



Instructions for external users

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

<https://goto.stanford.edu/GVVC-iLab>

Updated stock virus offerings can be browsed using the following link:

<https://goto.stanford.edu/GVVC-stock>

How to request virus using iLab

Steps to request a **stock** virus:

- Set up your iLab account (generally takes 24-48 hr for approval - if longer, please contact us)
- Navigate to: Request Services -> Request for Stock Viruses (Stocks)
- Fill out "Forms and Request Details" in iLab. We will need the following:
 - Signed Service Agreement
 - MTA (if necessary)
- After we respond to your order with a full quote:
 - Upload PDF copy of Purchase Order (PO) or wire transfer acceptance to iLab or send PDF to neuro_gvvc@stanford.edu

Steps to request a **custom** virus:

- Set up your iLab account (generally takes 24-48 hr for approval - if longer, please contact us)
- Navigate to: Request Services -> Request for (Virus type) Production
- Fill out "Forms and Request Details" in iLab. We will need the following:
 - Signed Service Agreement
 - "AAV custom form" Excel file with your virus production information (This form can be downloaded from iLab)
- After we respond to your order with a full quote:
 - Upload PDF copy of Purchase Order (PO) or wire transfer acceptance to iLab or send PDF to neuro_gvvc@stanford.edu
- Ship applicable plasmids to GVVC (see Plasmid submission instructions)



Plasmid submission instructions

QUANTITY: 70 micrograms of DNA for each T-225 flask.

- We request double the minimum needed amount to reduce turnaround time should a re-prep be needed for any reason.
- We will return any leftover DNA along with the viral preparation.

CONCENTRATION: Greater than 0.5 $\mu\text{g}/\mu\text{l}$. We will not transfect with DNA at lower concentration than 0.3 $\mu\text{g}/\mu\text{l}$.

HIGH QUALITY DNA: We recommend Qiagen Endotoxin-Free Midi/Maxiprep or equivalent DNA for plasmid isolation.

- Transfection efficiency and final viral titer are influenced by the quality of the DNA.
- Please ensure that the DNA sample is free from microbial contamination.
- PLEASE DO NOT USE MINIPREP DNA!

LABELING: Tubes must be legibly labeled with the vector name and DNA concentration ($\text{ng}/\mu\text{l}$ or $\mu\text{g}/\mu\text{l}$).

PACKAGING: Ship DNA in 1.5 ml centrifuge tubes, stored inside a 50 ml Falcon tube for protection during shipping. Write the GVVC order number on the outside of the Falcon tube.

SHIPPING: Ship plasmid at room temperature. Send us your DNA/plasmid by mail/FedEx/UPS:

Attn. Gene Vector & Virus Core
Wu Tsai Neurosciences Institute
Stanford University
290 Jane Stanford Way
Room S078
Stanford, CA 94305

- Shipping contact phone number: +1 (650) 724-8451