**

Approved December 18, 2019

Next Scheduled Review: December 2024

---

**UAP Purpose**

---

The purpose of this University Administrative Procedure (UAP) is to establish procedures for the photography and videography of animals owned by Prairie View A&M University (PVAMU).

---

**Definitions**

---

**Animal use area** - an animal housing facility, farm, or principal investigator (PI) laboratory where animals are housed, tested, or used and conveyances in which animals are transported between animal use areas.

**Filming** - the capturing of moving images of PVAMU property (e.g., animals, facilities or equipment) 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.

**Photography** - the capturing of still images onto any compatible medium, or posting to the internet, by any means or devices now in use or that may be available in the future, including but not limited to, film cameras, digital cameras, electronic devices such as personal computers, mobile phones or personal digital devices.

**Audio Recording** - the capturing of sounds onto any compatible medium, or posting to the internet, by any means or devices now in use or that may be invented in the future including but not limited to, electronic devices such as personal computers, mobile phones or personal digital devices.

---

**Official Procedures and Responsibilities**

---

**1. GENERAL**

- 1.1 Prairie View A&M University (PVAMU) maintains an open policy regarding reasonable requests to visit its animal facilities, research and teaching laboratories. Contact between visitors to PVAMU and animals used in research and teaching can constitute a positive learning experience for the visitors as well as a health risk to the animals and visitors. In order to protect the confidentiality of faculty research, provide a minimally disruptive atmosphere for the resident animals, and guard against the misinterpretation of appropriate and humane policies and

procedures, use of recording devices such as cameras, video recorders, cell phones, tablets, etc. are not allowed except for official purposes that have been approved.

- 1.2 This UAP applies to all persons who work in or visit PVAMU animal use areas.
- 1.3 The following exemptions exist in regards to the use of recording devices:
  - 1.3.1 When performed by government inspectors (e.g., USDA Veterinary Medical Officer -VMO).
  - 1.3.2 When performed by the Institutional Animal Care and Use Committee (IACUC), PVAMU or Texas A&M University System (TAMUS) Compliance and Audit Offices or PVAMU Police Department during an inspection or investigation.
  - 1.3.3 When performed by PVAMU veterinary staff and/or animal care staff when required to assist in the clinical diagnosis of a disease or illness.
  - 1.3.4 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).
  - 1.3.5 When performed by a PI or their designee for instructional purposes (e.g., training members of the lab or collaborators, or for course work).
  - 1.3.6 When capturing images of public display animals for teaching and outreach.
- 1.4 Violation of this UAP or any of its parts may be considered insubordination, including failure to carry out assignments or instructions; and/or noncompliance with PVAMU procedures.
- 1.5 Photos, videos or images of animals or cadavers owned or used by PVAMU for purposes of teaching or research, may not be put on social networks or web sites except for those maintained by PVAMU for official university business.
- 1.6 Unauthorized recording devices (e.g., audio recorders, video recorders, cell phones, cameras) must be turned off in any animal use area (e.g., research and teaching areas). Release of information, photographs or recordings related to the Animal Care and Use Program at PVAMU without appropriate authorization is strictly prohibited.
- 1.7 PVAMU acknowledges that it is difficult to control those who are taking pictures or videos; however, PVAMU personnel are encouraged to remind those doing these activities that they should not post pictures or videos of PVAMU owned animals on their personal media sites.

## **2. RESPONSIBILITIES**

- 2.1 Individuals:

- 2.1.1 Receive appropriate permission or authorization, if needed, prior to taking photographs and audio or video recordings. Authorization requests should be made to the attending veterinarian (AV).
- 2.1.2 Ensure 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.
- 2.1.3 Securely store videos, photos and/or audio recordings.
- 2.1.4 Ensure that any photographs, recordings or videos are not released where the content could be taken out of context or jeopardize PVAMU.
- 2.2 Principal Investigators:
  - 2.2.1 Ensure that the act of taking photographs, audio or video recordings accurately portrays what is described and approved in their Animal Use Protocol and that visual media captures as small a view as possible.
  - 2.2.2 Review all related System policies and regulations and PVAMU rules, administrative procedures and guidelines for the use of research or teaching animals with personnel, including students in class, and assuring that the use of animals strictly adheres to these documents, including any media recordings.
  - 2.2.3 Photographs and video images of animals used in teaching and research are often the target of public records requests. Faculty and staff are encouraged to consult with the AV prior to creating such photographs or video images.

### **3. CONDITIONS FOR MEDIA USE**

- 3.1 Regardless of the audience or distribution method, all recordings (including pictures) must be in accordance with the following stipulations:
  - 3.1.1 All procedures to be recorded or shown must be described in an approved Animal Use Protocol or Standard Operating Procedure.
  - 3.1.2 No references to identifying information should be visible in the photograph/video, paying close attention to background items (e.g., building ID, room number, farm location, PI names).
  - 3.1.3 Appropriate handling, restraint and research methods for the species must be used.
  - 3.1.4 Appropriate personal protective equipment (PPE) must be worn by all persons in the photograph/video, keeping species of animal and procedure demonstrated in mind.
  - 3.1.5 Every effort should be made to show appropriate and accurate context when visual or audio recordings are made (e.g., if an animal is anesthetized or sedated, include the vaporizer or tray holding the bottle of injectable drug).

- 3.1.6 All attempts should be made to have animals in clean surroundings and cages or pens with clean accessories. In addition, water sources and feeders should be full.
- 3.2 Filming for general public or commercial presentations have additional stipulations and requirements.
  - 3.2.1 Animals that have visible lesions or research alterations (e.g., implants, tumors, cannulas), or are noticeably sick cannot be photographed or video recorded without specific authorization or permission from the AV.
  - 3.2.2 A request to publically distribute materials must be approved by the Executive Director of the Office of Marketing and Communications. This includes requests from media outlets who interview faculty regarding their research and may want to include photographs or videos.
  - 3.2.3 Animals are not to be used as props during an interview. There should be a specific reason an animal must be present during an interview.
- 3.3 Videos, photos and audio recordings made by PVAMU personnel (not applicable to outside media) must be stored securely or behind a password-protected electronic storage device or computer. Additionally, if a personal device was used to capture the image or sound(s), the data should be transferred to a password-protected computer and the image or recording deleted from the personal device in case the personal device is lost or misplaced.

---

#### **Related Statutes, Policies, Regulations and Rules**

---

[System Regulation 15.99.05 Research Compliance](#)

[System Regulation 15.99.07 Use of Vertebrate Animals](#)

[University Rule 15.99.07.P1 Use of Vertebrate Animals](#)

---

#### **Contact Office**

---

College of Agriculture and Human Sciences      936-261-5000

---