

# Mass Spectrometry Facility

## Guide to sample submission

If you wish to submit a sample for analysis, please follow the procedure below:

- 1) Please fill in an analysis request form online. If you have multiple sample, you can describe each of them in the sample description field.
- 2) Once completed and reviewed by the MSF, your request will be mailed to you as PDF file.
- 3) Print the PDF file
- 4) Samples that are stable can be brought to the drop-off location, where you will find a logbook and a set of pre-printed labels. Attach the label matching your sample ID to the vial. **Please note that the number on the label and the number in the “Sample ID” field of the form you printed must match.**
- 5) Samples for proteomics or that need special handling (air or light sensitive etc.) must be delivered directly to MSF personnel. Contact the facility to arrange a time and date for drop-off.
- 5) For samples that can be dropped-off without MSF intervention, the drop-off location is in front of 230 Chemistry and Materials Building. The picture below shows how the space is organized

