

**Samples submission:**

- For every sample, complete a Sample Analysis Request form, acquired from our website or directly on the Centre
- Provide chromatograms and all relevant instrumental conditions for the analysis, i.e. column type, mobile phase program, detector wavelength, etc
- All samples must be supplied in clearly labeled, closed sample vials. Labels must include the sample number or identifier as listed on the Sample Analysis Request Form. Samples cannot be accepted in miscellaneous laboratory flasks
- Submit the samples directly to Technician, room S501 or S505, Chemistry Department
- Provide neat samples or solutions with known concentrations (i.e. mol/L, mg/mL)
- If sample is submitted in solution, provide additional vials with the solvent(s) used to prepare the solutions; they will be utilized as sample blanks. It is recommended to prepare solutions using solvents HPLC grade
- Partial list of solvents that can be used with ESI MS include: water, methanol, ethanol, isopropanol, acetone or acetonitrile. Nonvolatile buffers containing anions such as phosphate or sulfate are not recommended.
- For APCI MS, possible solvents include water, methanol, isopropanol, acetonitrile, hexanes or toluene. Nonvolatile buffers containing anions such as phosphate or sulfate are not recommended.

**Sample Analyses**

- Samples are analyzed as soon as possible in order of receipt. If you require emergency analyses please contact the Center at 902-496 8798 for arrangements.
- Unless otherwise instructed, all samples are held for a maximum period of one (1) month under room temperature or refrigerated at 0-10°C if specified. Users are responsible for collecting their sample vials should they be needed.
- Users will be contacted by email or phone once samples are analyzed. Results can be sent by mail or picked up at the Centre.

**Reports**

- Specifications of instrumental conditions utilized in the analysis are given, as well as chromatograms, mass spectra plots and relative intensity vs. m/z values or retention times.
- All paper and electronic records are stored for a maximum of one (1) year following analysis. Electronic data from our analytical instruments is automatically captured and archived in specified dated files. Data is periodically copied onto a hard drive and removed from MS computer.