PERFORMANCE STANDARD: All animals participating on a Duke IACUC-approved study will be protected from distress associated with non-routine visitation, photography, or observations. Images will be maintained securely and shared only in a fashion that is respectful of the animals. Contents of photographs or videos should be taken with respect, reviewed with discretion and not contain any identifying features (i.e., room numbers, individual names, cage cards, etc.).

BACKGROUND: The Animal Welfare Act, PHS Policy, and The Guide for the Care and Use of Laboratory Animals (Guide), 8th Edition, require a stable, safe, and supportive environment for animals engaged in research testing, or teaching. Unscheduled lights, novel sounds, unfamiliar smells, or non-routine activity can have a significant effect upon animals and may alter their physiology resulting in modifications of research outcomes. For these reasons, access to animals managed under a Duke IACUC-approved protocol shall be strictly controlled and visitors approved on a case-by-case basis.

APPLICABILITY: This protocol applies to all persons who work in or desire to visit Duke animal care and use operations.

ROLES:

- The Director or Deputy Director, Division of Laboratory Animal Resources (DLAR) shall hold authority regarding visitors to DLAR-managed facility.
- The Director, Duke Lemur Center (DLC) or DLC leadership shall hold authority for who shall or shall not visit any animal care facility under their direction / management.
- The senior staff at PI-Managed facilities shall hold authority for who shall or shall not visit their specified PI-Managed facility.
- The IACUC leadership shall hold authority for who shall or shall not visit Duke animal care or use facilities, when the visitation is associated with IACUC-oversight activities.
- The OAWA leadership shall hold authority for who shall or shall not visit Duke animal care or use facilities, when the visitation is associated with OAWA education and compliance activities, in coordination with DLAR or DLC.
- All visitors will abide by the facility traffic flow maintained on the DLAR website.

DEFINITIONS:

- Approval Authority: The Area Director, defined as a senior level individual working in the area of interest, is the approval authority.
  - For DLAR-Managed Facilities: Director or Deputy Director
  - For DLC-Managed Facilities: DLC supervisory staff for the DLC
  - For Principal Investigator-Managed Facility: The PI who manages the facility
• **Bio-Security (Biosecurity Lock-out):** The act of protecting animals from disease, parasites, or injury that could impact their well-being, welfare, or research outcomes. The institution employs a biosecurity facility access system which prevents personnel traffic flow from jeopardizing the health of our rodent colonies. See the link [http://labanimal.duke.edu/modules/ro_qa/index.php?id=2](http://labanimal.duke.edu/modules/ro_qa/index.php?id=2) for more details.

• **Duke-Owned Animal:** An animal which has been purchased with Duke funds (e.g., grant, contract, or departmental), and is approved for care or use under a Duke IACUC protocol or SOP.

• **Duke-Managed Animal:** An animal which may or may not have been purchased with Duke funds and is approved for use under a Duke IACUC-approved protocol or SOP.

• **Client-Owned Animal:** An animal participating in a Duke IACUC-approved protocol or SOP but is owned by an individual who is responsible for the care and resources necessary to support the needs of the animals. Client-owned animals are not purchased with Duke fiscal resources. A colloquial definition is a ‘pet.’

• **Visitor:** Any person who is not listed on Section A-3 of a Duke IACUC-approved protocol or added by amendment to a Duke IACUC-approved protocol or employed by DLAR or DLC with job duties involving animal care and use. A visitor may be a Duke or non-Duke individual. See below for required actions by visitor category.

• **Handling:** The act of petting, holding, or other forms of direct contact.

• **Photography:** Photography includes still photos and/or video recording.

**POLICY:** Only persons having a recognized need and the consent of the approval authority shall visit Duke animal care or use facilities or research laboratories where animals are being housed or used.

1. **Visitation of animal facilities:** The approval authority (according to the definitions) shall assure the visitor has met and will comply with procedures for prevention of personal risk, facility contamination, and zoonosis transfer. All visitations must follow the DLAR Biosecurity Flow Patterns to assure animal well-being, animal welfare, and research outcomes.

There are several types of visitors to animal facilities. These include:

a. **Duke Researchers:** Duke researchers may visit any facility for which they have need or purpose such as an approved protocol, collaboration, or serving an oversight role. Duke researchers not on an approved protocol will follow the steps outlined in section ‘d’ below (Visiting Faculty, etc.).

b. **Compliance Liaisons / Regulatory Inspectors / Site Visitors:** This category includes persons with a recognized need to audit or inspect animal care activities, such as USDA, NIH, AAALAC, IACUC, OAWA, DLAR, or another granting agency. Non-Duke persons must be escorted at all times while on campus by senior members of the Duke animal care & use program.

c. **General Public:** Duke encourages visitors to the Duke Lemur Center. The DLC does not generally permit handling of their animals, except as would be directed...
and approved by DLC supervisory staff.

d. **Visiting Faculty, Scientists, or Prospective Employees (Visitors):**
   
i. Visitors must be escorted at all times while in the animal areas.
   
   ii. No contact with animals is permitted, unless the individual is approved as an animal handler in the Duke approved protocol (which also requires clearance of the OESO and the EOHW).
   
   iii. Visitors must be provided with a copy of the *Visitor Advisement* (appended to this policy)
   
   iv. Visitors to DLAR-operated facilities: Must stop by the DLAR to:
       1. Review the *Visitor Advisement*, and
       2. Sign the Visitor log documenting their visit and that they have read the *Visitor Advisement*, and
       3. Obtain a VISITOR badge from DLAR.
   
   v. Visitors to PI-operated facilities:
       1. Review the *Visitor Advisement*, and
       2. Sign the Visitor log (or the Visitor Advisement itself) documenting their visit and that they have read the *Visitor Advisement*.
   
   vi. Visitors to the DLC: The DLC routinely provides tours to the public and visitors are escorted by DLC personnel when in animal areas.

E. **Media:** On occasion, members of the media may be authorized entry into animal spaces. Entry into any animal care or use (while animals are present) space requires:
   
   i. Animal facility clearance:
       1. All Duke campus locations EXCEPT the Duke Lemur Center: Clearance from the Director, DLAR (or designee) for photography.
       2. Duke Lemur Center: Clearance from the Duke Lemur Center supervisory staff. Photography in common areas (e.g., public tour) of the Duke Lemur Center is encouraged and **does not** require clearance.
   
   ii. Duke Office of Communication clearance must be obtained for media visitor access to animal care or animal use areas. Office of Communication can be contacted at 919-660-1305.
   
   iii. All media must be escorted by a Duke employee having the approved access to the specific animal space.

   2. **Handling of animals:** No visitor can handle, pet, collect samples from, or physically manipulate any Duke-owned animal, unless such handling by that individual is specifically described in the Duke IACUC-protocol or relevant SOP.

   3. **Photography of Live Animals** (Still and video): The approval for photography must be in advance of the planned photography.

   a. **Researchers:** Researchers may require photographs of live Duke-owned or Duke-managed animals under study as a component of their research activities.
Researchers may photograph their live study animals by either one of the following options:

i. Including the description and purpose of photographs in the protocol, or adding a request for photography as an amendment and receiving approval from the IACUC; or

ii. Obtaining permission from the Director DLAR (or designee) for all animal care & use locations, excluding the Duke Lemur Center. Note: Permission of the DLC leadership is required for research photography of live animals at the DLC. The application process begins with completion of the DLAR form for photography: (http://labanimal.duke.edu/wysiwyg/downloads/Permission_for_Photographic_Images.pdf).

b. **Compliance / Regulatory Inspectors or oversight Site Visitors:** Persons who have a recognized need to audit or inspect animal care activities, such as USDA, NIH, AAALAC, IACUC, OAWA, DLAR, etc. may take photographs as necessary to document conditions or situations - no special approval is required. A camera must be used; cell phones cannot be used to take photographs.

c. **Visiting Faculty, Visiting Scientists, or Prospective Employees:** These types of visitations do permit photography, when it has been approved in advance by the Approval Authority.

d. **General Public:** Duke encourages photography in public areas at the DLC. Individuals wishing to take “behind-the-scenes” photographs at the DLC must first obtain approval from DLC leadership. Individuals wishing to take photographs at other Duke facilities (any non-DLC operation) must first obtain the approval of the Director DLAR (or designee).

e. **Media:** On occasion, members of the media may be authorized to take photographs (still or video) of Duke-owned animals. Steps one and two (as described below) must be granted prior to the planned photography.

   i. The first step: Obtain the approval of the Director, DLAR (or designee) for Duke animals or DLC leadership for animals at the DLC.

   ii. The second step is obtaining clearance from the Office of Communication. They can be contacted at 919-660-1305.

   iii. All media must be escorted by a Duke employee having the approved access to the specific animal space.

f. **Client-owned Animals:** Photographing client-owned animals, including clients photographing their own animals, which are participating in a Duke IACUC-activity approved protocol, requires IACUC approval or the approval of the DLAR Director (or designee), as described in section 3.c.. Permission from the client to photograph their animal as part of a protocol must be documented in writing. It is acceptable for this to be part of the consent form, as long as clients have the opportunity to decline.
4. **Photography of Dead Animals:** IACUC approval is not required for individuals listed as approved personnel in the Duke IACUC-approved protocol to take post-mortem photographs of any animals used in their research for research purposes (e.g. to document the appearance of a natural or experiment-associated lesion or an abnormality seen at necropsy). However, researchers must ensure that any photographs taken are secure from unauthorized use and are not accessible to unauthorized individuals.

5. **Publication of Animal Photographs:** No specific permission is required to publish approved, researcher-made photographs of Duke-owned or Duke–managed animals in a peer-reviewed scientific journal.
   - Submission of photographs for publication in other types of written or electronic media requires prior clearance from the Office of Communication.
   - Photographs of abnormalities/lesions should be framed and/or cropped to focus attention on the lesion rather than the animal.
   - Photographers should exercise care to prevent extraneous information (e.g. cage cards, location of animal facility or laboratory, identity of animal handlers, etc.) from appearing in the photograph.

6. **Clinical photography of live or dead animals/tissues:** Photography of animals to document disease states for veterinary or internal educational purposes does not require specific permission; however, all other aspects of this policy apply.
VISITOR ADVISEMENT

INSTRUCTIONS:
1. Visitors should review the advisement.
2. Visitors must sign the facility log indicating they have received and reviewed the advisement.
   NOTE: The facility log may vary depending upon facility. This form does not apply to the DLC.

IACUC Instructions to Visitors
Potential Hazards for Visitors to Duke Animal Facilities or Laboratories

Allergens: Allergic reactions are among the most common conditions that adversely affect the health of workers exposed to animals in research. Personnel entering the animal facility or laboratory should be aware that the skin, dander, fur, urine, and saliva of laboratory animals are all potential sources of allergens. These allergens may be inhaled, so direct contact with animals is not necessary. Depending on the exposure, symptoms vary but can include a skin rash, hives, itchy eyes, or difficulty breathing.

Chemicals: These refined compounds could be in the form of a solid, liquid, or gas and may or may not be hazardous. Some compounds could have numerous hazard classifications (e.g. flammable, toxin, and carcinogen). Exposure to chemical hazards could occur via absorption, inhalation, injection or ingestion, and is minimized by using proper engineering controls and wearing appropriate personal protective equipment (PPE). If certain highly hazardous chemicals are present in a room, there will be warning signs describing that hazard (e.g. toxin, carcinogen, etc.) will be posted on the door with recommended protection measures.

Biohazards: These pathogens may be live infectious bacteria, viruses, or parasites that pose a threat to humans and animals. Pathogens are transmitted by contact, inhalation or ingestion. If any known pathogens are present in a room, a biohazard sign and recommended protection measures will be posted on the door.

Hazard Containment: Eating, drinking, smoking, and the application of cosmetics are not permitted within the lab or room.

Physical Hazards: Slippery floors, excessive noise, sharp objects, hot surfaces, and hazardous other conditions may be present in the lab or room. Precautionary measures should be taken where these hazards occur.

Protective Clothing: Individuals entering the lab or animal room must wear the prescribed PPE and closed toed shoes. They should avoid touching their eyes, face, mouth or other body surfaces with contaminated hands or gloves. Used protective clothing should not be worn outside of the animal facility. Disposable gloves and eye protection are available if required.

Hearing Protection: Noise levels may reach damaging levels in certain areas of the animal facility. Hearing protection devises are available in the animal facility if necessary.

Signature: ________________________________ Date: ________________
CHECKLIST FOR PHOTOGRAPHY / VIDEOGRAPHY OF ANIMALS

All Photography and Videography of animals at Duke University must adhere to the ‘VISITATION, ANIMAL OBSERVATIONS, OR PHOTOGRAPHY OF ANIMALS’ Policy located at: http://vetmed.duhs.duke.edu/PDF/Policies/Program%20Management/policy_on_visitation,_animal_observations,_or_photography_of_duke-owned_animals.pdf

Please be sure to obtain approval in advance of your planned session by submitting a request form. Following a review, the DLAR will coordinate review with the Medical Center News Office (MCNO).

The following checklist should be used for planned photography and videography of animals and/or their housing and use areas.

☐ Submit a photography/videography request form to DLAR; the DLAR will coordinate review of the request with the MCNO if necessary.
☐ Upon receiving a signed approval form back from DLAR, proceed with scheduling of the event with the MCNO, if required.
☐ Ensure the following:
  ☐ No identifying information should be visible in regards to names of individuals, location, or contact information
  ☐ Cage cards should not be visible
  ☐ Visitors in the room with animals must be advised of occupational health risks and be cleared for exposures by Occupational Health Services
  ☐ All individuals, including visitors, must abide by requirements for personal protective equipment.
  ☐ Visitors must be escorted at all times while in the animal areas and must review the attached Visitor Advisement.
  ☐ No visitor can handle, pet, collect samples from, or physically manipulate any Duke-owned animal.
  ☐ Images, audio recordings or videos of research animals shall not be posted to any social media outlet
  ☐ All images, audio or video recordings proposed for use in scientific or other publications must be reviewed and approved by DLAR and Duke Medicine news office prior to their publication or use.
  ☐ No photos or videos of animals in stressful situations, or what could appear to be in distress, pain, discomfort, or in surgical situations that could elicit an emotional response, are permitted.
  ☐ Any activity with an animal must be described in the approved animal care and use protocol for that particular animal
  ☐ Appropriate handling and restraint methods for the species must be used.
  ☐ All attempts shall be made to have animals in clean surroundings, clean cages, with clean accessories.
  ☐ Water bottles and feeders shall be full if visible in the photograph.
  ☐ The smallest portion of the animal, surface or room shall be shown whenever possible.
☐ A representative from the MCNO will coordinate any event where the photography/videography will be used for nonscientific use, including review and approval of the final product.
☐ Any changes in the original request require a revised request form prior to conduction of the photography/videography activities and/or coordination with the DLAR and MCNO.