

Guideline for Using IMB Transgenic Core Facility Services

(Revised on Jan.17,2006)

I. Service Overview

IMB Transgenic Core Facility (TCF) provides the following services*:

- A. Pronuclei microinjection.
- B. ES cell gene targeting.
- C. Chimera production.
- D. Embryo cryopreservation.
- E. Consultation on:
 - 1. Transgenic and gene targeting vector construction.
 - 2. Preparation of constructs.
 - 3. Identification of transgenic founder mice and correctly targeted ES clones.
 - 4. Maintenance of transgenic/gene-targeted mouse lines.

*** Routine TCF services only apply to conventional requests. Cases require special procedures will be subjected for committee discussion.**

Services not provided:

- A. Vector DNA construction and preparation.
- B. Tail DNA extraction.
- C. Genotyping for transgenic founder mice.
- D. ES clone screening.
- E. Long term maintenance of transgenic founders and chimeras.
- F. Maintenance/storage of ES clones after case closed.
- G. Maintenance/storage of mouse embryos after case closed.

II. Operation principles

- A. Starting from September 16th 1998, TCF will accept request from all Academia Sinica institutes. TCF services and charges are defined and regulated by the IMB transgenic committee and subjected to change from time to time according to the demand in Academia Sinica.
- B. Completed forms (see II.D,E) for TCF services should be submitted to Ms

Yi-Jen Hung (IMB secretary, 2789-9175), and will be dated by an IMB secretary upon receiving. TCF personnel will contact the requester promptly upon receiving the service order.

- C. Service order will be scheduled on first come first serve basis; however, actual service order may differ due to the following circumstances.
- (1) When more than two orders submitted by the same lab simultaneously, IMB transgenic committee would postpone some service orders to ensure timely TCF services to other researchers.
 - (2) Service order may be swapped between researchers upon agreement.
 - (3)** For case that failed to fulfill guaranteed result, case redo will be arranged and prioritized in the waiting list once the genotyping result is confirmed by TCF manager.
- D. Upon case submission, case request form, checklist (see E), case evaluation form and agreement form are needed to be filled and signed by PI. Brief information such as: background/ nature of the gene of interest, construct map and description, are important for the understanding and communication between TCF personnel and user. Such information should be included in the case request form and such information will be treated with confidentiality.
- E. In order to maintain TCF efficiency, requester should fully comply with the TCF guideline for material preparation. A checklist of TCF services will be used for evaluating submitted case. Criteria in such list are based on the past experiences and additive knowledge from all TCF services. Cases with minor deviates will be preceded without guarantees; cases with major deviations will be referred to committees for discussion. The checklist should be filled by PI and submitted together with the request form.
- F. Construct DNA required for TCF services should be available upon notice in specified quality and quantity. Discrepancy of the material will lead to delay or reject of TCF services.
- G. Mouse embryo donors and foster females used in TCF are from NLABRC and in-house breeding (IMB Animal Facility). TCF will perform services only when mouse health reports from both sources are negative for pathogen contamination to ensure the healthy status of all mice generated from TCF.

TCF will not be responsible for any potential health problem after mouse delivery.

- H. All mice generated in TCF will be kept in the TCF mouse colony of IMB Animal Facility during the custody period. Requesters should make sure that the produced mice could be transferred to other areas in IMB Animal Facility or to other animal facilities. TCF will not be responsible for long-term mice maintenance or animal transfer arrangement.
- I. For better communication and operation quality, any suggestion as well as concerns for TCF operation should be in written directly toward TCF committee and subjected for discussion.
- J. Depending on the demand, TCF will conduct small workshop and user meeting periodically.
- K. For controversial cases regarding the TCF service, all users should submit a cover letter and application forms in PDF format to th TCF committee for judgment. The TCF committee will make a final decision to resolve controversy within 2 weeks after submission.

III. Further information

For further information please contact

Dr. Ching-Yen Tsai TCF manager IMB Academia Sinica
(Lab) 2789-9312
(Office) 2652-1438
cytsai@imb.sinica.edu.tw