



<b>ACUP ID number:</b> GP-14		
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<b>Written by:</b>	Aug 2022	E. Hutchinson
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<b>Distribution</b>	RAR/ACUC	

## GP – 14: SOP on Photography

### Background:

Johns Hopkins University (JHU) is committed to the open pursuit and communication of scientific discovery in its many forms, while acknowledging that photographs or movies of research animals may be misunderstood or misconstrued by the public. Coordination and communication with the animal program prior to recording images of animals is essential to avoid security concerns. Therefore, camera or video recording is permitted to be used in the animal facilities or the animal program only in the following circumstances and associated conditions. This policy applies to images of any live or recognizable, deceased animal used for research, and not to *ex vivo* tissues such as resected tumors. It also applies to information identifying individual animals, such as medical records or cage cards. As used in this policy, “photography” means the capture of still images or video images through all forms of media, including digital recording or live broadcast. In all cases, entry into the animal facilities by persons not employed by JHU and named on a current, approved protocol requires the prior approval of the Attending Veterinarian and compliance with the JHU Policy on Visitors ([policy AA028](#)):

- I. **Photography may be used for the express purpose of reporting a clinical condition or animal welfare concern under the following conditions:**
  - 1) Documentation of clinical concerns may be transmitted directly to Research Animal Resources (RAR) veterinarians or staff, or veterinary technical staff of the Cancer Research Building.
  - 2) Documentation of animal welfare concerns may be transmitted directly to RAR or the JHU Animal Care and Use Committee (ACUC) according to the policy on reporting animal welfare concerns found here: (<http://web.jhu.edu/animalcare/welfare.html>)
  - 3) All photography must be deleted from the sender’s devices once receipt is confirmed by RAR personnel
  
- II. **Photography may be used to ensure accurate procedural or data recording, for training purposes, or for observation by relevant members of JHU under the following conditions:**
  - 1) The resulting media must only be viewed by or disseminated to lab members or collaborators directly involved in or overseeing relevant work within JHU. Sharing of videos or photographs with outside parties requires a written agreement through the

appropriate Johns Hopkins office of Research Administration.

- 2) Labs may only include in their photography those animals belonging to their own approved animal protocol, and photography should not extend the time that animals will under anesthesia or undergoing procedures unless that is expressly described and approved in the ACUC protocol.
- 3) Laboratory photography may not identify room numbers or locations of animal work, and should not include identifiable images of lab members or any other personnel unless an express recording consent is obtained from those individuals.
- 4) Photography within RAR-or-CRB-run spaces, including animal housing areas, surgical rooms, or shared procedure spaces must have the express consent and direct oversight throughout filming of the JHU Attending Veterinarian or their designee

**III. Photography may be used for publication or dissemination outside the lab in question under the following conditions:**

- 1) The lab must obtain prior approval from the JHU Attending Veterinarian
- 2) The lab must obtain prior approval from JHU and JHM Communications offices (Kim Hoppe <[khoppel1@jhmi.edu](mailto:khoppel1@jhmi.edu)>; Liz Vandendriessche <[lvanden8@jhmi.edu](mailto:lvanden8@jhmi.edu)>
- 3) Only JHU and JHM Communications offices may approve requests for photography by third parties. JHU/JHM Media Relations may require execution of location filming agreements with third parties, and third parties who wish to come on premises to conduct approved photography would require vetting, approval and escort from a member of the JHM communications office and must comply with all applicable University and Medicine policies to enter the animal facilities. Relevant contacts can be found at <https://hub.jhu.edu/media/contact/>
- 4) Labs may only include in their photography those animals belonging to their own approved animal protocol and photography should not extend the time that animals will under anesthesia or undergoing procedures unless that is expressly described and approved in the ACUC protocol.
- 5) Laboratory photography may not identify room numbers or locations of animal work, and should not include identifiable images of lab members unless an express recording consent is obtained from those lab members.
- 6) Photography within RAR-or-CRB-run spaces, including animal housing areas, surgical rooms, or shared procedure spaces must have the express consent and direct oversight throughout filming of the JHU Attending Veterinarian or their designee
- 7) All resulting media must be made available for review and approval by JHU and JHM Communications offices, the JHU/JHM Use of Name committee, and Attending Veterinarian prior to publication or dissemination.

I acknowledge that I have read and understand the JHU Animal Care and Use Program document “**SOP on Photography**” and I will follow this procedure. I agree to bring any deviations in this procedure to the attention of my supervisor/GPS Working Group.

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Name (Print)

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Date

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Signature