

## Minutes

### PQRI Drug Substance Working Group 3. Impurities – December 11, 2001 Teleconference

Date: December 11, 2001

Attendees: John Carrano (chair), Christianah Moji Adeyeye, Patrick Faustino, Yafei Zhang, Sylvia Gantt, Matthew Gosnell, Ken Sigvardson

John updated the group on the December 6, 2001 meeting the Working Groups had with the Drug Substance Technical Committee. He will forward the minutes of the meeting when they are issued.

The Survey was discussed in detail with a number of changes suggested. Attached is the updated version. More work is needed to put it into a more “professional format”. This will be addressed prior to the next meeting on January 11. The intention is to provide the survey to the PQRI members at the January 29-30 meeting to get their feedback prior to sending out.

It was decided that we would schedule meetings on the second Tuesday of each month from 10-12, starting in February. These dates are 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, and 12/10. Please let me know if these dates are suitable. If I do not hear, I will assume that they are OK and you have put them on your calendar.

It was suggested that we meet face to face in conjunction with the January Meeting being held 1/29-30, either the day before or the afternoon of 1/30 since the meeting ends on noon on 1/30. **Please let me know your preference as to 1) meeting or not and 2) when to meet; 1/28 or 1/30. I need to have this information by 12/19 at the latest.** Please note that we will meet for 2 hours on 1/29 but most of that time may be dedicated to meeting with Dr. Snyder if he is available.

The next Teleconference is scheduled for 1/11 2-4PM. This may change to 1-3PM if this is OK with the members. **Please provide your preference. I need to have this information by 12/19 at the latest.**

#### Agenda for January Meeting

1. Finalize Survey
2. Identify list of people to send survey.
3. What laboratory resources are available for working on projects?