

GALVESTON NATIONAL LABORATORY STANDARD OPERATING PROCEDURES

SOP Number: GNL-A00-0002-v01	Title: Galveston National Laboratory Photography Policy
Print ID Number: N/A	
Original Effective Date: 12/01/2009	
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Galveston National Laboratory Photography Policy

1.0 Purpose

The University of Texas Medical Branch at Galveston (UTMB) recognizes the national security concerns that necessitate strict controls and prohibitions be placed on photography and filming of the interior of its Galveston National Laboratory.

2.0 Application/Scope

- 2.1 No photographs, cameras or other electronic equipment/images of any kind or for any reason may be taken within the GNL unless explicit authorization and supervision is provided by the GNL Director of Communications.
- 2.2 Signage is posted at all facility entrances and throughout the facility notifying employees, contractors and visitors of the strict prohibition on photography.
- 2.3 ANY photographic device brought into the GNL is subject to confiscation at any time if unauthorized use is suspected (e.g. suspected unauthorized effort to record images within the GNL).
- 2.4 While external photography of the GNL is discouraged and individuals engaging in suspicious behavior may be approached by the appropriate authority, UTMB cannot prohibit this practice.

3.0 Definitions

Photography	Any visual recording, using film or digital means, either still or moving.
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4.0 Responsibilities

4.1 Roles

- 4.1.1 Director of Communications for the GNL
- 4.1.2 Director of the GNL
- 4.1.3 GNL Assistant Director
- 4.1.4 GNL Associate Director for Research
- 4.1.5 GNL Facilities Director
- 4.1.6 GNL Deputy Director

4.2 Responsibilities

- 4.2.1 The Director of Communications for the GNL will notify UTMB's Director of Media Relations of any media requests related to the GNL. Per UTMB policy, media present on campus will be escorted by a member of the Public Affairs staff.

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4.2.2 The Director of Communications, in conjunction with the Director of the GNL, will have the sole discretion in granting permission for photographs.

4.2.3 The GNL Assistant Director, GNL Associate Director for Research, GNL Facilities Director, or GNL Deputy Director may grant or deny a photography request in the event that the Director of Communications is not immediately available.

5.0 Procedure

5.1 Photography Requests

5.1.1 Pre-approved Photo Library: The Director of Communications of the GNL will maintain approved images for release to the media and other interested parties. Any individual wishing to request the approved images will be required to contact the Director of Communications of the GNL.

5.1.2 Specific Image Photograph Request: Requests for permission to take specific photographs by researchers for research needs, or facilities operations personnel for the maintenance and repair of the facility or equipment or for related purposes will be evaluated on a case by case basis by the Director of Communications for the GNL.

5.1.2.1 In the case of granted permission for specific photographs, or related materials such as video, UTMB has the right to review and edit subsequent photographs/video prior to release.

5.1.2.2 Specific image photography requests must be accompanied by an approved authorization form. (see Attachment A)

5.1.3 External Agency Inspector Photograph Request: If a UTMB employee is requested by a federal or state inspector to take photographs, the UTMB employee is required to contact both the Director of Communications for the GNL and the Department of Legal Affairs before any photographs are taken.

5.1.3.1 External agency inspector photography requests must be accompanied by an approved authorization form. (see Attachment A)

6.0 Violation

Violation of this policy will result in immediate confiscation of photographic equipment, expulsion from the GNL, and may also result in disciplinary action up to and including termination for employees; a termination of employment relationship in the case of contractors or consultants; or suspension or expulsion in the case of a student.

6.1 Visitors will have photographs confiscated and will be escorted off of the premises and subject to civil and/or criminal prosecution.

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6.2 Additionally, individuals may be subject to loss of access privileges and civil and/or criminal prosecution.

7.0 Revision History

SOP Number	Effective Date

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Attachment A

(see following page)

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Galveston National Laboratory Photography Authorization Form

*Fax completed form to (409) 266-6810, mail to GNL Director of Communications: Route, 0610,
or email to adprathe@utmb.edu*

The University of Texas Medical Branch at Galveston (UTMB) recognizes the national security concerns that necessitate strict controls and prohibitions be placed on photography and filming of the interior of its Galveston National Laboratory. No photographs, cameras or other electronic equipment/images of any kind or for any reason may be taken within the GNL unless explicit authorization and supervision is provided by the GNL Director of Communications or designee.

Requests for permission to take specific photographs by researchers for research needs, or facilities operations personnel for the maintenance and repair of the facility or equipment or for related purposes will be evaluated on a case by case basis by the Director of Communications for the GNL. In the case of granted permission for specific photographs, or related materials such as video, UTMB has the right to review and edit subsequent photographs/video prior to release. If a UTMB employee is requested by a federal or state inspector to take photographs, the UTMB employee is required to contact both the Director of Communications for the GNL and the Department of Legal Affairs before any photographs are taken.

By signing this form the requestor affirms that they have read and agree to comply with the Galveston National Laboratory Photo Policy and the guidelines listed therein.

Date of Request:

Planned Date of Photography:

Subject of Photograph(s):

Requestor Name:

Approved By:

Approval Signature:

Approval Date:

Images to be Reviewed By:

Comments:
