

Lab Tracking Form

Date/Time:	BBB Reagent:	
Operator:	BWB Reagent:	
Vortex RPB tube	ELB Reagent:	
Thermal cycle RBP plate (mRNA Denaturation program)	FPF Reagent:	
Incubate RBP plate on bench (RT, 5 m):	RPB Reagent:	
Start Stop	RBP Plate Barcode:	
Incubate RBP plate on magnet (RT, 5 m):		
Start Stop		
Incubate RBP plate on magnet (RT, 5 m):		
Start Stop		
Centrifuge ELB tube (600 xg, 5 s)		
Thermal cycle RBP plate (mRNA Elution 1 program)		
Centrifuge BBB tube (600 xg, 5 s)		
Incubate RBP plate on bench (RT, 5 m):		
Start Stop		
Incubate RBP plate on magnet (RT, 5 m):		
Start Stop		
Incubate RBP plate on magnet (RT, 5 m):		
Start Stop		
Thermal cycle RBP plate		
(Elution 2 – Frag – Prime program)		
Synthesize First Strand cDNA		
Date/Time:	CDP Reagent:	
Operator:	FSA Reagent:	
Incubate RBP plate on magnet (RT, 5 m):	CDP Plate Barcode:	
StartStop		
Centrifuge FSA tube (600 xg, 5 s)		
Centrifuge SuperScript II+FSA tube (briefly)		
Centrifuge CDP plate (briefly)		

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☐ Thermal cycle CDP plate (Synthesize 1st Strand)



Lab Tracking Form

Synthesize Second Strand cDNA

Date/Time:	CTE Reagent (optional):	
Operator:	RSB Reagent:	
Centrifuge CTE tube (600 xg, 5 s)	SMM Reagent:	
Centrifuge SMM tube (600 xg, 5 s)	ALP Plate Barcode:	
☐ Incubate CDP plate (16°C, 60 m):		
Start Stop		
Let stand CDP plate (RT)		
☐ Vortex AMPure XP Beads		
☐ Incubate CDP plate on bench (RT, 15 m):		
StartStop		
☐ Incubate CDP plate on magnet (RT, 5 m):		
StartStop		
☐ ☐ Incubate CDP plate on magnet (RT, 30 s)		
Let stand CDP plate on magnet (RT, 15 m):		
StartStop		
Centrifuge RSB tube (600 xg, 5 s)		
☐ Incubate CDP plate on bench (RT, 2 m):		
StartStop		
☐ Incubate CDP plate on magnet (RT, 5 m):		
Start Stop		

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Lab Tracking Form

Date/Time:	CTA Reagent (optional):	
Operator:	• •	
Centrifuge ALP plate (280 xg, 1 m) (if stored)	RSB Reagent:	
Centrifuge CTA tube (600 xg, 5 s)	-	
Thermal cycle ALP plate (ATAIL70 program)		
Ligate Adapters		
Date/Time:	CTL Reagent (optional):	
Operator:	LIG Reagent:	
Centrifuge AR000X tubes (600 xg, 5 s) or RAP (280 xg,	m) RNA Adapter Plate	or
Centrifuge CTL, LIG, STL tubes (600 xg, 5 s)	RNA Adapter Indices:	
Incubate ALP plate (30°C, 10 m):	AR001 AR013 _	
StartStop	AR002 AR014 _	
☐ Vortex AMPure XP Beads	AR003 AR015 _	
Incubate ALP plate on bench (RT, 15 m):	AR004 AR016 _	
Start Stop	AR005AR018 _	
Incubate ALP plate on magnet (RT, 5 m):	AR006AR019 _	
StartStop	AR007AR020 _	
☐ ☐ Incubate ALP plate on magnet (RT, 30 s)	AR008 AR021 _	
Let stand ALP plate on magnet (RT, 15 m):	AR009 AR022 _	
Start Stop	AR010AR023 _	
Incubate ALP plate on bench (RT, 2 m):	AR011AR025	
Start Stop	AR012AR027	
Incubate ALP plate on magnet (RT, 5 m):	RSB Reagent:	
StartStop	STL Reagent:	
☐ Vortex AMPure XP Beads	CAP Plate Barcode:	
Incubate CAP plate on bench (RT, 15 m):	PCR Plate Barcode:	
StartStop	RAP Plate Barcode:	
Let stand CAP plate on magnet (RT, 5 m):		
StartStop		
☐ ☐ Incubate CAP plate on magnet (RT, 30 s)		
Let stand CAP plate on magnet (RT, 15 m):		
StartStop		
Incubate CAP plate on bench (RT, 2 m):		
StartStop		
Incubate CAP plate on magnet (RT, 5 m): Start	Stop	

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Lab Tracking Form

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)	TSP1 Plate Barcode:
Thermal cycle PCR plate (PCR program)	
Vortex AMPure XP Beads	
☐ Incubate PCR plate on bench (RT, 15 m):	
StartStop	
☐ Incubate PCR plate on magnet (RT, 5 m):	
StartStop	
☐ ☐ Incubate PCR plate on magnet (RT, 30 s)	
Let stand PCR plate on magnet (RT, 15 m):	
Start Stop	
☐ Incubate PCR plate on bench (RT, 2 m):	
Start Stop	
Incubate PCR plate on magnet (RT, 5 m):	
Start Stop	
Validate Library	
Date/Time:	Validated by gel or Agilent Bioanalyze
Operator:	
Normalize and Pool Libraries	
Date/Time:	Single-Indexed Dual-Indexed
Operator:	•
•	PDP Plate Barcode:

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