

Mail Code L584 - 505 N.W. 185th Avenue, Beaverton, OR 97006 – Lab Tel: 503-346-5111,

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

**Custom AAV Miniprep Request Form**

*Please e-mail to completed form to*  carrolju@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.

**AAV Vector Information**

1. **AAV serotype capsid desired (e.g., AAV1, AAV2, etc.):**

Click here to enter text.

1. **Name of ITR transgene plasmid and concentration (recommended concentration 0.5-1 µg/µl). We request that you send us at least 15 µg 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 contain one of the following regulatory elements? Please note all vectors will be tittered by Free ITR qPCR.**

**CMV promoter** [ ] Yes [ ] No **CAG promoter** [ ] Yes [ ] No

**SV40 polyA** [ ] Yes [ ] No **BgH polyA** [ ] Yes [ ] No

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

[ ] Yes [ ] No

1. **What will the AAV vector be used for? (e.g. research area, disease application, target tissue, cells, model organism, etc.)**

Click here to enter text.

1. **Was your transgene ITR plasmid purified endotoxin-free? (we recommend using Qiagen endotoxin-free plasmid purification kits)**

 [ ] Yes [ ] No

1. **Have you confirmed both AAV 5’ and 3’ ITRs and other important elements in your transgene vector? If yes, please send us a gel image confirming ITRs.**

[ ] Yes [ ] No

1. **Do you have a map and complete sequence for your transgene ITR plasmid vector? If yes, please provide a txt copy of your vector sequence an electronic map indicating restriction sites used for analysis.**

[ ] Yes [ ] No

1. **Does your transgene ITR plasmid encode a conventional single-stranded (two ITRs) or a double-stranded/self-complementary (one ITR) AAV genome?**

[ ] Single-Stranded [ ] Double-Stranded/Self-Complementary

1. **Do you have special aliquot size needs? (25 µl is the standard aliquot size unless indicated below; total volumes range from 80ul- 150ul)**

Click here to enter text.

1. **What date do you need the AAV vector stock by?**

Click here to enter a date.

1. **Optional notes and comments:**

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 AAV 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 AAV 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 when granted.**
	2. Our recombinant AAV vectors are all helper virus-free, so replication-competent virus (RCV) testing is not required. The minimum Biosafety Level (BSL) or Animal Biosafety Level (ABSL) for work with rAAV is 1. The final BSL/ABSL level may be higher depending on the particular transgene cassette and vector configuration, as well as the cell type or *in vivo* model system used. These are general guidelines, and only the IBC and IACUC can issue project approvals and determine the specific BSL/ABSL for your work. See also <http://www.ohsu.edu/xd/research/about/integrity/ibc/upload/Vector-table-01152013.pdf>
2. AAV Insert Size and ITR Integrity
	1. The natural AAV genome size is about 4.7 kb. All viral sequences (except for 2 x 145 bp inverted terminal repeats [ITRs]) are deleted in AAV vectors. That provides a transgene capacity of about 4.3 kb. Even though slightly larger transgene cassettes can sometimes still be packaged efficiently, there is a risk of incomplete or non-packaging (i.e. no or low vector titers) with oversized genomes. Therefore, it is recommended to not exceed the AAV packaging capacity. The MVC can attempt to produce oversize vectors, but success is not guaranteed. Please contact us to discuss if this is a concern.
	2. Inverted-terminal repeat (ITR) plasmids (a.k.a. cis or vector transgene plasmids) are prone to rearrangements and deletions. This can lead to failed AAV vector productions. Therefore, many ITR-containing plasmids need to be grown in recombination-deficient (rec-) *E.coli* strains (such as Sure, Stbl2, or Stbl3) as low-copy plasmids at 30°C. Expect significantly reduced yields. We recommend using 2XYT medium and doubling growth volumes. For example, for a Qiagen Mega Prep set up a 2 x 500 ml overnight culture. Use twice the volumes of P1, P2, and P3 buffers for initial re-suspension and cell lysis. Then purify over a single Mega column following standard Qiagen protocol.
	3. Before supplying your ITR plasmid to us, validate ITR integrity by restriction digests using enzymes that cut within the ITRs, such as Xma I, Msc I, Ahd I, Pau I or Pvu II.
3. AAV Titers
	1. We titer all virus productions for viral genome (vg) titer by qPCR by ITR free qPCR. Final virus product will be provided in an injection-compatible and stability-enhanced buffer (DPBS + 35 mM NaCl + 5% glycerol) and checked for sterility by LB inoculation.
4. If you require controls for your assays please do not hesitate to ask us. We generally have marker stocks of the most common serotypes (such as AAV1, 2, 2 retro, 3, 5, 6, 7, 8, 9 and PHP.B) with a CMV-driven eGFP reporter gene in our inventory (10 µl, 25 µl, 50 µl, and 100 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 503-346-5111 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 yourITR-containing plasmid 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:** Julie Carroll/Greg Dissen ONPRC,  Molecular Virology Core Mail Code L584 Research Building 046 505 NW 185th Avenue Beaverton, OR 97006 Phone: 503-346-5111 | **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.