

## Annual Report to OLAW

Institution: BASI Gaithersburg, LLC DBA Inotiv Gaithersburg
Assurance Number: A3889-01
Reporting Period: October 1, 2021 – September 30, 2022

This Institution's Institutional Animal Care and Use Committee (IACUC), through the Institutional Official, provides this annual report to the Office of Laboratory Animal Welfare (OLAW).

### I. Program Changes

- ☐ A. There have been **no changes** in this institution's program for animal care and use as described in the Assurance.
- ☒ B. Change(s) in this institution's program for animal care and use as described in the Assurance have occurred during this reporting period.

Select all that apply:

- ☐ This institution's AAALAC accreditation status has changed (PHS Policy IV.A.2.).
- ☐ AAALAC Accredited – Category 1
- ☐ Non-Accredited – Category 2
- ☒ This institution's program for animal care and use has changed (PHS Policy IV.A.1.a-i.).
- ☒ The individual designated by this institution as the Institutional Official has changed.
- ☒ The membership of this institution's IACUC has changed.

### II. Semiannual Evaluations

This IACUC has conducted semiannual evaluations of the institution's program and inspections of the institution's facilities (including satellite facilities) on the dates below. Reports of the evaluations and inspections have been submitted to the Institutional Official. The reports include any IACUC-approved departures from the *Guide* with a reason for each departure, any deficiencies (significant or minor) that were identified, and a plan and schedule for correction of each deficiency.

#### A. Program Evaluations

Date 1: 21 October 2021	Date 2: 21 Apr 2022
-------------------------	---------------------

## B. Facility Inspections

Date 1: 20 and 21 October 2021

Date 2: 19 and 21 Apr 2022

## III. Minority Views

- ☒ A. There were **no minority** views during this reporting cycle.
- ☐ B. Any minority views submitted by members of the IACUC regarding reports filed under PHS Policy IV.F. for this reporting cycle are attached.

## IV. Signatures

IACUC Chairperson	Institutional Official
Name: Carol S. Spicer	Name: Caitlin Murphy
Signature: (b) (6)	Signature: (b) (6)
Date: 17 Nov 22	Date: 21 Nov 2022

## V. Change in Institutional Official—see explanation

Name: Caitlin Murphy	
Title: Sr. Director of DART	Degree/Credentials: PhD, DABT
Name of Institution: BASI Gaithersburg DBA Inotiv Gaithersburg	
Address: 13 Firstfield Road Gaithersburg, MD 20878	
Phone: (b) (6)	Fax: NA
E-mail: cmurphy@inotivco.com	

## VI. Change in IACUC Membership [Current roster]

<b>Institution:</b> BASI Gaithersburg DBA Inotiv Gaithersburg			
<b>IACUC Contact Information</b>			
Address: 13 Firstfield Road Gaithersburg, MD 20878			
E-mail: <a href="mailto:cspicer@inotivco.com">cspicer@inotivco.com</a>			
Phone: (b) (6)		Fax: NA	
<b>IACUC Chairperson</b>			
Name: Carol S. Spicer			
Title: Sr. Dir., Compliance		Degree/Credentials: BA	
PHS Policy Membership Requirements***: Voting, Scientist			
<b>IACUC Roster</b>			
Name of Member/ Code*	Degree/ Credentials	Position Title/ Occupational Background**	PHS Policy Membership Requirements***
Holly Atlee	DVM	Attending Veterinarian	Attending Veterinarian, Voting
(b) (6)			Scientist, Voting
			Non-affiliated/Non-scientist, Voting
			Scientist, Voting
			Member, Voting
			Scientist, Voting
			Scientist, Voting

\* Names of members, other than the chairperson and veterinarian, may be represented by a number or symbol in this report to OLAW. Sufficient information to determine that all appointees are appropriately qualified must be provided and the identity of each member must be readily

ascertainable by the institution and available to authorized OLAW or other PHS representatives upon request.

\*\* List specific position titles for all members, including nonaffiliated (e.g., banker, teacher, volunteer fireman; not "community member" or "retired").

\*\*\* PHS Policy Membership Requirements:

<i>Veterinarian</i>	veterinarian with training or experience in laboratory animal science and medicine or in the use of the species at the institution, who has direct or delegated program authority and responsibility for activities involving animals at the institution.
<i>Scientist</i>	practicing scientist experienced in research involving animals.
<i>Nonscientist</i>	member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, member of the clergy).
<i>Nonaffiliated</i>	individual who is not affiliated with the institution in any way other than as a member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution. This member is expected to represent general community interests in the proper care and use of animals and should not be a laboratory animal user or former user. A consulting– veterinarian may not be considered nonaffiliated.

*[Note: all members must be appointed by the Chief Executive Officer (or individual with specific written delegation to appoint members) and must be voting members. Non-voting members and alternate members must be so identified.]*

#### **Statement of Burden**

Public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0765). Do not return the completed form to this address.

Changes to the Animal Care and Use Program

1. The method for reporting animal welfare concerns has been augmented to include an anonymous hot line and on-line reporting. The company utilizes EthicsPoint (created by NAVEX) to allow employees to report concerns. This is a confidential reporting tool that is accessible through the company intranet.
2. The IACUC membership has changed:  

(b) (6)
3. There was a short-term change made to the Institutional Official. The CEO appointed John Sagartz as the IO for all the Inotiv Business units. The IO for the Gaithersburg site was subsequently designated as Caitlin Murphy.
  - a. The Institutional Official was changed from Caitlin Murphy to John Sagartz effective 24 Sep 2022.
  - b. The Institutional Official was changed from John Sagartz to Caitlin Murphy effective 28 Sep 2022.