**Microanalysis sample submission guidelines**

1. Sample must be submitted alongside the microanalysis form found in the link below.

 <https://www.gla.ac.uk/media/Media_907062_smxx.docx>

1. At least 5 mg of sample is required for reliable duplicate readings. However, if you do not have this amount of sample don’t worry, we will do our best to work with what has been received and if possible, to run in duplicate.
2. Solid material **must** be powdered, homogeneous and well-dried.
3. **Please** submit sample in a small flat-bottomed with label firmly attached to the sample vial and **placed along with the completed form inside a poly-pocket.**
4. Please **do not** use small centrifuge tubes to submit samples
5. Samples should be **submitted one form, one sample vial per poly pocket**.
6. Samples to be analysed should be left in the top tray of the blue organizer located next to the wooden shelves in B2-25
7. The user will be notified by email that their sample is ready to collect. Samples that have been analysed will be placed in the bottom tray of the blue organizer located next to the wooden shelves in B2-25.
8. The charges for this service are £12 per sample

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Users department and room number

Please circle relevant information that applies to your sample

Your naming system to identify samples

All elements present in your sample

Date sample was placed in the sample tray

**Service use only**