

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>

External users: To request any service from our core, follow the iLab tutorial accessible by using the link below.

[Tutorial for external users](#)

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:
 - Signed Service Agreement
 - MTA (if necessary)
 - Copy of the Purchase Order(PO) or wire transfer acceptance (After we generate the final quote including shipping and handling charges in iLab)

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:
 - Signed Service Agreement
 - Completed “custom_virus_form.xlsx” with your virus production information (This form can be downloaded from iLab)
 - Copy of the Purchase Order(PO) or wire transfer acceptance (After we generate the final quote including shipping and handling charges in iLab)
- Send us your DNA/plasmid by mail/FEDEX/UPS

Shipping address: *Attn. Gene Vector & Virus Core, Stanford University*

3165 Porter Drive, Rm 2216

Palo Alto, CA 94304-5505, USA

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

-
- ❖ **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.
-

