

**ICP-Elemental Analysis Facility**

***SSEAU- ANALYTICAL CENTRE, UNSW***

**Sample Information Sheet – New Samples or Projects**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project type** | **Undergraduate / Honours / Masters / PhD / Postdoc / Teaching / Consulting** |
| **Name** |  |
| **UNSW-ID** |  |
| **Email** |  |
| **Contact Phone** |  |
| **Supervisor** |  |
| **Supervisor ORCID** |  |
| **Email of Supervisor** |  |
| **Contact Phone of Supervisor** |  |
| **School / Unit / Organisation** |  |
| **Dept. ID** |  |
| **Fund** |  |
| **Project Code** |  |
| **Supervisor’s Signature (or attached email confirmation)** |  |

***Please answer as many of the questions below as possible (and think about the rest) before coming to talk to us about your analytical needs.***

1. Sample Name / Type / Identification
2. Sample Identification: If you submit a large batch of samples, please make a spreadsheet, and replace your sample ID with simple number format (for example 1,2,3...). Also, if you have an estimate of concentration, arrange them from lowest to highest concentration.
3. Estimated no. of samples / estimated project length?
4. Is this (a) a UNSW-based research project, (b) an external university or medical research project or (c) a commercial consulting project/sample?
5. Sample Description (composition / source / size or amount available)?
6. Elements required / problem to be solved?
7. Estimated / calculated concentrations of the elements?
8. Have we analysed similar samples for you or your group previously? **Yes / No**
9. If yes, give brief details
10. If no, provide additional information (see below) to help in method development (otherwise go to Q11)

* Is there a standard method or literature method available?
  + - Are any standards or reference materials available?
* Sample preparation method if known – or any info you can provide on how the sample might be digested or extracted?

(Open vessel acid digestion / Microwave Digestion / Selective Extraction etc)

* Will you carry out sample digestion in your own lab? **Yes / No / NA**
* Instrumentation required (if known)
  + ICP-AES / ICP-MS / LA-ICP-MS / IC / FIA / LC-OCD / Multi-N/C

11. Do you wish sample preparation / digestion to be done

(a) by our staff? (b) by you in our labs or (c) with supervision by our staff\*\*?

12. Do you wish to receive training in instrument operation\*\*?

\*\*For larger projects, with ongoing analytical needs, you or a member of your group may like to become involved in doing the analyses. Apart from reducing costs in the longer term, it also allows you to be more proactively involved and to make more informed decisions on your analytical needs and on results interpretation. However, you will need formal training; this may also include laboratory safety training, depending on your background. And you need to decide on your availability, since sample prep. can be time-consuming. Therefore, it is only cost-effective for you and for us if you have a large no. of samples and/or a long-term project needing these types of analytical measurements.

Contact Details:

ICP Laboratory: Room B36, Basement of Chemical Science Building (F10).

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Courier: Attention ICP Laboratory, Lower Campus Store, School of Chemical Sciences, Gate 2, High Street, Rm GQ13, G, E8- Science & Engineering (SEB), UNSW Sydney NSW 2052 Australia

***Misuse of zIDs and passwords***

*No user is permitted, under any circumstances, to use the zID and/or passwords of another individual to access MWAC services.  
   
Among many other reasons, there is a safety aspect to this policy: we must ensure training records reflect the real training completed by the individual booking an instrument, for example.  
   
Anyone found using any zID or password(s) that do not belong to them, for whatever reason (even at the request of an academic supervisor or the true zID or password holder) should expect to have their access to MWAC terminated or severely curtailed.*