illumina®

TruSeq® DNA Sample Preparation
High Sample (HS)
Lab Tracking Form

Project: _____

Batch: _____

Date: _____

1 Fragment DNA

Date/Time: _____

Operator: _____

☐ Fragment DNA: Start_____ Stop:_____

☐ Centrifuge Covaris tube (600 xg, 5 s)

RSB Reagent:_____

CFP Plate Barcode: _____

DNA Plate Barcode:_____

IMP Plate Barcode:_____

2 Perform End Repair

Date/Time: _____

Operator: _____

☐ Centrifuge CTE tube (600 xg, 5 s)

☐ Shake IMP plate (1,800 rpm, 2 m)

☐ Centrifuge IMP plate (280 xg, 1 m)

☐ Incubate IMP plate (30°C, 30 m):

Start_____ Stop_____

☐ Vortex AMPure XP Beads

☐ Shake IMP plate (1,800 rpm, 2 m)

☐ Incubate IMP plate on bench (RT, 15 m):

Start_____ Stop_____

☐ Incubate IMP plate on magnet (RT, 15 m):

Start_____ Stop_____

☐ ☐ Incubate IMP plate on magnet (RT, 30 s)

☐ Let stand IMP plate on magnet (RT, 15 m):

Start_____ Stop_____

☐ Shake IMP plate (1,800 rpm, 2 m)

☐ Centrifuge IMP plate (280 xg, 1 m)

☐ Incubate IMP plate on bench (RT, 2 m):

Start_____ Stop_____

☐ Incubate IMP plate on magnet (RT, 5 m):

Start_____ Stop_____

CTE Reagent (optional):_____

ERP Reagent: _____

RSB Reagent: _____

ALP Plate Barcode: _____

3 Adenylate 3' Ends

Date/Time: _____

Operator: _____

☐ Centrifuge ALP plate (280 xg, 1 m) (if stored)

☐ Shake ALP plate (1,800 rpm, 2 m)

☐ Centrifuge ALP plate (280 xg, 1 m)

☐ Incubate ALP plate (37°C, 30 m): Start_____ Stop_____

ATL Reagent: _____

CTA Reagent (optional):_____

RSB Reagent: _____

4 Ligate Adapters

Date/Time: _____

Operator: _____

☐ Centrifuge AD000X tubes (600 xg, 5 s) or DAP (280 xg, 1 m)

☐ Centrifuge CTL, LIG, STL tubes (600 xg, 5 s)

☐ Shake ALP plate (1,800 rpm, 2 m)

☐ Centrifuge ALP plate (280 xg, 1 m)

☐ Incubate ALP plate (30°C, 10 m): Start_____ Stop_____

☐ Shake ALP plate (1,800 rpm, 2 m)

☐ Centrifuge ALP plate (280 xg, 1 m)

☐ Vortex AMPure XP Beads

☐ Shake ALP plate (1,800 rpm, 2 m)

☐ Incubate ALP plate on bench (RT, 15 m):

Start_____ Stop_____

☐ Incubate ALP plate on magnet (RT, 5 m):

Start_____ Stop_____

☐ ☐ Incubate ALP plate on magnet (RT, 30 s)

☐ Let stand ALP plate on magnet (RT, 15 m):

Start_____ Stop_____

☐ Shake ALP plate (1,800 rpm, 2 m)

☐ Incubate ALP plate on bench (RT, 2 m):

Start_____ Stop_____

☐ Incubate ALP plate on magnet (RT, 5 m):

Start_____ Stop_____

☐ Vortex AMPure XP Beads

☐ Shake CAP plate (1,800 rpm, 2 m)

☐ Incubate CAP plate on bench (RT, 15 m):

Start_____ Stop_____

☐ Incubate CAP plate on magnet (RT, 5 m):

Start_____ Stop_____

☐ ☐ Incubate CAP plate on magnet (RT, 30 s)

☐ Let stand CAP plate on magnet (RT, 15 m):

Start_____ Stop_____

☐ Shake CAP plate (1,800 rpm, 2 m)

☐ Incubate CAP plate (RT, 2 m) Start_____Stop_____

☐ Incubate CAP plate on magnet (RT, 5 m):

Start_____ Stop_____

CTL Reagent (optional):_____

DNA Adapter Plate _____ or

DNA Adapter Indices:

AD001 _____ AD013 _____

AD002 _____ AD014 _____

AD003 _____ AD015 _____

AD004 _____ AD016 _____

AD005_____AD018 _____

AD006_____AD019 _____

AD007 _____ AD020 _____

AD008 _____ AD021 _____

AD009 _____ AD022 _____

AD010_____AD023 _____

AD011_____ AD025 _____

AD012_____ AD027 _____

LIG Reagent: _____

RSB Reagent: _____

STL Reagent: _____

CAP Plate Barcode:_____

DAP Plate Barcode: _____

PCR Plate Barcode (gel-free method only):_____

SSP Plate Barcode: (gel method only):_____

5 Purify Ligation Products (gel method only)

Date/Time: _____ RSB Reagent: _____

Operator: _____ PCR Plate Barcode: _____

☐ Centrifuge SSP plate (280 xg, 1 m) (if stored)

☐ Run gel (120 V, 120 m, constant): Start _____ Stop _____

☐ Incubate gel slices (RT) and vortex (every 2 m)

6 Enrich DNA Fragments

Date/Time: _____ PMM Reagent: _____

Operator: _____ PPC Reagent: _____

☐ Centrifuge PMM and PPC tubes (600 xg, 5 s) RSB Reagent: _____

☐ Centrifuge PCR plate (280 xg, 1 m) (if stored) CPP Plate Barcode: _____

☐ Shake PCR plate (1,600 rpm, 20 s) TSP1 Plate Barcode: _____

☐ Centrifuge PCR plate (280 xg, 1 m)

☐ Thermal cycle (PCR Program): Start_____ Stop:_____

☐ Vortex AMPure XP Beads

☐ Shake CPP plate (1,800 rpm, 2 m)

☐ Incubate CPP plate on bench (RT, 15 m):

Start_____ Stop_____

☐ Incubate CPP plate on magnet (RT, 5 m):

Start_____ Stop_____

☐ ☐ Incubate CPP plate on magnet (RT, 30 s)

☐ Let stand PCR plate on magnet (RT, 15 m):

Start_____ Stop_____

☐ Shake CPP plate (1,800 rpm, 2 m)

☐ Incubate CPP plate on bench (RT, 2 m): Start_____ Stop_____

☐ Incubate CPP plate on magnet (RT, 5 m): Start_____ Stop_____

7 Validate Library

Date/Time: _____ ☐ Validated by gel or ☐ Agilent Bioanalyzer

Operator: _____

8 Normalize and Pool Libraries

Date/Time: _____ ☐ Single-Indexed ☐ Dual-Indexed

Operator: _____ DCT Plate Barcode: _____

☐ Shake DCT plate (1,000 rpm, 2 m) PDP Plate Barcode: _____

☐ Centrifuge DCT plate (280 xg, 1 m)

☐ ☐ Shake PDP plate (1,800 rpm, 2 m)