

DTU Metabolomics Core Sample Submission Form

Please note:

- All samples must be prepared according to procedures approved by DTU Metabolomics Core staff
- All samples for LC-MS and HPLC analysis must be dissolved in methanol, acetonitrile, water or a mixture of these solvents
- All samples must be centrifuged (10000+ g for 5 min) or filtered (0.45 µm)
- Only samples in approved 2 mL or insert vials will be run – **be sure to remove air bubbles from insert vials** by lightly tapping the bottom of the vials on a hard surface
- All samples **must be labelled** with a printed label. Unlabelled or samples labelled with marker will not be run. Please consult the DTU Metabolomics Core if you cannot print labels

Procedure:

- Please place your samples in a box labelled with your initials in the sample submission freezer in R115, B221 in the **IN** shelf and place the Sample Submission Form in the **IN** tray above
- Your samples will be placed in the **OUT** shelf once run
- Once your samples have been run, the following day, your data will be transferred to the instruments data folder under the directory “O:\MetCore_Data_Transfer” and you will be notified by email (consult IT to gain access to this drive).
- Data in this directory will be deleted after **2 weeks**, so please transfer your data before this
- Please collect your samples within **2 weeks** of been run. After this time they will be disposed of unless collected

It is your responsibility to collect your data and samples

For non-standard analyses, please consult the Metabolomics Core before submitting samples

Frequent users may request to be trained on instrumentation by registering at <https://ppms.eu/dtu/>

For information on prices, please contact a member of the Metabolomics Core Staff

DTU Metabolomics Core Sample Submission Form

Please fill in all fields

Name: _____ Email: _____

Initials (on vial): _____ Date: _____

Project Number: _____ Project Name: _____

Department: DTU Bioengineering: Yes

Other DTU: _____

Other: _____

Sample Names: _____

Injection volume: Standard (1µL) Multiple (0.5, 1, 2, and 4 µL) Other _____ µL

High Resolution HPLC-MS – (for LC-MS quantification contact MetCore Staff)

	Positive Ionisation		Negative Ionisation	
	MS	MS/MS	MS	MS/MS
<i>Gandalf QTOF (15 min*)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Maxis QTOF (15 min*)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Samples				

*: All HPLC-QTOF samples are now run on the 15 min method. If you want to use the old 20 min method, please add this to the comments

HPLC-DAD/FLD

<i>Trubadurix LC-DAD-FLD</i>	<input type="checkbox"/>
<i>Dionex Ultimate LC-DAD</i>	<input type="checkbox"/>
Number of Samples	

GC-MS

<i>GC-MS</i>	<input type="checkbox"/>
Number of Samples	

Comments (optional): _____

Please collect your samples and data within 2 weeks from analysis

Contact: Aaron John Christian Andersen at ajca@dtu.dk