

## **Viral Vector Core Service Request Submission of Samples**

Service Request form must be completed entirely. Do not leave any section blank, as this would delay production time.

Complete description of virus or plasmid must be given, including any dangers associated with your insert.

Plasmids must be sterile and ready for transfection and concentration of DNA must be stated on form and sample tube.

Method you used to verify identity of your construct is required.

MMCRI internal requests must include PI approval signature, account number and IBC approval number.

Non-MMCRI requests must include shipping address, billing address, method of payment for services and FedEx number to use for shipment of completed virus.

Please give >24 hour advance notification of sample submission. Notification of request approximately one week prior to submission of request form and samples is recommended for fastest service.

DNA and seed virus received from the Core will be tested for sterility prior to production.

### **Sample sizes for submission:**

Adenovirus: >20ug DNA for transfection, or  
>20ul purified virus, or  
>1ml viral tissue culture supernatant

Lentivirus: >20ug DNA (for 40ml viral supernatant or 500ul concentrated virus)  
>50ug DNA (for 2ml of concentrated virus)

Retrovirus: >30ug DNA (for 40-50ml viral supernatant)  
>90ug DNA (for 120-150ml viral supernatant)

Completed form to be submitted with samples to:

Eric Tweedie  
Viral Vector Core Manager  
MMCRI  
81 Research Drive  
Scarborough, ME 04074

Questions may be directed to:

Eric Tweedie ([TWEEDE@mmc.org](mailto:TWEEDE@mmc.org)) Core Manager  
Nancy Chandler-Conrey ([nchandlerc@mmc.org](mailto:nchandlerc@mmc.org)) Technology Consultant Manager  
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