

MASS SPECTROMETRY RESEARCH FACILITY

Small Molecule Sample Submission Form:

This form is for the submission of small molecules for:

- i) Alternative Ionisation (EI/CI/FI or MALDI).
- ii) General small molecules analysis (external service).

For departmental samples make sure open access analysis has been completed first and supply open access ID in the field indicated below. Please complete 1 form per sample. This form can be downloaded at: <https://massspec.chem.ox.ac.uk/files/smallmolecullessamplesubmissionformpdf> and should be **submitted electronically by saving it in the 'Service Sample Submission' folder on the Q - drive: \\chem.ox.ac.uk\srf\Mass Spectrometry\Service Sample Submission**

Name: _____ Telephone: _____

Group: _____ Email: _____

Date: _____ Sample ID: _____

Project Code/Charge Account*: _____

Company or Department name (if external): _____

***Note a Project code or Charge account is compulsory. If you do not know which project code to use please discuss with your supervisor or the CRL finance team. Samples WILL NOT be analysed without a valid code being entered.**

Sample Information

Molecular formula: _____

Monoisotopic mass: _____

ESI monoisotopic m/z: _____

Quantity/volume: _____

Concentration: _____

Suitable solvents: _____

Toxicity: _____

Open access ID: _____

Structural formula:

(please note: image must be downloaded, unfortunately it cannot be cut and pasted from ChemDraw)

or SMILES here:

Sample Type: Please select one of the two options below.

- EI/CI/FI or MALDI Ionisation: **MSS number**.....
- External small molecules and metabolites (external samples only)

Special instructions: e.g. sample in freezer, thermally unstable, air sensitive, etc.