

# Retrovirus order form

Email completed form to VirusTech Core Facility ([virusfacility@ki.se](mailto:virusfacility@ki.se)).

For further information or questions regarding the price list, please contact us via email or phone (+46 (0)8‒524 87 387 before submitting request.

## What to provide to the core:

1. Obtain the necessary Material Transfer Agreement (MTA) if needed. If the customer provides a plasmid purchased from a company or a non-profit organization (i.e., AddGene), it is the customer's obligation to contact the depository entity (laboratory or company which produced the plasmid), to find out if some MTA agreement must be fulfilled, for the VirusTech Core Facility to work with those plasmids.
2. Download and fill out the **L-A anmälan** ([Permits and notifications for Genetic Modified Microorganisms work](https://ki.se/en/research/the-virustech-core-facility-user-guidelines)) documents in Swedish and/or in English (word). Read the [Guidelines and Instructions](https://staff.ki.se/media/355/download) to fill the document (pdf).
3. Fill out and submit this order form.
4. Attach plasmid sequence to this order form.
5. Provide your Retrovirus transfer vector (plasmid) at the right concentrations: ≥ 200 µg of the RV expression vector at a concentration of at least 0.30 µg/µl (preferably ≥ 1 µg/µl). The DNA should have been purified using an endotoxin-free protocol (e.g., Endo-free Maxi/Mega/Giga plasmids purification kits). We also offer a DNA plasmid purification service.
6. High Quality DNA: Plasmid DNA should be checked for purity and have an A260/280 ratio no lower than 1.8 (the actual value of this ratio must be provided to the core).
7. As indicated in the guidelines from our website we recommend transforming and growing your Gamma-retrovirus in recombination deficient cells such as One Shot™ Stbl3™ #C737303 (Thermo Fisher Scientific) or NEB Stable competent E. coli #C3040I (NEB) at 30°C for no more than 16 hours.
8. We encourage you to submit when applicable a picture of in vitro cultured cells transfected with your transgene plasmids (containing reporter genes).

### Billing information

Order number, to be filled out by the core facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Principal Investigator (PI) | Requesting Investigator |
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| Order date | Contact phone |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For KI users ZZ code and  project number | Contact email |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For External users PO number or reference number |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Shipping address | Billing address |
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### Order details

Please copy paste the following table and submit as many as needed for each construct.

|  |  |  |
| --- | --- | --- |
| Construct name (please specify all sequences inserted) |  | |
| Origin/AddGene number, if applicable |  | |
| Label of aliquots (name, date, initials) |  | |
| Plasmid information | | |
| Insert (bp) |  | |
| Plasmid (bp) |  | |
| Volume (µl) |  | |
| Concentration (µg/µl) |  | |
| A260/280 ratio |  | |
| Packaging plasmids | | |
| Pseudotype needed | | |
| Ecotropic pCL-Eco | | |
| Amphitropic (pUMVC + pMD2.G –VSV.G env-) | | |
| Additional information | | |
| Titration | Titration only | Others |
| Transduction + FACS (functional) | Transduction + FACS |  |
| Transduction + qPCR (functional) | Transduction + qPCR |
| gRT-PCR (physicial) | gRT-PCR |
| Product delivery | | |
| Non-concentrated supernatant (120 ml) | Concentrated small volumes (50‒70 ml) | Concentrated large volumes (500‒1000 ml) |
| Number and size of aliquots |  | |

### Plasmid details

Copy your plasmids details below (you can submit more than one construct).