



Instructions for Completing ES Cell Service Requests

Process

For ES cell clones held at the CMMR, place an order through our online Laboratory Information Management System (LIMS). New users must first register for a user account. Your Principal Investigator (PI) must also have a registered account on LIMS.

1. Assemble all information needed to place your order (see below).
2. Log in at [TCP LIMS1](http://lims.phenogenomics.ca) (lims.phenogenomics.ca). You must have a Principal Investigator or User account (see below).
3. From the Service Requests menu, select "Request a CMMR Service".
4. Select the appropriate withdrawal form from the list of available services:
 - Investigators from not-for-profit institutions select **Gene Trap ES Cell Line Order, Not-for-profit** or **Targeted ES Cell Line Order, Not-for-profit**
 - Investigators from for-profit institutions select **ES Cell Line Withdrawal, For-profit** or **Targeted ES Cell Line Order, For-profit**
5. Click the magnifying glass next to Principal Investigator and select the appropriate Principal Investigator.
6. Fill in the remaining information on the Contact Information and User Forms using the information gathered in Step 1.
7. a) Investigators from not-for-profit institutions must agree to the Terms and Conditions Undertakings of Use stated on the web form and listed below.
b) Investigators from for-profit institutions must execute two original copies of the appropriate MTA. In the latter case, an electronic form copy of the MTA will be forwarded to you by email once your request has been accepted and bioinformatics review completed.
8. Submit your request.

Information needed to complete ES Cell Requests

Service requests must be completed in their entirety before submission. Service Request forms cannot be saved or edited by Requesters. Please make sure you have all the following information before placing your request:

- If you do not have an account, register for one at [TCP LIMS2](http://lims2.phenogenomics.ca) (lims2.phenogenomics.ca).
 - All requests are associated with a Principal Investigator account.
 - If your Principal Investigator has an account, select his/her name when you register for your account
 - If your Principal Investigator does not have an account, then you can have your Principal Investigator sign up for an account, listing you in his/her contact information and s/he can submit the request.
 - Alternatively, you can set up an account on your Principal Investigator's behalf, again listing yourself as the contact person, and then submit the request on

his/her behalf using his/her account. In this case, please make sure that all contact information for your Principal Investigator is complete and correct.

- Billing information with payment method:
 - Hospital for Sick Children or Mount Sinai Investigators: Cost centre to which your request should be billed
 - Other investigators: Preferred payment method and purchase order number, if necessary
- Complete shipping information:
 - Shipping address with room and/or floor number, building, street address, city, (province/state), country and postal/zip code. Note that couriers will not deliver to postal box addresses. If additional room is needed, use the comments section on the request form.
- Courier name and account number.
 - Courier and account information should be specific for international shipments, if ordering from outside of Canada. All cells will be shipped packaged in dry ice, so be sure that the courier you use accepts these types of shipments. Our customers commonly use FedEx and World Couriers.
- Complete cell line ID (from MGI, IGTC, IMSR, GSS or other database), MGI gene symbol of the trapped or targeted gene, and the name of the production facility (CMHD or MFGC).
- For ES cell lines, service charges must be paid in full prior to cells being shipped. This can be done by credit card, bank transfer, cheque, or money order, or by a valid institutional purchase order to the CMMR (use “Toronto Centre for Phenogenomics” as the vendor name).

NOTE: Import requirements vary by country. It is the requester’s responsibility to ensure that all necessary import/export forms are complete and forwarded to the CMMR for inclusion with any shipments, if needed. The CMMR cannot be held responsible for delayed, damaged, or lost shipments due to incomplete or incorrect import/export paperwork.

TERMS OF SERVICE

All services are provided on a cost recovery basis. Services and fees are subject to change. All charges are for services rendered and payment is due upon receipt of invoice.

1. Mice, germplasm, cells, and tissue: CMMR users understand that any mouse line or somatic tissue or service(s) related to these materials obtained from the CMMR is experimental in nature and may have hazardous properties.
2. Cryopreserved embryos, sperm, ES cells, and somatic tissue: CMMR users understand that any cryopreserved embryos, sperm, ES cells or somatic tissue from the CMMR is supplied “as is”, without warranty, either expressed, implied or statutory, with respect to merchantability or fitness for a particular purpose, to quality, exact quantity, recoverability, or particular genotype(s). CMMR users cannot assign any responsibility to the CMMR for failure to recover live mice after cryopreserved embryos, sperm, and/or

ES cells are received from the CMMR and thawed. The CMMR routinely performs quality control assessment of the freezing process performed on its mouse lines and is confident that frozen embryos and sperm from its mouse lines can be recovered successfully if the appropriate protocols are followed.

CMMR Undertakings of Use for NorCOMM Resources

- RECIPIENT will not re-distribute the original MATERIAL.
- RECIPIENT will acknowledge the contribution of the DONOR Scientist and the Canadian Mouse Mutant Repository (CMMR) in accordance with scientific custom in all written or oral communications of research using the MATERIAL.
- RECIPIENT will notify the CMMR of any publications on request.
- RECIPIENT recognizes that the MATERIAL is experimental in nature, provided "as is", without any warranties including fitness for a particular purpose or non-infringement of proprietary rights; not to be used in human subjects; and must be handled carefully by trained personnel.
- RECIPIENT will not hold liable The Hospital for Sick Children, the CMMR or the DONOR Scientist or Institution for any and all loss, claim or demand arising from the transfer, handling, storage, use, or disposal of the MATERIAL.
- RECIPIENT declares that s/he has received all necessary ethical and regulatory approval for research using the MATERIAL.

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