



## Sample Information Form

Contact Name	
Email	
Phone	
UNSW Clients Only	
zID	
School/Division Name	
Supervisor name	
Supervisor Signature	(or attach email confirmation)
Project Title	
Dept ID-Fund code- Project code	
External Clients Only	
Company/Business Name	
ABN	
Address (including postcode & country)	
Purchase order number	

**Sample Identification:** Please provide a spreadsheet using a simple number format in sequential order to list your samples.

***Please answer as many of the questions below as possible to help us solve your analytical requirements.***

1. Sample description (water / compound / solid / acid / alkaline?) Please provide as much information as possible:
2. Sample source and size or amount available?
3. Elements required / problem to be solved?
4. Estimated / calculated concentrations of the elements, if known?
5. Estimated number of samples / estimated project length?
6. Have we analysed similar samples for you or your group previously? **Yes / No**
7. If **Yes**, give brief details and/or Job number:
8. If **No**, please provide the following information to help in method development:
  - Is there a standard method or literature method available?
  - Are there 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?  
(Eg. open vessel acid digestion / Microwave Digestion / Selective Extraction)
  - Instrumentation required (if known)
    - ICP-AES / ICP-MS / LA-ICP-MS / IC / FIA / LC-OCD / Multi-N/C

## Contact Details

ICP Elemental Analysis Laboratory, Room B36, Basement of Chemical Science Building (F10).  
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### Staff Members

Rabeya Akter  
Khorshed Chinu  
Russul Mamdooh

### Unit Head

Tim Barrows

Deliveries:

### Post, Courier and T&T:

Attention: Rabeya Akter, ICP Laboratory, Lower Campus Store, Gate 2, High Street, Rm GQ13, G, E8- Science & Engineering (SEB), UNSW Sydney NSW 2033 Australia

### **UNSW Clients Only: Misuse of zIDs and passwords**

*No user is permitted, under any circumstances, to use the zID and/or passwords of another individual to access MWAC services. Among many other reasons, there is a safety aspect to this policy: we must ensure training records reflect the real training completed by the individual booking an instrument, for example. Anyone found using any zID or password(s) that do not belong to them, for whatever reason (even at the request of an academic supervisor or the true zID or password holder) should expect to have their access to MWAC terminated or severely curtailed.*