



WSU Health Sciences Spokane Mass Spectrometry Service Center Sample Submission Form

- Please fill out this form and send it to Mass Spec Service Center supervisor Ze Liu at ze.liu@wsu.edu at least two days ahead to confirm that the instrument and operator will be available when your samples are ready.
- Prepare samples according to the guidelines at end of this form.
- Print out this form and submit it with samples. Incomplete forms will delay the analysis.
- Label all samples clearly with your name, date, and the sample's ID.
- Please email ze.liu@wsu.edu or call 509-358-7633 with any questions, comments, or special requests.

Client information

Full name: _____ PI or group head: _____

Email: _____ Date: _____

- **Sample information** (attach separate page if necessary)

1) For Dry Sample:

Sample IDs	Formula	Monoisotopic mass	Sample quantity with unit	Sample solubility

2) For Wet Sample:

Sample IDs	Formula	Monoisotopic mass	Sample concentration with unit	Solvent	Percent purity

- Return sample? Yes No

- Please indicate briefly the purpose of analysis:

Please PRINT possible structures and attach to this form!

- **Safety consideration: No radioactive samples will be accepted for analysis.**

I. Please check all conditions that apply to your sample.

None Carcinogenic Explosive Flammable Irritant Toxic Other

II. Please indicate hazards present in the samples:

- **Special handling considerations**

(i.e. thermal stability, light or air sensitivity, store in refrigerator, store in freezer, etc.)

- **Analytical information**

Mass spectrometer of choice:

QTOF-MS (Waters Xevo TQ MS)

with HPLC

QTOF-MSMS (Waters Xevo TQ MS)

with HPLC

Triple Quad LC-MS/MS (QTRAP 6500)

with HPLC

Ionization type:

(+) ion (-) ion +/- ion

Additional options:

Polymeric analysis Others: _____

Mass range to scan: _____

If desired, list masses for fragmentation: _____

- **Other specific analytical requests:** (e.g. injection volume, ...)

Sample preparation:

- All samples should be in an ESI-friendly solvent system, such as 50/50 water/acetonitrile, water/methanol, etc.
- Avoid nonvolatile salts (e.g., phosphates, borates, sulfates, or citrates), detergents (especially non-ionic detergents), TFA (>0.10%), and other additives in the samples.
- For positive ion samples, a small amount of acetic acid (0.1% v/v) can be added to enhance the signal. TFA is not recommended.
- For direct injection, prepare at least 100µL of sample. For flow-injection analysis, 20µL is typically sufficient.
- **DO** centrifuge the samples before analysis.

Analysis report (staff use only):

- Data: _____ File name: _____
- Analyzed by: _____
- Analysis/sample prep comments:

- Instrument used, temp, solvents used, mobile phase used, etc:

- Found: _____

- Comments:
