



Curtin University Standard Operating Procedure

Photography and Videography In Building 300

Number: SOP TEC 28

Version: 2.0

Date: 18/10/2017

Aim/Purpose: This standard operating procedure (SOP) provides guidelines on appropriate use of photography and videography on animal work. It is to ensure that any visitors or personnel at Curtin University do not release images or information related to the use of animals at the University without the appropriate approvals and could be used out of context to endanger the Animal Research Program.

Scope

This standard operating procedure is designed for all animal users, Curtin University, when it is deemed necessary to photograph and video any animals kept in the facility for welfare and research related purposes. It governs such activities and the ownership/usage of the images created.

Definitions:

Equipment Required:

- Camera or video camera

Procedure:

1. Please follow the link to Curtin guidelines on the safe use and appropriate use of social media for work and personal use (<https://web.curtin.edu.au/social-media/guidelines/#outsidework>).
2. Please follow the link to Curtin Research Data Management for best practice (<http://libguides.library.curtin.edu.au/c.php?g=202401&p=1332990>).
3. All non-research related animal photography and videography is prohibited within Life Sciences Research Facility (Building 300).
4. All research related photography and videography must have authorisation by the PI of the project prior to the photos being taken.
5. Any photos or videos taken in the facility which are not for research purposes must be viewed and deleted as soon as practicable, and not stored on portable devices, e.g., smartphones, tablets, & laptops.



NOTE: Turn off GPS (location service) on smartphones prior to taking photos and video. Geo coordinates information is embedded in the metadata of the photo/video files.

- 6. Facility staff may use photography / videography when there is an animal welfare issue documented in the facility. These may be used for veterinary care or animal welfare concerns. Any data recorded should be deleted as soon as the situation has been resolved.
- 7. All photography and videography must not contain identifying marks and/or personnel involved in the care and use of the animals for scientific purposes at Curtin University.
- 8. Considerations must be given to the welfare and biosecurity implications of capturing photos and/or video. For example: the use of lighting on the animals,
- 9. Photographs of animals, gross anatomical tissues, personnel, or facilities taken by the research, veterinary, or animal care staff can be only used for technical training, diagnostic, and research, teaching, or publication purposes.
- 10. If photographs are to be used in any manner in the public, excluding scientific publications, written authorisation must be provided by both the PI and the Curtin University Animal Ethics Committee.
- 11. Any breaches to this SOP will be reported to the AEC for deliberation.

Ethical Considerations

Photographs have the potential to be of great use in monitoring the health and wellbeing of the animals kept in the animal facility, and in research publications, however it opens up the potential of abuse of the photographs and the use they were originally intended for. By maintaining strict control over the photographs, access to the photographs will only be provided when absolutely necessary and to a limited number of people.

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Date of Approval:

Reviewed:

DATE					
REVIEWER					