

**PacBio Sequel Service Request Form**

User Information	
User name:	User E-mail:
Tel no:	Department or School:
Supervisor's name:	Account no. to be charged:
User's signature:	Date:

Run ID:							
Intended Submission Date:							
Kits/ Reagents Required:							
Sample Name	Insert Size	Movie Time	Pre-extension time (for amplicon sequencing)	On Plate loading Concentration (pM)	Volume of library(μL)	Loading Method	Barcode Index (Y/N)
Supervisor's signature:				Date:			

\*Supervisor please read and sign for terms and conditions in the next page as well.

For Official Use Only			
Request Form Submission Date:			
Sequence Kit Ordered Date:		Sequence Kit Arrival Date:	
Sequence Kit Charge:	Service Charge:	Total Charge:	
Library Received Date:		Library Submission Form: <input type="checkbox"/> Print out <input type="checkbox"/> Excel	
Library QC Method	<input type="checkbox"/> Qubit	<input type="checkbox"/> Nanodrop Fluorospectrometer	
Sequencing Result	Start Date:	Complete Date:	Raw Data Delivery Date:
Sequencing Kit ID:			
P0 (%)		P1(%)	P2 (%)
Total Bases (Gb):		Polymerase Read Length:	
Remarks: _____			

## Terms and Conditions

### **General policy**

1. BioCRF does not accept any sample with potential biohazard.
2. This service is for Research Use Only. The reagent has not been approved, cleared, or licensed by the United States Food and Drug Administration or any other regulatory entity whether foreign or domestic for any specific intended use, whether research, commercial, or diagnostic.
3. BioCRF will order and reserve reagents for this project once the PI has submitted this service request form. PI is responsible for the cost of expired reagents (shelf life of the reagents and SMRT cells will be notified to users before placing the order) due to delays in sample submission (i.e. sample quality control issues).
4. BioCRF does not provide any bioinformatics support for data analysis.
5. BioCRF makes no representations and extends no warranties of any kind, either express or implied. The results are provided by BioCRF to user “as is”.

### **Sample submission and quality policy**

A sample goes into queue only after the reagent cost and sample are received. If a sample does not pass our incoming QC, we will not proceed with the sample until incoming QC is met (or PI can sign a waiver to override this). BioCRF is not responsible for the performance of a library or cDNA sample sequenced on the PacBio Sequel machine. The following items are required for sample submission:

- 1) PFGE/ Bioanalyzer/ Fragment Analyzer traces of all libraries obtained during the Template Preparation
- 2) Library quantification during template preparation and the final library using Fluorescent Nanodrop (ND-3300) or Qubit quantitation system.
- 3) Excel calculation files for Diffusion loading and Magbead loading.

### **Results and data distribution policy**

A Run QC report generated from SMRT Link will be sent to the users. Users can copy the raw data from BioCRF. BioCRF is not responsible for backups of customer data after distribution.

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_