

# MSF - Guide to sample submission

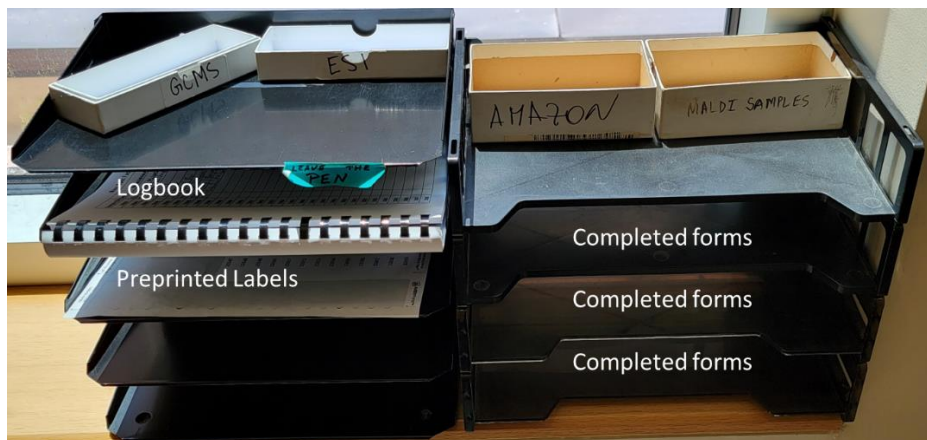
## General instructions

If you wish to submit a sample for analysis, please follow the procedure below:

- 1) Please fill in an analysis request form online.
- 2) If you have multiple samples, you can describe each of them in the sample description field of the electronic form
- 3) Once completed and reviewed by the MSF, your request will be mailed to you as PDF file.
- 4) Print the PDF file.

## In person drop-off

- 1) Samples that are stable can be brought to the drop-off location, where you will find a set of pre-printed labels. Attach the label matching your sample ID to the vial. **Please note that the number on the label and the number in the “Sample ID” field of the form you printed must match.**
- 2) If you have multiple samples, use a secondary container to hold them, and put the label on the secondary container. All samples inside the secondary container must be clearly labelled.
- 3) The drop-off location is in front of 230 Chemistry and Materials Building. The picture below shows how the space is organized.



- 4) Samples for “-omics” or that need special handling (air, light or temperature sensitive etc.) must be delivered directly to MSF personnel. Contact the facility to arrange a time and date for drop-off.

## Shipping samples

- 1) Samples can be shipped using the address below.
- 2) Include a printed copy of the PDF submission form with your shipment.

Attn: Mass Spectrometry Facility  
Department of Chemistry  
133 Choppin Hall  
Louisiana State University  
Baton Rouge, LA-70803