



# Curtin University Standard Operating Procedure

## USE OF PHOTOGRAPHY IN BUILDING 300

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**Purpose:** This standard operating procedure (SOP) provides guidelines to the use of photography in Building 300, Animal Facility, Curtin University. It is to ensure that any visitors or personnel at Curtin University do not release photographs, images or information related to the use of animals at the University that could be used out of context to endanger the Animal Research Program. Release of photographs related to the use of animals at Curtin University is prohibited unless prior written authorisation is given by the Director of Research at Curtin University.

### Scope

This standard operating procedure is designed to be used by laboratory managers, animal carers, and researchers using the animal facility in Building 300, Curtin University, when it is deemed necessary to take photographs of any animals kept in the facility for monitoring or documenting purposes. It governs the activities of photography and the ownership/usage of the images created.

### Procedures:

1. All personnel entering Building 300 PC2 facility are required to notify the Facility Manager or Animal Carer if equipment able to take photography e.g., camera, video camera, and all other electronics with still and/or video photography ability, is taken into the animal holding or procedure areas.
2. If photographs are to be taken, the Animal Facility Camera must be used.



3. Either the Facility Manager or the Animal Carer must accompany the persons taking the photographs.
4. Photographs taken must not include any identifying features of personnel who may be part of the photograph.
5. Photographs taken must not include any identifying marks of the university or animal house.
6. The photographs will be managed by the Facility Manager or the Animal Carer and appropriate storage of the material will be arranged.
7. When photographs are to be given to the researchers, the Principal Investigator (PI) will always be provided with a copy of the photographs.
8. Exceptions to these rules are at the discretion of the Facility Manager.
9. 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.
10. 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, 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.