



ASU Biodesign Institute | Center for Personalized Diagnostics
1001 S. McAllister Ave.
PO Box 876401
Tempe, Arizona 85287
e: dnasuhelp@asu.edu | t: 480.965.5697 | f: 480.965.3051

Dear Researcher:

Enclosed is your order of plasmid(s) from the DNASU plasmid repository at the Biodesign Institute at Arizona State University. Included in your shipment is:

- The **plasmid(s)** you ordered
- A spreadsheet containing **information** about each of the plasmids you ordered.
- The **Material Safety Data Sheet** (MSDS)
- The **Terms of Use and Purchase**
- The **Material Transfer Agreement** (MTA). These are the terms by which you can use these plasmids. This MTA is included with this shipment for your reference and has been agreed to prior to shipment.
- The **invoice** for your order for your reference, or if you chose to pay by check, to submit to your accounts payable department

If you have any questions, please do not hesitate to contact our facility at dnasuhelp@asu.edu

Thank you,

THE  TEAM

What we have sent:

- Glycerol stock(s)
 - ◊ Freeze stock(s) at -80°C and/or streak to LB/antibiotic plates upon arrival.
 - ◊ If you receive a 96 well plate, spin the plate before removing the cover
- DNA stock(s)

Plasmid Validation:

We take pains to curate info and to ensure that the plasmid you requested is the plasmid you receive. Nevertheless, [we recommend that you perform restriction digest and/or sequencing analysis upon receipt of the plasmid\(s\) to confirm that you've got what you wanted](#). Please contact us **immediately** if you find differences between the plasmids you requested and the plasmids you received, so that we can re-sequence our stock of the plasmid. If it is correct, we will send you a new stock; if incorrect, we will offer you another plasmid from the repository free of charge. We will only replace incorrect plasmids if you notify us within **6 months** of receiving your order.

(See other side for more details)

Citations:

As a non-profit entity based at a research institution, our ability to add and develop new clone collections to DNASU relies on grant funding. To track our resource's impact for future grant applications, [we request that you cite DNASU \(Seiler et al. *Nucleic Acid Research Database Issue 2014*\) in any papers using plasmids from the repository. Please also acknowledge the people who made the plasmids.](#) Publications & authors are listed on the clone detail page.

Login to DNASU.org to get more info about the plasmids you requested:

Order Information

- Login to your account and click “My Account” (link on right menu). Follow links to view orders, including plasmid info and downloadable spreadsheet.

Plasmid Information

- DNASU Clone IDs are your link to more information about plasmids, including appropriate growth conditions and selection, the host strain we've used for the plasmid, etc. Click on the Clone ID from any results table to view the Clone Detail Page.

Vector Information

- Maps and sequence data are available at the Clone and Vector Detail Pages if we have them. Click the Clone ID or vector name to view detail pages, including download links.

Please consider sharing plasmids with the repository!

- We accept one, a few, or many plasmids
- All plasmid information is curated by PhD-level scientists
- All plasmids are stored in a state-of-the-art freezer storage system
- All plasmids are end-read sequenced for validation
- All plasmids are stored in phage-resistant bacterial strains
- Archival back-up and quality controls are applied to plasmids and information
- We can ‘hide’ plasmids prior to publication and then make immediately available
- No charge to you for storage and maintenance of plasmids and information

The more plasmids we have in the repository, the more we can make available to researchers!

Questions or comments?

Please contact the DNASU Plasmid Repository dnasuhelp@asu.edu for more information about sharing plasmids with the DNASU plasmid repository; or if you have comments, questions or suggestions relevant to plasmid information or DNASU.



DNASU Terms of Use and Purchase

The DNASU plasmid repository and the PSI:Biological-Materials Repository (henceforth referred to as "DNASU") have created these Terms of Use and Purchase to outline the terms and conditions that accompany the use of the DNASU website and the receipt of materials from DNASU. By using this website and accepting a shipment of plasmids from DNASU, the recipient stipulates to having read and to agreeing to the following. If you DO NOT AGREE to these terms, please DO NOT use this site and/or return all materials immediately to DNASU.

Ability of service: While DNASU makes reasonable efforts to ensure that this website is available at all times, we cannot guarantee that the website will be uninterrupted or error-free. We also cannot guarantee that users can access all features at all times.

Website Data: We make our best effort to make sure all data available on the website is correct and error-free; however we cannot guarantee that all data found on this site is correct. We cannot guarantee the accuracy of information provided in some of the tools available from or linked to third party websites. Please feel free to contact us if you do find an error.

Ordering of Materials: All orders must be placed through our website <https://dnasu.org>. We do not accept email, fax, or phone orders under any circumstance.

Material Costs: Cost of plasmids is set by Arizona State University and DNASU. All prices are listed here <http://dnasu.org/DNASU/CloneCost.jsp> and are available at time of check out for review. DNASU reserves the right to change prices at any time, though we will make every effort to notify users of the change via email and the DNASU website. If prices change, we will honor the price quoted at the time of order for all pending orders.

Material Transfer Agreement: If an MTA is required for a particular order, we will email this MTA to you and your PI (when applicable) once the order is placed. If you want to begin processing the MTA in advance, you can do so by contacting dnasuMTA@asu.edu. Prior to shipping an order, your Institution must first agree to, and accept, the applicable Material Transfer Agreement either by signing the individual MTA or by being a member of our Expedited MTA process.

Shipping of Materials: DNASU will package and ship material according to all applicable United States laws and regulations, including the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR). You are responsible for acquiring any necessary permits or forms allowing these materials to enter your country, and you are expected to comply with any and all Export Control laws of the United States. You are also responsible to pay for all duties and taxes required for shipments entering your country. If there is a problem with an order due to shipping materials or conditions, please contact us at dnasuhelp@asu.edu. We will provide replacement orders for problems due to damaged tubes or plates, broken or detached plate seals, or missing tubes or plates. Risk of loss shall pass to the recipient upon delivery to the carrier. We WILL NOT provide replacements for orders that were not delivered due to lack of permits, due to loss after delivery, or that were not handled properly at receipt, such as orders that are left at room temperature (if glycerol stocks).

Payments: Payments can be made by Purchase Order number (to be paid for by check or wire transfer) or credit card only. For domestic orders (excluding collections), payments will be invoiced within one month of your shipment, and payment is due within thirty (30) days of receipt of the invoice. For international orders and all collections, we will email an invoice within 3 days of placing your order and payment must be received before we will process and ship the order.

Credit Card Payments: Credit card information will not be collected, stored, or processed by DNASU. For credit card payment, you will be directed to the Quikpay® website, which will securely collect your Visa or Master Card information. Once your credit card information is entered, you will be returned to DNASU to complete your order. Once DNASU receives confirmation of your payment, your order will be placed in queue to be processed.

Cancellation: All orders that have a "pending" status can be cancelled on our website by the user. Once an order is in process or has shipped, it cannot be cancelled. Credit card payments that were not processed correctly will automatically be cancelled by DNASU.

Receipt of Material: Any Materials delivered pursuant to an order filled through this web site are understood to be experimental in nature and may have hazardous properties. Please follow the instructions for handling your samples enclosed in your shipment. We suggest that you sequence the materials that are sent to you from DNASU. DNASU makes every effort to send you the correct material. However, if you find that the material you received is incorrect or the glycerol stock does not grow, please contact us at dnasuhelp@asu.edu within thirty (30) days from receipt of the materials. We will either send you a replacement plasmid at no cost, provide you with a different plasmid at no cost, or we will refund the cost of the plasmid to you. We will NOT provide replacements or refunds for improperly handled samples or requests made after thirty (30) days of receipt of the order.

Refunds and Returns: Refunds should be requested through dnasuhelp@asu.edu. Refunds will be processed by DNASU within one (1) month from request. If you have received plasmids from DNASU, but do not personally agree to the terms of the MTA, the Terms of Use and Purchase, or otherwise wish to return your plasmids to DNASU, return your shipment to DNASU (shipping costs will be covered by the recipient).

Privacy Policy: Your privacy is important to us. Please review Arizona State University's privacy policy here <http://www.asu.edu/privacy/>. We collect personal information on this website; DNASU, the PSI:Biological-MR, and the Center for Personalized Diagnostic (CPD) will not share any personal information with those outside the three entities unless expressly stipulated in the particular Material Transfer Agreement. If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

Hyperlinks: The DNASU web site provides links to third-party Web sites for your convenience and information. If you access those links, you will leave the DNASU Web site. DNASU does not control those sites or their contents and cannot make any representations about third-party Web sites.

Regulatory Requirements: Anyone purchasing materials from or depositing materials with DNASU is ultimately responsible for obtaining all necessary permits and for complying with all applicable laws and regulatory requirements.

Modifications: We reserve the right to modify these Terms of Use and Purchase at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our homepage. Modifications to these standard Terms of Purchase will be effective for orders made immediately after these are posted on the web site, based on the "last updated" date below.

Last updated June 2018

Standard Material Transfer Agreement

This Standard Material Transfer Agreement (this "Agreement") is by and among you ("Recipient Institution" or "You"), and the Arizona Board of Regents, an instrumentality of the state of Arizona, acting for and on behalf of Arizona State University ("ASU"). You are being provided with Materials that were developed by researchers ("Depositor Scientists") working at one or more originating institutions (each, a "Depositor Institution"). The Depositor Institutions are the beneficiaries of, and may independently enforce, this Agreement. The Materials, together with any replicas and unmodified derivatives thereof, shall be referred to as the "Materials."

Recipient Institution hereby agrees as follows:

1. The Materials are the property of the Depositor Institution and are made available as a service to the research community.
2. The Materials may be used solely for teaching or internal, non-commercial biomedical or non-commercial biological research purposes.
3. THE MATERIALS MAY NOT BE USED IN HUMAN SUBJECTS.
4. The Materials will not be further distributed to others without the Depositor Institution's prior written consent and in any event shall not be distributed in violation of any of the U.S. export laws including the Export Administration Regulations ("EAR"), U.S. Department of Commerce, 15 CFR Parts 730-774 ; International Traffic in Arms Regulations ("ITAR"), U.S. Department of State, 22 CFR Parts 120-130; and Office of Foreign Assets Control ("OFAC") Regulations, U.S. Department of the Treasury, 31 CFR Parts 500-599.
5. You shall refer any request for the Materials to ASU or the applicable Depositor Institution. To the extent supplies are available, ASU or the Depositor Institutions agree to make the Materials available, under a separate material transfer agreement to other scientists solely for teaching or internal, non-commercial biomedical research purposes.
6. You agree to acknowledge, or ensure that your scientists acknowledge, the Depositor Institution and respective Depositor Scientists as the source of the Materials and ASU as the provider of the Materials in any publications reporting use of Materials.
7. You understand that the Materials are experimental in nature and may be toxic, hazardous, infectious or otherwise dangerous to human beings, animals, property and/or the environment. ASU AND THE DEPOSITOR INSTITUTIONS MAKE NO REPRESENTATIONS AND DISCLAIM ANY WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE USE OF THE MATERIALS WILL NOT INFRINGE ANY PATENT, COPYRIGHT, TRADEMARK, OR OTHER PROPRIETARY RIGHTS.
8. Except as provided in subsection 8.1 below, Recipient Institution assumes all liability for claims for damages against it by third parties which may arise from its or its scientists' use, storage, or disposal of the Materials.

To the extent permitted by law, Recipient Institution agrees to hold ASU and the Depositor Institutions harmless from and to indemnify ASU and the Depositor Institutions for all liabilities, demands, damages, expenses and losses arising out of Recipient Institution's or its Recipient Scientists' use of Materials for any purpose.

8.1 If Recipient Institution is a U.S. state institution, federal M&O contractor or federal agency, or is operated by a state agency, then no indemnification for any loss, claim, damage or liability is intended or provided under this agreement; each party shall be liable for any loss, claim, damage or liability that it incurs as a result of its activities under this agreement only to the extent provided under the Federal Tort Claims Act (28 U.S.C. Chapter 171).

9. You undertake to use the Materials in compliance with all applicable laws. Recipient Institution will have safety and security procedures and policies in place to ensure compliance with all obligations hereunder.

10. Additional requirements with respect to certain Materials are set forth in the Addendum attached to this Agreement. Such requirements are incorporated into and made a part of this Agreement.

RECIPIENT INFORMATION and AUTHORIZED SIGNATURE

Recipient Scientist: _____

Recipient Institution: _____

Address: _____

Name of Authorized Official: _____

Title of Authorized Official: _____

Signature of Authorized Official

Date

Certification of Recipient Scientist: I have read and understood the conditions outlined in this Agreement and I agree to abide by them in the receipt and use of the Materials.

Recipient Scientist

Date

Please have the Institution's authorized representative sign this Agreement and return one fully executed copy to:

DNASU Plasmid Repository
Arizona State University Biodesign Institute
Center for Personalized Diagnostics (CPD)
PO Box 876401
Tempe, AZ 85287-6401
Email: dnasumta@asu.edu

FOR REFERENCE ONLY



Material Safety Data Sheet (MSDS)

Creation Date: July 17, 2013

Revision Date: August 13, 2013

Revision Number: 3

1. Product Information:

Product Name: Plasmid DNA in phage resistant DH5- α bacterial cells

Synonyms: none

Recommended Use: For non-commercial research purposes only

Company: DNASU Plasmid Repository
Arizona State University
1001 S. McAllister Ave
Tempe, AZ 85287
Tel: (480) 965-5697
Tel: (480) 965-3051
Email: dnasuhelp@asu.edu

2. Component Data

The product contains no substances which at their given concentration, are considered to be hazardous to health. We recommend handling all chemicals with caution.

Component: Deoxyribonucleic Acid (DNA)

Component: Phage resistant DH5- α E.coli bacterial cells

Component: Glycerol

Component: Luria Broth (LB)

Appearance: Cloudy and slightly yellow

Physical State: Liquid

Volume: 200 μ l

3. Hazards Identification:

Information pertaining to particular dangers for man and environment not applicable

Low hazard for usual industrial or commercial handling. Handle in accordance with good industrial hygiene and safety practice. The phage resistant DH5- α E. coli bacterial cells can be handled at BSL-1.

NFPA ratings (scale 0-4)

Health = 0

Fire = 0

Reactivity = 0

Biological Safety Level (BSL): 1

The BSL-1 rating means that this material is not known to consistently cause disease in healthy adults humans.

Principle Routes of Exposure/ Potential Health effects

Eyes	May cause eye irritation with susceptible persons.
Skin	May cause skin irritation in susceptible persons.
Inhalation	May be harmful by inhalation.
Ingestion	May be harmful if swallowed.

Specific Effects

Carcinogenic effects	no data available
Mutagenic effects	no data available
Reproductive toxicity	no data available
Sensitization	no data available

3. First Aid Measures

Eye or Skin Contact: Rinse with water and obtain medical attention if symptoms occur, such as skin irritation or reddening.

4. Handling and Storage

Handling Wear personal protective equipment including gloves and lab coat. Avoid contact with skin, eyes and clothing.

Storage Long term, store at -80°C in a closed tube.

5. Spill or Leak Procedures/Accidental Release measures

If spilled While wearing appropriate protective clothing and equipment (e.g., protective gloves, safety glasses), spray area with a 10% bleach solution (1 part bleach to 9 parts water). Allow to sit for 10 minutes. Soak with inert absorbent material and dispose of material in biological waste container or in accordance with federal, local, and state, regulations

6. Transport Information

IATA

Proper shipping name	Does not contain infectious substances and unlikely to cause disease in humans or animals, not subject to dangerous goods regulations
Hazard class	none
Subsidiary Class	none
Packing group	none
UN-No	none

7. Additional Information

The above information was acquired by diligent search and/or investigation and the recommendations are based on prudent application of professional judgment. The information shall not be taken as being all inclusive and is to be used only as a guide. All materials and mixtures may present unknown hazards and should be used with caution. Since DNASU cannot control the actual methods, volumes, or conditions of use, we shall not be held liable for any damages or losses resulting from the handling or from contact with the product as described herein. THE INFORMATION IN THIS MSDS DOES NOT CONSTITUTE A WARRENTY, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PUPOSE.

End of Safety Data Sheet