**Mass Spectrometry Sample Submission Form**

**CMA use only**

**#Samples: \_\_\_\_\_\_\_**

**#48h Priority: \_\_\_\_ #MSn\_\_\_\_\_\_\_\_**

**#Protein ID: \_\_\_\_ #Prep: \_\_\_\_\_\_**

**Receive date: \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_**

**Analysis date: \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_**

**Notebook/Page #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr. Mark E. Bier**, Director

Center for Molecular Analysis

Dept. of Chemistry

Mellon Institute Bldg http://www.chem.cmu.edu/cma/

Carnegie Mellon University mbier@andrew.cmu.edu
4400 Fifth Avenue 412-268-3540 (O)

 Pittsburgh, PA 15213 412-268-7548 (LAB)

1. **Billing Information:**

**CHARGE NUMBER (Oracle (CMU) OR PO (non-CMU) # ): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor / PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department / Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Billing address (non-CMU): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Sample Preparation and Drop-off Procedure:**

**Guidelines:** <https://www.cmu.edu/chemistry/facilities/cma/instrument/mass_spec.html> *Additional rates may apply if not followed.*

* Submit this Sample drop-off (SDO) form by email to: cma-mcs@andrew.cmu.edu.
* **FOR ESI OR MALDI MS:** Label all sample vials using a laminated label with your name, date and complete sample contents or for MALDI spot your samples onto your MALDI PLATE with a standard and drop off inside MI551.
1. **Sample Information:**

**[ ] Not toxic [ ] Unknown [ ] Toxic (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Solvent system: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ purity: \_\_\_\_\_\_\_\_\_%**

**Compatible solvents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volume of sample: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counter ions, salts, and buffers in solution (include conc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Isotopic enrichment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Storage Temperature: [ ] RT [ ] 2-8ºC [ ] -20°C**

**Special handling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Light sensitive? [ ] No [ ] Yes**

**Molecular Formula: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MW \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Avg. or [ ] Monoisotopic**

**Brief description of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Masses / mass range of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Analysis Information:**

**Analysis priority: [ ] Standard (1 week) [ ] Priority (48 hrs. – double rate)**

**Ionization type: [ ] ESI [ ] MALDI [ ] APCI**

**Scans required: [ ] (+) Mode [ ] (-) Mode [ ] MS/MS of masses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional options: [ ] High Resolution MS [ ] Protein identification (double rate)**

***\*Additional rates may apply\****

 **[ ] Deconvolution [ ] LC-MS [ ] Polymeric analysis (Mn,w,z and PDI)**

**EMAIL RESULTS: [ ] PowerPoint [ ] RAW DATA FORMAT**

1. **Attach previous data, chemical structures, or other information to this sheet.**

**Sample Drop-off (SDO)**

1. Samples from other non-CMU labs should arrange for a drop off or mail the samples to the Center with attention to Mark Bier at the following address:

Mark Bier, Director

Mellon Institute Building, SDO

Center for Molecular Analysis

Carnegie Mellon University

4400 Fifth Ave

Pittsburgh, PA 15213

**Data Results**

Data results will be sent electronically by email to the submitter in the form of a Microsoft PowerPoint doc or raw data files or both.