# Gene Editing Core Billing

**Mass General Brigham (MGB) Billing & Remit To Information**

## Internal Payments (funds within MGB)

* Service(s) will be billed to your People Soft number(s): **GRXXXXXXX (9-digit number)**

## External Payments (non-MGB funds)

**MGB vendor setup contact:** Susanti Sugianto: ssugianto@mgb.org (617-768-8913)

### MGB billing information:

Tax ID: 04-3230035

NAICS: 62,621

DUNS: 825636988

Unique Entity ID: UEIYS8MKJGJN857

CAGE: 7AYA5

Remit To: Mass General Brigham

Address: Mass General Brigham – Cores Facilities Office

399 Revolution Drive, Suite 750, Somerville, MA 02145

### Payments could be received via:

**Check:**

Payable To: Mass General Brigham

Mail To: Mass General Brigham – Cores Facilities Office Attn: Tera Morse

399 Revolution Drive, Suite 750, Somerville, MA 02145 PHSResCoreFac@partners.org

### Wire Transfer:

Domestic Payments | *by ACH or EFT:*

Bank Name: Bank of America

Bank Address: 100 Federal Street, Boston, MA 02110

Bank ABA Routing: 011-000-138

Account Name: Mass General Brigham Incorporated

Account #: 000050169434

Bank Officer: Barbara Hottman

Phone #: 888-400-9009

Federal Tax ID: 04-3230035 Employee to Notify: Tera Morse

E-mail: PHSResCoreFac@partners.org

**NOTE:** MUST have “**Gene Editing Core**” and **Invoice Number** in the remittance information Please send all core payment remittances to PHSResCoreFac@partners.org after wire transfers

Foreign Payments | *by Fed Wire Transfer:*

Bank Name: Bank of America

Bank Address: 100 Federal Street, Boston, MA 02110

Bank ABA Routing: 0260-0959-3

Swift Address (US Domestic): BOFAUS3N Swift Address (Foreign Currency): BOFAUS6S

Account Name: MASS GENERAL BRIGHAM INCORPORATED OPERATING ACCOUNT

Account #: 000050169434

Bank Officer: Barbara Hottman

Phone #: 888-400-9009

Federal Tax ID: 04-3230035

Employee Notify: Jason Mombourquette

E-mail: PHSResearchCash@partners.org

**NOTE:** MUST have “**Gene Editing Core**” and **Invoice Number** in the remittance information Please send all core payment remittances to PHSResCoreFac@partners.org after wire transfers

# Gene Editing Core Request Form Instructions

#### General Guidelines

Yellow cells must be filled in from drop-down menus or manually.

Copy/Paste into yellow cells containing drop-downs may break the form.

Download the newest iteration of the Request Form at <https://researchcores.partners.org/gec/about>

Separate instructions for PO/Funding Form at <https://researchcores.partners.org/gec/about>

Please direct questions to: mgbgec@mgb.org

#### Customer Information

**Name/Attn:** Name of individual to receive product

**Address 1/2:** Street address for shipping (Institution listed elsewhere)

**City/State:** Street address continued

**Country:** Indicate destination country, we ship internationally

**Contact E-mail:** Email for correspondence regarding product

 request/quote/PO/fulfillment/shipping/invoice

**Contact phone:** To be listed on FedEx 2-Day shipping label

**Affiliation:** Choose from three options

1. MGB Affiliate – internal orders from MGB/BWH/MGH/subsidiaries\*
2. Non-MGB Academic Affiliate – external academic clients
3. Industry – other clients including biotech/pharma

*\*Additional: Cooley Dickinson, Martha's Vineyard Hospital, Mass Eye & Ear, McLean, Nantucket Cottage Hospital, Newton-Wellesley Hospital, Salem Hospital, Spaulding Rehabilitation, Wentworth-Douglass Hospital*

*\*Internal customers utilize internal 9-digit Workday/Peoplesoft Funding codes.*

**Company:**  Your institution/center name

**Special Code:**  Internal Use Only

**Delivery/Pickup:** Choose Delivery or local Pickup\*

*\*If local, come prepared and supply your own container and dry ice.*

*\*If delivery, additional charges indicated on invoice ($15-35 typically depending upon shipping destination).*

**NOTE:** Customer address/contact information must match shipping information if delivery is selected.

#### Service Information and Cell line /Sample Submission Request

* For gene editing service, we recommend using GEC's validated control cell lines as the parental line for genome editing whenever possible. These cell lines are well-maintained, mycoplasma-free, and have been characterized for optimal editing efficiency. If you prefer to use your own cell line as the parental line, please ensure that your cell line has been recently tested and confirmed to be free of mycoplasma and bacterial contamination before submission. Documentation of sterility testing may be requested prior to project initiation.
* For off-target analysis (CHANGE-seq) service, clients are required to submit genomic DNA meeting the following quality specifications:
* Minimum quantity: 5 µg of high-quality genomic DNA (quantified by Qubit), concentration > 50ng/ul.
* Purity: OD260/280 ratio between 1.8–2.0
* Please avoid submitting degraded, sheared, or contaminated samples, as low-quality DNA may significantly affect the success of off-target analysis.

NOTE: Service options are categorized between gene editing, off-target analysis, iPSC reprogramming, CRISPR perturbation screening and lentivirus packaging.

#### Service Workflow Overview

Request ➔ Quote Confirmation ➔ Cell line/Sample delivery (if needed) ➔ Project execution ➔ QC ➔ Product/ report delivery ➔ Billing

#### Shipping and Pickup

Pickup Option: Local pickup is available from the GEC Core (Boston site).

Delivery Option: FedEx 2-Day shipping available; typical delivery charges range between $15–$35,

depending on destination.

**Frequently Asked Questions (FAQ)**
Q: Can I modify my request after submission?

A: Modifications can be accommodated prior to project initiation. Contact mgbgec@mgb.org promptly.

Q: What happens if genome editing fails?

A: GEC guarantees rigorous QC standards.

NOTE: If project failure is attributable to Core processes, redo options or partial credits will be discussed individually.

Q: How is project progress communicated?

A: Regular status updates will be provided via email. Clients may inquire about project status at any time.

Q: What happens if I submit poor-quality materials?

A: If materials fail initial QC, GEC will contact you.

NOTE: Additional fees or project cancellation may apply depending on circumstances.