

Sample Submission Guidelines

1. To submit a protein sample, a request form has to be filled out in FULL. Radioactive samples are NOT accepted.
2. Please submit your samples in the following sessions:
 - i. Monday 10:00 a.m. to 12:00 noon
 - ii. Wednesday 3:00 p.m. to 5:00 p.m.
3. In the sample submission form, supervisor's name and signature are required to be filled in if 10 samples (or more) are submitted at once.
4. To minimize human keratin contamination, care should be taken when handling the samples.
 - i. Wear clean gloves and long-sleeved lab coats.
 - ii. Frequently wash the gloves.
 - iii. Use clean tubes and tips.
5. Samples (gel bands and liquid) should be placed in Eppendorf tubes. Screw cap type tubes are not recommended since polymer contamination may always be found from this type of tubes.
6. For samples in solution form, the guidelines are shown as follow:
 - i. Minimize salt concentration in samples.
 - ii. The use of detergent must be avoided.
 - iii. Desalting using ZipTip™ might be required.
6. For PAGE gel samples, they should be excised by clean blades or disposable pipette tips and placed in Eppendorf tubes. Cut as close to the protein band as possible to reduce the amount of gel to be processed. The gel should be stained with a proper staining protocol (MS compatible). The recommended staining methods are Coomassie Blue and fluorescent dye (e.g. SYPRO Ruby).
7. The service is on a **first-come-first-serve** policy. Fill in the MS Request Form in FULL to avoid processing delayed. The sample turnaround time is up to a few days for molecular weight determination and up to a week for protein

identification. These times are dependent on the number of samples received and our workload at the time.

8. Charges will apply for all samples consented to be processed, regardless of expected or unexpected results.
9. Please feel free to contact the Facility for any inquiry on sample preparation, analysis and result interpretation.
10. Please note that it is kindly requested to acknowledge the Biosciences Central Research Facility, HKUST in your publications.

25 February 2011

All rules and regulations will be revised regularly.