

Sample Submission Guidelines

1. To submit samples for Mass Spectrometry Service, a service request e-form ([MS e-Form](#)) has to be filled out in FULL, including the sample volume, amount, and concentration. An incomplete request form will be returned, and the samples will not be accepted.
2. For proteomics samples that required protein digestion,
 - i. It is highly recommended to submit 2-5 µg of total protein.
 - ii. Samples should be placed in 1.5mL Eppendorf tubes. Do NOT use 2mL tubes.
 - iii. Sample submitted will be processed using the SP3 bead trypsin/Lys C digestion.
 - iv. Gel samples are no longer accepted. Please follow the protocol [here](#) to perform in-gel digestion and protein extraction before sample submission.
3. At non-office hours, please submit the proteomics samples to the 4°C/ -20 °C refrigerator right next to the front door of Room 6127.
4. To minimize human keratin contamination, always wear clean gloves and long-sleeved lab coats when handling the proteomics samples.
5. For metabolomics samples,
 - i. We routinely accept plasma, cells, urine and tissue samples, please store samples in -80°C refrigerator before submitting.
 - ii. Samples should be placed in 1.5mL Eppendorf tubes.
 - iii. Please calculate the minimum sample amount required for your experiment with the calculation form [here](#).
 - iv. Please submit the samples to Rm 6127A during office hours and ask for sample storage at -80°C.
6. For lipidomics samples,
 - i. We routinely accept plasma, cells, urine and tissue samples, please store samples in -80°C refrigerator before submitting.
 - ii. The minimum amount of samples should be 10µL for plasma and urine samples, 400k cells for cell pellet and 10mg for tissue samples.
 - iii. Please submit the samples to Rm 6127A during office hours and ask for sample storage at -80°C.
7. Biohazard and radioactive samples are NOT accepted.
8. Minimize polymer contamination by
 - i. Using high-quality consumables (e.g., tubes, tips) which have low polymer leaching.
 - ii. Unless necessary, avoid using autoclaved consumables (e.g., tubes, tips).
9. The service is on a first-come-first-serve policy. The sample turnaround time is largely dependent on the number of samples in the queue. Normally, the turnaround time is around two to three weeks for protein and lipid identification; three to four weeks for metabolites identification.
10. Charges will apply for all samples consented to be processed, regardless of expected or unexpected results.
11. In case there are any damages to the instrument due to poor sample quality, including but not limited to the damage to the injector, solvent pumps, tubings, columns, emitter, mass spectrometer, etc, BioCRF reserves the right to charge the users for the maintenance cost.
12. Please feel free to contact the Facility for any inquiries on sample preparation, analysis, and result interpretation.
13. Please note that it is kindly requested to acknowledge the Biosciences Central Research Facility (CWB), HKUST in your publications.

All rules and regulations will be revised regularly.