

**ICP Elemental Analysis  
Solid State & Elemental Analysis Unit  
UNSW Analytical Centre**

**Sample Information Sheet – New Samples or Projects**

<b>Name</b>		
<b>Supervisor / research group</b>		
<b>School / Unit / Organisation</b>		
<b>Contact phone</b>		
<b>email</b>		
<b>Account</b>	<b>Fund</b>	<b>Dept. ID</b>
<b>Class</b>	<b>Budget period</b>	<b>Project/grant</b>

***It helps if you answer as many of the questions below as possible (and think about the rest) before coming to talk to us about your analytical needs.***

1. Sample Name / Type / Identification
2. Estimated no. of samples / Estimated project length
3. Is this a UNSW-based research project, an external university or medical research project or a commercial consulting project/sample?
4. Sample Description (Composition / source / size or amount available)
5. Elements required / problem to be solved
6. Estimated / calculated concentrations of the elements
7. Have we analysed similar samples for you or your group previously? **Yes / No**

8. If yes, give brief details

9. If no, provide additional information (see below) to help in method development (otherwise go to Q10)

- Any Standard method or literature method available?
- Any standards or reference materials available ?
- Sample preparation method if known – or any info you can provide on how the sample might be digested or extracted  
(Open vessel acid digestion / Microwave Digestion / Selective Extraction etc)
- Will you carry out sample digestion in your own lab? **Yes / No**
- Instrumentation required (if known)  
ICP-AES / ICP-MS / IC

10. Do you wish sample preparation / digestion to be done by our staff?

by you in our labs, with supervision by our staff\*\* ?

11. Do you wish to receive training in instrument operation\*\* ?

\*\*For larger projects, with ongoing analytical needs, you or a member of your group may like to become involved in doing the analyses. Apart from reducing costs in the longer term, it also allows you to be more proactively involved and to make more informed decisions on your analytical needs and on results interpretation. However, you will need formal training; this may also include laboratory safety training, depending on your background. And you need to decide on your availability, since sample prep. can be time-consuming. Therefore, it is only cost-effective for you and for us if you have a large no. of samples and/or a long-term project needing these types of analytical measurements.