

Usage Request Form – External Users
SEE Material Characterization - LCMS Facility
Sustainable Energy Engineering, IIT Kanpur

Date: _____

Name: _____ Email: _____ Mobile No: _____	Supervisor's Name: _____ Department: _____ Institute: _____
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Select	Analysis	No. of Samples	Sample Type	Polarity	Expected Mass Range (m/z)	Mode
	HPLC (PDA)		<input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Hazardous (Type)	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Both		<input type="checkbox"/> Scan <input type="checkbox"/> SIM (Selected Ion Monitoring)
	LCMS (PDA + MS)					

S. N.	Sample ID and Molecular Formula	Mobile Phase Solvents (up to 4, mention ratio)	Flow Rate (0.001-10 mL/min)	Gradient /Isocratic	Sample solvent & Injection Volume (up to 100 µL)	Column Temp. (upto 85°C)	Wavelength(s) to monitor (190–950 nm)	Expected Runtime

Required Column:

☐ **C18** (250 mm x 4.6 mm x 5 µmm) - general-purpose, for non-polar analytes

☐ **C8** Analytical Column (250 mm x 4.6 mm x 5 µmm) - for moderately polar analytes

☐ **C18** Analytical Column (150 mm x 4.6 mm x 4 µmm) - for shorter run times and faster separations

Sample Preparation Checklist:

☐ Sample is fully soluble in a solvent compatible with the mobile phase.

☐ Samples and calibration standards are filtered through ≤ 0.22 µm filter.

☐ Sample volume ≥ 1 mL for injections.

☐ MSDS/safety information attached if sample is hazardous.

LAB	Date		Booking No		User's Signature
USE	Done By		Log Page No		

Payment Details			
No. of Samples	User Charges per Sample		Total Charges (Rs.)
	Academic (Rs. 2000)/ Industry (Rs. 4000) +18% GST		
Bank Name	Branch		
DD No. & Date			
Reference/ Transaction No. (For Online Payment)	Txn Date		
User Name	Signature		

For Office Use			
Kindly Transfer Rs. _____ to Account No. LDA/IITK/SEE/2025265 against DD No/Online Transaction number _____ in favour of “The Registrar, IIT Kanpur” payable at Kanpur; Dated			
SEE Staff Name		Signature	