

BMSF Analysis Request Form

Small Molecule (non-protein) Samples

Office use only:

Sample tracking ID:	Sample qty:
Submission date:	Analyst:

Please return completed forms along with your sample submissions to either location:

Upper campus facility Attn: BMSF Sample Submissions. Level 4, Room 408, Wallace Wurth Building (C27), University of NSW, Sydney NSW 2052
Lower campus facility Attn: BMSF Sample Submissions. Rm B50, Chemical Sciences Building (F10), University of NSW, Sydney NSW 2052.

Your Details:

Please fill in all areas marked with *

* Name	* Phone	
* Dept / Org	* Email	
* Supervisor	BMSF contact	
Does this sample form part of an ongoing registered project?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please include the project title. Title: _____		

*** Payment Method:** (UNSW Project Accounts **OR** External Invoice)

UNSW Account

Fund Code		Dept ID		Project ID	
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External Invoice

Purchase Order #	
Email for invoicing	
Billing Address	

Sample Type / Objective of Analysis (tick all that apply)

Structural Information		Quantitation (MS based)	
MW confirmation - High resolution		Purification	
MW confirmation - Low resolution		Other (please specify)	
Solids DIP Analysis			

Sample Information

Sample ID	Scientific Name & Class of Compound	Elemental Composition	MW range	Suitable Solvents

If more space is required attach your spreadsheet to the back of this form

Structural Diagram	
Identify all buffers, detergents and known impurities.	
Indicate any chemical or biological hazards	
Best storage conditions	

Type of analysis requested: (please circle if know)

1. [MALDI]	2. [LC/MS]	3. [GC/MS]	4. [DESI]
5. [+ESI]	6. [-ESI]	7. [APCI]	8. [Other- please specify]

Acknowledgement / Citation Agreement

Users of the BMSF Analytical Services agree to the following conditions:

- An appropriate acknowledgment of the involvement of the BMSF will appear in any publication involving work in the BMSF. The following wording is recommended by the BMSF: “Mass spectrometric analysis for this work was carried out at the Bioanalytical Mass Spectrometry Facility, UNSW and was supported in part by infrastructure funding from the New South Wales Government as part of its co-investment in the National Collaborative Research Infrastructure Strategy”.
- If the BMSF is involved in assay development and/or validation work for the project, co-authorship is required with the appropriate member(s) of the BMSF.
- A copy (or full citation details) of any publication involving work in the BMSF will be sent to the Director of the BMSF as soon as possible after acceptance.

Submission of an analysis request form provides your agreement to the above conditions.

Supervisor’s Signature _____ **Date** ___/___/___
(and agreement to conditions)

Once samples have been received, a confirmation email will be sent to you containing your sample tracking ID#. Average sample analysis turn around time is 1-2 weeks.