

DACT Animal Related Photograph Policy

Photographs are a useful communication tool, but photographs of research animals also pose a risk to the University as they can be used out of context. The following guidelines enable the use of photographs to aid in communications regarding animal health concerns while reducing the risk of the photographs being used against the University and animal research.

Photographs of Non-USDA-covered Animal Health Cases:

- Avoid pictures of the whole body or face whenever possible
- Photographs are loaded directly into the SharePoint Vet Case Log; they are never sent over email
- Always load a picture of the cage card
- Only load a picture of the animal for cases with the camera (📷) icon next to it in the clinical cases chart
- Pictures should include the affected area, as well as any features that help show the size and location of the area
- Delete the photographs from the source camera or phone after loading them onto the Vet Case Log
- All photographs in the Vet Case Log are automatically deleted when the associated case is resolved

Photographs of USDA-covered Animal Health Cases:

- Only submit a picture of the cage card to the SharePoint Vet Case Log
- Do not take photographs of USDA-covered species unless directed by a vet team member
- Never submit pictures of USDA-covered species to the Vet Case Log
- USDA-covered animal photographs are only sent in a text message and only to the vet team member requesting the photo (do not include investigators or other staff)
- Delete any requested USDA-covered animal photographs, and any texts that include the photographs, immediately after texting them to the vet team member

Necropsy Photographs:

- Shared with investigators in person only - never send over email or text message
- Store in phone or a secure "view only" access folder on SharePoint or DropBox
- Delete after the issue is resolved and anyone who needed to see the pictures has done so

Other Animal Photographs:

- The following are examples of photographs that you may take if you believe they have informational value, but should not send over email or text unless they are specifically requested:
 - Pictures of dead animals
 - Pictures of evidence of animal injuries (such as blood inside a cage)
 - Pictures of animals that arrive injured or in poor condition
- Delete all photographs after the concern is resolved

When in doubt... Take a picture but do not send it to anyone or upload it anywhere. Let the vet team know you can send more information if requested, and then follow their instructions.