

Mail Code L584 - 505 N.W. 185th Avenue, Beaverton, OR 97006 – Lab Tel: 503-346-5076,

Website: <https://www.ohsu.edu/onprc/molecular-virology-core>

**Custom LV Vector Production Request Form**

**IBC Approval for projects is necessary before services can be provided1**

*Please e-mail to completed form to* singletc@ohsu.edu *and* disseng@ohsu.edu

**Request Date:** Click here to enter a date.

**Contact Information**

**Principal Investigator:** Click here to enter text.

**Email Address:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Laboratory Contact:** Click here to enter text.

**Email Address:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Institution:** Click here to enter text.

**Department Name and Code:** Click here to enter text.

**Mail code:** Click here to enter text.

**Shipping Address:**  Click here to enter text.

 Click here to enter text.

 Click here to enter text.

 Click here to enter text.

**Project Alias Number (for internal users):** Click here to enter text.

**FAID (for internal users):** Click here to enter text.

**Name of Fiscal Authority:**  Click here to enter text.

**FedEx Account Number (for external users):** Click here to enter text.

**LV Vector Information**

This Box for Core Use only

Lentiviral Prep Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prep Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Vector generation (e.g., 2nd , 3rd ):**

Click here to enter text.

1. **Please indicate LV vector production type and scale needed (see general notes for estimated yields)2:**
	1. **Conventrated Virus (CV):**

 [ ]  Mini-Scale Prep (4plate prep) [ ]  Medium-Scale Prep (12plate prep) [ ]  Large-Scale Prep (24plate prep)

* 1. **Conditioned Media (CM):**

 [ ]  Mini-Scale Prep (4plate prep) [ ]  Medium-Scale Prep (12plate prep) [ ]  Large-Scale Prep (24plate prep)

* 1. **Other Services:**

 [ ]  10uL in stock Lentivirus (CV) [ ]  1 mL in stock Lentivirus (CM) [ ]  Lentiviral Transduction of cell line [ ]  Sorting of Transduced Cells

1. **Name of LTR transgene plasmid and concentration (recommended concentration >/= 1 µg/µl). We request that you send us at least 10 µg per plate ( e.g. 24 plate prep will require at least 240 ug endotoxin-free purified plasmid). Please clearly label the plasmid tube with the name of the plasmid, concentration, date and users name:**

Click here to enter text.

1. **Description of transgene cassette (e.g., Enhanced Green Fluorescent Protein gene driven by CMV promoter):**

Click here to enter text.

1. **Does your transgene cassette encode oncogenes, select agents, toxins, apoptotic genes, etc. that may be more hazardous than usual?**

[ ] Yes [ ] No

1. **Can you provide a txt copy of your vector sequence and electronic map indicating restriction sites used for analysis?**

[ ] Yes [ ] No

1. **Do you have special aliquot size needs? (10µl is the standard aliquot size. Total volume for 4 and 12 plate preps is 100uL and 200 for 24 plate unless indicated below; total stock volumes for conditioned medium production scale may range from 10 to 240mL).**

Click here to enter text.

1. **Optional notes or requests:**

Click here to enter text.

**General Notes to Users**

1. Institutional Biosafety Committee (IBC) Approval and Biosafety Guidelines
	1. According to OHSU guidelines, for each particular project involving recombinant viral vectors, the investigator requires approval from the IBC (for *in vitro* use) and the IACUC (for *in vivo* use) before obtaining LV vector stocks from the Molecular Virology Core (MVC). For links to IBC, IACUC and up-to-date RDRQ Core Viral Vector Services submission forms go to <http://www.ohsu.edu/xd/research/about/integrity> (internal users) or contact your local institutional committees (external users). The MVC has an IBC master protocol in place that describes the underlying LV vector technology and that can be referred to in your submission (RDRQ questions 3 to 7). If needed, we can assist you in navigating the specific IBC protocol submission process for viral vectors and for training in safe viral vector handling. **Please make sure to forward us your IBC approval letter or IBC number for online look up when granted.**
2. LV Production Sizes and Expected Yields
	1. CV production expected yields are: 4plate (100uL at 1-5x105TU/uL) 12plate (100uL at .5-2x106 TU/uL) 24plate (200uL at .5-2x106 TU/uL) CM production expected yields are: 0.5-10x106 TU/ml per plate.
	2. Important note about vector yields: The MVC makes every effort to optimize and improve production protocols to provide our users with the highest possible yields. Note that yields for a particular LV vector can vary significantly when custom transgene expression cassettes are used, due to inherent differences between cassettes. Due to these variables, yields cannot be guaranteed for custom vector requests.
3. LV Titers
	1. Final viral vector is tittered by FACS or qPCR (for preps that do not have a fluorescent insert this will incur an additional charge). Titers are reported as viral transducing units (TU)/ml for conditioned media preps and TU/uL for concentrated virus preps. Final viral vector product is 0.22µm sterile-filtered into an injection-compatible buffer (HBSS) for CV and CM will be in 0.22um sterile filtered DMEM + 10% FBS with no antibiotics.
4. If you require controls for your assays please do not hesitate to ask us. We generally have marker stocks of LV vector with a CMV-driven eGFP reporter gene in our inventory (10 µl, 25 µL aliquot sizes) for immediate purchase. Other common promoters and marker genes may be available upon request for cloning purposes or vector production.

**Shipping and Billing**

**For ONPRC and OHSU investigators**, all materials are supplied either in person or shipped directly using the Inter-Campus Courier to the laboratory address provided by the requesting investigator. An email will be sent prior to shipment to the requesting user confirming the day of shipment. Packages are normally delivered the following day (i.e. 24 h turnaround), and we request that you confirm receipt via email. If you haven’t received your package by 2pm the following day, please contact us at 503-346-5076 so we can track your package. Internal investigators receive an invoice at the end of the month with a description of the charges and the project alias number that will be billed.

In order to ship yourplasmid to us, please use the following label and fill in the relevant information. Plasmids can be shipped via the Inter-Campus Courier service NOT Inter-Campus Mail.

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| --- | --- |
| **To:** CoreyAyne Singleton ONPRC,  Molecular Virology Core Mail Code L584 Cooley Building Rm111 505 NW 185th Avenue Beaverton, OR 97006 Phone: 503-346-5076 | **From:** **(PLEASE PROVIDE SENDERS NAME, SHIPPING ADDRESS AND PHONE NUMBERS)** **RESPONSIBLE PERSON**  **FOR THIS SHIPMENT** |
| Emergency Contact Number: 503-936-6103 |

**For external (non-OHSU) users**, materials will be shipped and received via FedEx using the provided address and account number. An email will be sent prior to shipment to the requesting user confirming the day of shipment and the tracking information once available. Please inquire for specific routine or custom service requests, and we can generate a quote for you. External billing proceeds through the ONPRC business office. Note that center guidelines require that external users supply us with a purchase order (PO) before initiating a service. After the work is completed, external users will receive an invoice for review and the supplied PO will be billed.