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Guidelines on the Taking of Photographs and Videos in Research and Teaching Laboratories at Amherst College

Purpose:

These guidelines serve to eliminate the advertisement of non-compliance in laboratories, captured in photographs and videos (referred to herein as visual media). This document details the protocols that must be adhered to during and after capturing such images.

Scope:

These guidelines apply to all Amherst College staff, students, faculty, visitors, and outside contractors that are involved in the capturing of visual media in science laboratories at Amherst College.

Guidelines:

- 1) All individuals, apparatuses, equipment (including safety equipment), and experiments captured in visual media must show compliance consistent with the policies detailed in the Amherst College [Chemical Hygiene Plan](#). That is:
 - a. All required personal protective equipment must be worn (e.g. Appropriate, buttoned up lab coat; appropriate gloves, appropriate goggles, etc.)
 - b. All chemicals must be appropriately labelled and stored, etc.
 - c. All general laboratory safety protocols must be followed (e.g. no food or drink; hair tied back, etc.)
 - d. Any operation of equipment must be done in the safest manner (e.g. Bunsen burner fires kept low; fume hood sashes closed or lowered)
 - e. The laboratory should be clean and organized

- 2) If the visual media is staged:
 - a. "Guideline 1" still applies
 - b. If images could be miscommunicated as non-compliance, they must not be used

- 3) In general, do not capture images of anything that could reasonably be misinterpreted and used against us

- 4) **All laboratory visual media must be vetted by the Chemical Hygiene Officer before release or before being displayed publicly.**