

SingHealth Experimental Medicine Centre

Video Recording and Photo Taking Policy

A. INTRODUCTION

SingHealth Experimental Medicine Centre (SEMC) is an animal research centre where animals are housed and used for scientific purposes. It is setup as a core research facility, where investigators from SingHealth and other Institutions are able to conduct their respective studies utilising the available resources – on sharing basis. There are also tenants within SEMC premises, who use allocated spaces as specialised research facilities. In addition, on selected days, course directors (from SingHealth and other Institutions) conduct training courses which brings in trainers and participants. Therefore, SEMC staff, investigators, researchers, course directors, organisers, participants, support service providers and other visitors, co-exist within SEMC premises.

Due to research and training requirements, animals might be transported for use in facilities outside SEMC. For instance, large scale training courses might be conducted in the Procedural Skills Lab of SingHealth Academy (PSL). Animals might also be brought to external laboratories for procedures not available in SEMC.

SEMC affirms that the use of animals for scientific purposes is a privilege and hence imposes a major responsibility to provide for their proper care and humane treatment. In addition, SEMC has a paramount obligation to safeguard SingHealth's reputation. Therefore, the acquisition, care and use of animals must be in accordance with laws and regulations. Moreover, due to the sensitive nature of activities in SEMC, care must be exercised at all times to prevent negative public views and external threat. Ensuring a safe workplace and safety of SEMC Staff and others involved in SEMC activities is a responsibility that must be shared by all.

The purpose of this policy is to provide guidance to SEMC and SingHealth Staff, all users and visitors on the appropriate procedures for taking videos and photos of animals and facilities, and using the information in publications and external media. This information may be misused and misrepresented to rally negative public views against scientific animal use. It is in the best interest of all and the institutions that the information is gathered in compliance with SEMC directives.

Therefore, we expect all SEMC Staff and External Users to abide by this policy. Noncompliance may result in suspension of projects or services, and will affect negatively the External Users' ability to use and/or access to SEMC facilities in the future. SingHealth might also take legal action for the resulting losses.

B. SCOPE

1. This policy applies to all SEMC Staff and External Users.
2. External Users refer to all non-SEMC staff who are:
 - a. Accessing SEMC premises for any purpose, including but not limited to involvement in:
 - i. conducting or observing research projects (e.g. investigators, researchers, interns),
 - ii. conducting or attending training courses (e.g. course directors, organisers, sponsors, participants),
 - iii. providing operations support or service on ad-hoc or regular basis (e.g. vendors, service providers, contractors), and
 - iv. delivering goods,
 - b. Not accessing SEMC premises, but are associated with animal use activities and/or handle and/or in close proximity with animals originated from SEMC (e.g. trainers and observers of animal course conducted in PSL, researchers handling animals in lab outside SEMC premises)
 - c. Tenants or Subtenants and their employees, service providers, visitors, interns, attachment students and others, and
 - d. Attachment students and interns of SEMC.

For clarity, External Users also include all SingHealth staff, investigators, researchers who are not employed by SEMC.

3. This policy applies to video and photo relating to:
 - a. SEMC premises, including laboratory, animal procedure areas, surgical suites and others,
 - b. All activities, regardless of animal use, conducted within SEMC premises which are undertaken by SEMC Staff and all External Users,
 - c. All animals supplied by SEMC and/or are housed within SEMC premises and/or used following SingHealth Animal Use Programme (all protocols approved by SingHealth Animal Institutional Use and Care Committee (IACUC)), and
 - d. All animal use activities outside SEMC premises which utilise SEMC animals and/or are carried out following SingHealth Animal Use Programme (all protocols approved by SingHealth IACUC).



C. POLICY

SEMC Premises

1. No video-recording and photo-taking of SEMC premises, including layout, furnishing, facilities, finishing, unless with prior written approval from SEMC.
2. All access for video-recording and photo-taking arrangement for all purposes within SEMC Premises involving non-authorised¹ External Users have to be approved by SEMC. Otherwise, SEMC has the right to decline access.

Activities and Properties of Others

3. No video-recording and photo-taking of activities and/or properties (including animals) within SEMC premises undertaken by / belonging to SEMC, Staff and other External Users, unless with prior written approval from SEMC.

Animals

4. External Users must not take pictures or videos of animals other than those involved in projects or courses belonging to the same External Users. The animals ("External Users' Own Animals") will be considered belonging to External Users' projects / courses if External Users' names are included as Principal Investigators (PIs) or collaborators in the animals' approved SingHealth IACUC protocol.
5. All videos recorded by External Users on External Users' Own Animals have to be reviewed and approved by SEMC prior to use.
6. All photos taken by External Users on External Users' Own Animals:
 - a. If the animals are large laboratory animals, for example Non-Human Primates (NHPs), pigs, sheep, goats and/or dogs, they have to be reviewed and approved by SEMC prior to use,
 - b. If the animals are small laboratory animals, for example mice, rats, chicks, guinea pigs, and/or rabbits, they do not require SEMC's approval as long as in compliance with the guidelines in Section D,
 - c. If the animals are other species, SEMC should be consulted prior to photo-taking, and
 - d. If not complying with Section D guidelines, have to be reviewed and approved by SEMC prior to use.

¹ Access to SEMC premises/facilities are restricted only to authorized External Users. External Users are authorized to access to and/or use SEMC premises/facilities after they undergo registration and approval process. The authorized External Users are those listed in approved SingHealth IACUC protocols and/or Employees List of Tenant/Subtenant in Tenancy Contracts. Other visitors requiring access to SEMC should follow processes prescribed in SEMC Access Policy.

Other Requirements

7. All videos recorded and photos taken which are not approved by SEMC for use have to be destroyed and/or deleted.
8. Taking and/or using any videos and/or photos and/or providing any information which might compromise the security of the animal facilities and/or reputation of SEMC, SingHealth and/or External Users' Institutions would generally be prohibited.
9. Disclosure to public and/or publication in media is strictly prohibited, unless specific permission is obtained. Approval might be given on case by case basis. SEMC should be consulted and its written approval should be obtained beforehand. SingHealth Corporate Communications department may be involved in the review process.
10. SEMC Staff, Tenants / Subtenants, Principal Investigators, and all External Users (including Pls' research personnel, service partners, SEMC Interns and others) must inform their visitors, guests, students and others under their supervision on this policy, and ensure compliance.

Approval Process

11. All videos and photos requiring approval must be sent in the form of softcopy to the SEMC Director or his Designee, through email (to shs.semc@singhealth.com.sg) or portable storage media (addressed to SEMC Office / Executives, please refer to contact details in Section E).
12. The following information should be provided:
 - a. Project IACUC No, if applicable,
 - b. Purpose of taking Video and/or Photo,
 - c. Where and how the Video and/or Photo will be used or published, and
 - d. Additional info.
13. Five (5) working days advance notice for response and approval should be provided, excluding time required for additional correspondences.
14. Requests for advice should be addressed to the same.

Guidelines for SEMC Staff and Interns

15. SEMC Staff and Interns might take videos and photos (of SEMC Premises, Activities and Property of Others, and Animals) for the purpose of fulfilling their duties and responsibilities in SEMC ("SEMC Purposes").
16. Approval is not required if the information is used for internal SEMC discussion for SEMC Purposes.
17. Information sent to any parties outside SEMC should be strictly for SEMC Purposes, and in compliance with points 8 and 10, and Section D.
18. At no event that the information should be sent to and used in public media.

D. GUIDELINES FOR TAKING PHOTOS AND VIDEOS OF LABORATORY ANIMALS

(Reference: Guidelines for Taking Images of Oregon State University Laboratory Animals)

1. Ensure the background or surrounding area is shown clutter free.
2. If animal caging is shown, ensure that it is clean and free of faeces and blood.
3. Ensure that the procedure shown is according to the approved IACUC protocol (IACUC policies and guidelines on anaesthesia, analgesia, aseptic surgical procedures, etc).
4. For surgical or major procedure, ensure that animal is draped to show only the surgical approach or site (not the whole animal), and ensure that it is completely anaesthetised before and during invasive procedure.
5. For awake animal, ensure that the animal look relaxed and comfortable.
6. Ensure that any wound and/or implant and/or device exiting the body are/is covered.
7. All persons appearing in the images should wear proper Personal Protective Equipment.

E. CONTACT DETAILS FOR APPROVAL PURPOSES

1. Email address: shs.semc@singhealth.com.sg
2. SEMC Office address:

SingHealth Experimental Medicine Centre
20 College Road
The Academia, Level 7, Discovery Tower,
Singapore 169856

3. Executives in charge (to be copied in submission through email and/or as addressee for submission of portable storage media):
 - a. Ms Stephanie Ng (stephanie.ng.k.l@singhealth.com.sg), or
 - b. Ms Iris Lee (iris.lee.x.h@singhealth.com.sg)

Prepared / updated by (date)	Reviewed by (date)	Approved by (date)
Inria K Then, Manager, SEMC (5 Nov 2014)	Bryan E Ogden, Director, SEMC (6 Nov 2014)	Bryan E Ogden (17 Nov 2014)