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Jul-2023\_ver.1

**Sample Submission Form for Mass Spectrometry Analysis Services**

**Guidelines for Sample Submission:**

1. Please read the Mass Spectrometry Analysis Service Policy (page 3) before sample submission.
2. The sample submission form must be submitted to [Dr. So Pui-Kin](mailto:pui-kin.so@polyu.edu.hk) ([bckin@polyu.edu.hk](mailto:bckin@polyu.edu.hk); ext. 8797) and [Dr. Wang Chenyin](mailto:Dr.%20Wang%20Chenyin%20)  (chenyin.wang@polyu.edu.hk; ext. 8007) via *email* upon submitting the samples to the Mass Spec Lab (W711). ONE sample submission form is for ONE sample only. Late submission of the form may result in delay of sample analysis.
3. Samples must be submitted in a seal lock bag labeled with the *submitter’s name* and *submission date*.
4. Samples must be labeled as simple as possible, preferably with sequential numbering (e.g. S1, S2, S3, etc). Avoid labeling samples with long chemical names.
5. Please directly contact Dr. So Pui-Kin or Dr. Chenyin Wang if samples are needed to be *refrigerated.*
6. Please contact Dr. So Pui-Kin or Dr. Wang Chenyin for any issue about mass spectrometry analysis services.
7. **Submitter Information**

|  |  |
| --- | --- |
| Submitter’s name: Click or tap here to enter text. | Department: Click or tap here to enter text. |
| Contact e-mail: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| Supervisor: Click or tap here to enter text. | Date: Click or tap here to enter text. |

1. **Sample Information**

|  |  |
| --- | --- |
| Sample name: Click or tap here to enter text. | Mol. formula: Click or tap here to enter text. |
| Mol. weight: Click or tap here to enter text. | Purity: Click or tap here to enter text. |
| Solvent: Click or tap here to enter text. | Acquisition mass range: Click or tap here to enter text. |
| Molecular structure (for small molecule): | |

1. **Service request (Tick where appropriate)**

|  |
| --- |
| 1. Molecular mass measurement   Infusion ESI-MS (HKD 30/ sample)  UHPLC-ESI-MS: Choose an item.  MALDI-TOF-MS (HKD 40/ sample) |
| 1. Protein identification (database search included)   MALDI-TOF/TOF-MS (HKD 60/ sample) |

1. **Remarks**

Click or tap here to enter text.

1. **Declaration (Required)**

My supervisor has endorsed this submission.

**Mass Spectrometry Analysis Service Policy**

1. Please read the Guidelines for Sample Submission (Page 1) for the details and requirements about sample submission.
2. All prices stated in the sample submission form are for INTERNAL (Staff/Students in POLYU) only.
3. All are welcome to consult Dr. So Pui Kin ([bckin@polyu.edu.hk](mailto:bckin@polyu.edu.hk); ext. 8797) and Dr. Wang Chenyin (chenyin.wang@polyu.edu.hk; ext. 8007) for scientific advice regarding the type(s) of analysis service needed and instrumental conditions applied.
4. All samples are expected to be immediately ready for mass spectrometric analysis. Sample preparation is expected to be carried out by sample submitters. Please consult Dr. So Pui Kin or Dr. Chenyin Wang about sample requirements and sample preparations required.
5. Any leftover sample materials will be discarded after analysis. Please mention in “Remarks” of the sample submission form if any samples are needed to be retained.
6. Self-service (users performing analysis by themselves after training) is encouraged as the cost of which is much lower than submitting samples for analysis. Refer to the ULS website for hourly charge rates of various instruments (https://www.polyu.edu.hk/uls/-/media/department/uls/content/download/charging-scheme.pdf).
7. The provision of Mass Spectrometry Analysis Service is not unlimited. ULS reserves the right to make the final decision on the acceptance of samples. Self-service may be suggested for various circumstances, e.g., a significantly large number of samples and MS analysis is required frequently and regularly.
8. All prices could be subjected to change without prior notice. Please refer to the charge rates as stated in the most updated version of the sample submission form.