

## Sample Submission Guidelines

Our group provides mass spectrometric service for the research groups of the Department and external customers. Please consider the following submission guidelines:

1. Before submitting your sample, please download the submission form from our homepage (<http://schuerch.dcb.unibe.ch/index.php/service>) and fill in the form. **Don't forget to include your e-mail address!**
2. Print out the form and submit it together with your sample. Do not submit any forms by e-mail.
3. Please submit the samples in small glass or polypropylene vials only. Generally, we do not accept samples submitted in reaction flasks. Do not forget to **firmly attach a label with your name and the name of the sample.**
4. Deposit the samples and the submission form in room U181. Sensitive samples can be stored in the refrigerator (+4°C) or the freezer (-20°C).
5. External customers are kindly asked to send the sample and the filled in submission form by mail (to: Schürch group, mass spectrometry service, Departement für Chemie und Biochemie, Freiestrasse 3, 3012 Bern).
6. Give us some time. We do our best to provide fast service, but can't process all samples immediately. Samples are processed in the order in which they are received. First in - first out - no exceptions.
7. Your results will be sent as pdf-files directly to the e-mail address specified on the submission form.
8. You may pick up the remaining sample directly after analysis. **Please note that we discard all remaining samples on Monday of the following week.**
9. Ask! If you are unsure what type of analysis to select or have any other questions related to MS service, please don't hesitate to ask us. Moreover, we are happy to assist you, if you have trouble interpreting your data.

Your MS service team

