

University Research Facility in Life Sciences (ULS)

Mass Spectrometry Analysis Service Policy:

- (1) Users must fill in sample submission forms when submitting samples. ONE sample submission form is for ONE sample only.
- (2) Samples (typically in plastic or glass containers) should be fixed at the top-right corner of sample submission forms with tapes or by other means. Sample submission forms accompanying samples should be submitted to the collection box placed outside room **W711**. Please contact Dr. So Pui Kin (E-mail: pui-kin.so@polyu.edu.hk; Tel: 3400-8797) if samples are needed to be refrigerated.
- (3) All prices stated in the sample submission form are for INTERNAL (Staff/Students in POLYU) only.
- (4) All are welcome to consult Dr. So Pui Kin for scientific advice regarding the type(s) of analysis service needed and instrumental conditions applied.
- (5) All samples are expected to be immediately ready for mass spectrometric analysis. Sample preparation is expected to be carried out by sample submitters. Please consult Dr. So Pui Kin about sample requirements and sample preparations required.
- (6) Any leftover sample materials will be discarded after analysis. Please mention in “Remarks” of sample submission forms if any samples are needed to be retained.
- (7) Self-service (users performing analysis by themselves after training) is encouraged as the cost of which is much lower than submitting samples for analysis. Refer to ULS website for hourly charge rates of various instruments (<https://uls.polyu.edu.hk/document/Charging%20Scheme.pdf>).
- (8) The provision of Mass Spectrometry Analysis Service is not unlimited. ULS reserves the right to make final decision on acceptance of samples. Self-service may be suggested for various circumstances, e.g., significantly large number of samples and MS analysis is required frequently and regularly.
- (9) All prices could be subjected to change without prior notice. Please refer to the charge rates as stated in the most updated version of the sample submission form.