Analysis Request Form

MALDI MS	CRM	HRTEM	

Internal	External	Request number(for Technician)	

Name of the user: …………………………………………………………………………….................

Postal Address: …………………………………………………………………….........................
……………………………………………………………………………… (For sending payment bills)

Contact: Phone …...............…………………….. **Email** …………………………………………………………..

Preferred mode of data transfer

Internet	Hardcopy/CD

Authorized by:

The guide ……………………………………………………….……….................................

Billing name and Address (For reimbursement)
(Name and Signature) Both are necessary

Project number for the bill to be credited to (if project): ………………...

Number of samples……………………………. (Maximum of two)

Sample details*

Sl. No.	Name of the sample	Nature of the sample(liquid/ solid/high vapor pressure)	Chemical constituents /formula/ known details about the sample (eg. Carbon nanotube)	Mass range/spectral range/particle size of interest (nm)	Preferred matrix(only for MALDI MS)
1.					
2.					

Name of preferred solvents: (Sample1 ………………………….. Sample2 …………………………………….)
(If the samples are in liquid form, please clearly mention the solvent used. Eg. Ultrapure water, Ethanol, name of Polar/Non-Polar solvents)

*Only high vacuum compatible samples will be analyzed in MALDI & TEM .Vacuum compatibility of the samples must be ensured by the user. If vacuum problem leads to instrument failure, no additional samples from the group will be analyzed. The operator cannot check the vacuum compatibility of the samples before analysis.

Note: Microscopy will be done only if the sample has been characterized earlier by other techniques such as XRD, SEM, XPS, TG etc. A300kV UHRTEM is not a test equipment.

Signature of the requester………………………….................... Date………………………………………

Analysis Request Form

Received on………………………..................... Analyzed on………....................... (For the technician)

Time Used: From - To........................... User Signature.. (After Analysis)

Agreed to make the payment Project/Institute (strike off whichever is not relevant)

Head of the department (Signature)…………………………………………………………………

 Per sample charge

Nature of Analysis	TEM (INR)	CRM (INR)	MALDI (INR)
Assisted	**1000**	**500**	**500**
Unassisted*	**800**	**400**	**400**

* For unassisted operation, the student must have been trained previously. Training costs are, TEM: Rs.10000, CRM: Rs.5000, MALDI: Rs.5000. These programs will be announced once in a while.

For HRTEM: One unit corresponds to 90minutes and during this period, it is expected that only one sample is analyzed. If you need additional analysis on a given sample, the instrument time will be charged as one / more sample (s). In order to avoid long delay, samples have to be restricted. HR conditions can be maintained only if there are some restrictions on the type of samples.

In order to reduce the pump-down time, it is suggested that only evaporable solvents are used for sample preparation. Samples maybe prepared at least one day in advance and left to dry in ambience. Pump-down time must be reduced to increase instrument efficiency. If the sample takes more time to pump-down, it will be charged as one (or more) sample(s).

The unit cost includes minimum consumables such as one grid per sample (for TEM). Minimum consumables for CRM and MALDI are included. Data will be transferred onto a user supplied CD or emailed as attachment.

Basic operation of the machine will be possible within the allotted time. Elaborate analyses should be discussed with the staff and are possible only with assistance.

For external samples per unit charge will be 2X for external universities and 4X for industries. The charges with 14.50% service TAX (in addition) must be paid in advance as a DD, in the name of "Registrar, IIT Madras" payable at Chennai.

The form above may be printed and send along with the DD for service. Check the status of the machine by sending an email to ***nano@iitm.ac.in*** in advance.

Important Note:
*Clear and specific details on the sample and the solvent used must be specified. If not, it will be rejected. Use additional plain paper if necessary to include this information and images.
*Please sign at the appropriate places.