



### **GEF Service Request**

Clients who wish to avail the services of the GEF must accomplish the following forms:

1. Completely filled out Service Request Form (Form B).
2. BSL2 Certification from the client's institute's biosafety committee.

The accomplished forms must be sent to [gefservices@mbb.upd.edu.ph](mailto:gefservices@mbb.upd.edu.ph) with the subject **GEF Service: [Name of Lab/Institute]**. Please wait for a confirmation receipt and the billing statement for the required service. GEF will only commence the service once the official receipt from the UPD Cash Office has been issued.

### **Sample Cell Line Submission**

For clients who wish to avail of transduction services, additional documents and forms are required for each cell line sample submission:

1. Signed Material Transfer Agreement (Form A).
2. Completely filled out Transmittal Form (Form C).
3. Certification authenticating the identities of the cell lines.
4. Certification authenticating the cell line samples to be mycoplasma-free. Please attach results of the assay if done In-house.

At least 1-mL of cryogenically stored cell solution must be submitted prior to generation of lentiviral particles. Samples must adhere to the triple-packaging system based on the WHO biosafety guidelines. Samples must also be transported in appropriate storage conditions (ie with dry ice).

### **Plasmids for sub-cloning**

For sub-cloning of target genes into lentiviral overexpression vectors, entry plasmids must be dissolved in nuclease-free water at a concentration of 200ng/ $\mu$ L with volume not lower than 50 $\mu$ L. Please secure the microfuge tube with parafilm prior to transport.

### **Important Reminders**

- GEF will not proceed with the genome editing service if any of the required documents from above are missing.
- Clients must inform GEF of the growth conditions including cell culture media, supplements and any other pertinent conditions two weeks prior to sending of the cell line sample. For cell lines that require specialized media supplements, GEF can procure the required material however this will take at least 3-months owing to the government procurement process. Alternatively, the client can supply GEF with the cell line to expedite service time.
- The client will shoulder the courier fees associated with transporting the cell line samples and/or the lentiviral particles.