1. **Run Information**

| **Laboratory:** |  |
| --- | --- |
| **Building #:** |  | **Room #:** |  |
| **Equipment:** | Ion PGM Sequencer | **Equipment ID:** |  |
| **Run ID:** |  | **Error Date:** |  |
| **Initiator:** |  | **Date:** |  |
| **Submitter:** |  | **Date:** |  |
| **Reviewer:**  |  | **Date:** |  |

1. **Error Report**

| **Error description** |
| --- |
| *(e.g. error message, pH out of range, cannot detect chip, poor sample loading, description of erroneous data, sequencing step, etc.)* |

| **Troubleshooting action(s) taken:**  |
| --- |
| *(e.g. replaced chip, adjusted pH of reagents, data examined, Thermo Fisher technical support involved?)* |
| **Notified staff of error**  | Yes [ ]  No [ ]  |
| **Notified manufacturer of error** | Yes [ ]  No [ ]  |
| **Thermo Fisher Case Number:** |  |
| **Other field reports available and attached:** | Yes [ ]  No [ ]   |

| **Post-troubleshooting verification**  |
| --- |
| **Performed post-troubleshooting verification:** | Yes [ ]  No [ ]  |
| **Verification test used:** |  |
| **Verification test results:** |  |
| **Changes to process or procedure needed?** | Yes [ ]  No [ ] **Explain:** |

1. **Protocol Summary (or attach library preparation workbook)**
	1. **Library Preparation**

| **Preparer Name:** |  |
| --- | --- |
| **Date Prepared:** |  |
| **Kit Name:** |  |
| **Reagent Names:** |  |  |  |
| **Lot Numbers:** |  |  |  |
| **Expiration Dates:** |  |  |  |
| **Library QC Results:** |  |

* 1. **Sequencing Kit Information**

| **Loader Name:** |  |
| --- | --- |
| **Loading Concentration (pM):** |  |
| **Flows (e.g. 80, 128, 180, etc.)** |  |
| **Chip Type and version:**  |  |
| **Reagent Names:** |  |  |  |
| **Lot Numbers:** |  |  |  |
| **Expiration Dates:** |  |  |  |

| **Comment Description**  |
| --- |
|  |

1. **Comments**
2. **Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rev #**  | **DCR #** | **Changes Made to Document**  | **Date**  |
|  |  |  |  |

1. **Approval**

Approval Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_