

## Department of Chemistry, IIT Delhi

### MICROTOF II, HRMS Facility

#### Mode of Access

Each group will get one slot per complete cycle according to the table given below:

Day/Slot	9.30-12.30 (1 <sup>st</sup> Slot)	14.00-17.00 (2 <sup>nd</sup> Slot)
1 <sup>st</sup> Day		
2 <sup>nd</sup> Day		
3 <sup>rd</sup> Day		
4 <sup>th</sup> Day		
5 <sup>th</sup> Day		
6 <sup>th</sup> Day		
7 <sup>th</sup> Day		
8 <sup>th</sup> Day		

#### Procedure to Submit the Requisition Form

1. Fill in the HRMS requisition form (It is available in the instrumentation lab as well as in the departmental website) completely. Forms that are incompletely filled will not be accepted.
2. First get the approval from your supervisor, then from the mass facility coordinator, and finally submit it in the instrumentation lab at least one day before taking up your slot.

#### Sample preparation

1. You should only use the HPLC solvents for sample preparation.
2. The required HPLC solvents should only be taken from the instrumentation lab while submitting the completely filled HRMS requisition form.
3. Very dilute solution (maximum of 1mg in 10 mL of the solvent) of the compounds should be prepared and brought to the instrumentation lab when you are coming to avail your slot. If the concentration of the sample brought by you is unacceptably high, next two slots of yours will be barred.
4. The solutions brought should be filtered in the instrumentation lab before injection.

# Department of Chemistry, IIT Delhi; MICROTOF II

## HRMS Requisition Form

Name of the Supervisor:		Date:	
Name of the Student:		Day:	
Contact Number(s):		Slot:	

### Sample Details

S. No.	Sample Code	Molecular Formula	Formula Weight	Dissolved in	Compound Purified by	Required Analysis (+ive / -ive ionization mode), (LRMS / HRMS), MS-MS
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

We comply with the following:

1. Purity of the samples has been confirmed by  $^1\text{H}$  NMR spectroscopy
2. Only very dilute solution of the samples is prepared (maximum of 1mg in 10 mL of the HPLC solvent)
3. HRMS / MS-MS analysis has been requested only for the unknown compounds. (If requested on known samples give suitable justification at the bottom or on the back side of this form)

Signature of the Supervisor

Signature of the Mass Facility Coordinator (MFC)

*After getting the signature from the MFC you should not change the number of samples and details regarding them*