

**Adenovirus Reference Material Working Group Meeting**  
**September 5, 2001**  
**8:30 am – 3:30 pm (Eastern Time US)**

**Agenda**

1. Welcome & introductions (Carson, Aguilar-Cordova, Hutchins)
2. Review any issues remaining from Long-term Stability Award (RFP 12) (Carson, Aguilar-Cordova, Hutchins)
3. Update of ARMWG SOPs on OD/260 particle concentration and infectious titer (Hutchins)
4. Update on production of purified Ad5 WT Ref Mat (Senesac/Sublett/Introgen)
5. Timeline for characterization RFPs - award notification, test period, data due date
  - Strawman proposal (Hutchins)
  - Working Group Discussion and Decision(s)
6. RFP 8, Determination of Particle Concentration
  - Review of recommendations for RFP 8, Particle Concentration (Simek, Bauer, Byrnes)
  - Working Group Discussion and Vote for awards
7. RFP 9, Determination of Infectious Titer
  - Review of recommendations for RFP 9, Infectious Titer (Simek, Bauer, Byrnes)
  - Working Group Discussion and Vote for awards
8. RFP 10, Other Characterization
  - Review of recommendations for RFP 10, Other Characterization (Simek, Bauer, Byrnes)
  - Working Group Discussion and Vote for awards
9. RFP 11, Short-term Stability
  - Review of recommendations for RFP 11, Short-term Stability (Simek, Bauer, Byrnes)
  - Working Group Discussion and Vote for awards
10. RFP 13, Reagents/Supplies for Characterization
  - Review of what is available (Carson)
11. Set up approximate timeframe for next meeting (Working Group)

**IF TIME:**

Discussion of other Working Group goals - non-replicating Ad Ref Mat and brainstorming by Working Group