

To request any service from our core, please sign up in iLAB and place your order using the link below.

<https://sharedfacilities.stanford.edu/sc/242/gene-vector-and-virus-core/?tab=about>

#### Steps to request a **stock** virus:

- Set up your iLAB account (in general 24-48h, if longer please contact us)
- Fill out “Forms and Request Details” in iLab. We will need the following:
  - MTA (if necessary)
  - Valid PTA (we cannot assign or update this information, please ask your admin/lab manager)

#### Steps to request a **custom** virus:

- Set up your iLAB account (in general 24-48h, if longer please contact us)
- Fill out “Forms and Request Details” in iLab. We will need the following:
  - Completed “custom\_virus\_form.xlsx” with your virus production information (This form can be downloaded from iLab)
  - Valid PTA (we cannot assign or update this information, please ask your admin/lab manager)
- Drop off your plasmid (Please see requirements below for plasmid submission)
  - GVVC: Room 2216, 3165 Porter Drive, Palo Alto, CA 94304. (650)724-8451 (Office)
  - On campus: CCSR basement - drop off box next to room 0118. Please notify GVVC staff for pick up

#### ▪ **IMPORTANT: Please see requirements below for plasmid submission**

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- ❖ **QUANTITY:** 25 micrograms for each T-75 flask / 70 micrograms for each T-225 flask. Concentration of plasmid should be between 0.5 -1 ug/ul (we will not transfect cells with less than 0.3 ug/ul!!!).  
*(We are asking for double amount in case we need to repeat and minimize turnaround production. Any leftover DNA will be returned along with the virus)*
  - ❖ **HIGH QUALITY DNA:** We recommend Qiagen midi/maxi endotoxin free or similar for plasmid isolation. Transfection efficiency and viral production will depend on the quality of the DNA. **PLEASE, DO NOT USE miniprep DNA!!!**
  - ❖ **Please ensure that the DNA sample is free from microbial contamination.** We do not use any antibiotics in our media.
  - ❖ Tubes **MUST** be labeled with legible letters with the vector name, concentration (ng/ul or ug/ul).
  - ❖ Place epp. tubes inside a 50 ml Falcon tube.
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