

Date: / /
(month / day / year)

Organic Elemental Analysis Request Form (C, H and N only)

Attention: Director of the Research Facility Center for Science and Technology

I hereby request the following analysis.

I will comply with the applicable rules for the handling of analysis results.

Application number		
User	Affiliation	Faculty / Division, Program / College
	Job Title or Grade	
	Name	
	Extension No. or TEL	
	Email Address	.tsukuba.ac.jp
Supervisor (who will cover equipment usage fees)	Affiliation	Faculty / Division
	Job Title	
	Name	<input type="text"/> Seal
	Extension No. or TEL	
	Email Address	.tsukuba.ac.jp

Total Number of Samples	
----------------------------	--

Date of Analysis Results Received	(month / day / year)	Received by: (Signature)	
--------------------------------------	------------------------	-----------------------------	--

[Instructions on how to complete the form]

1. Use an abbreviation for the year, such as D3, M2 or B4.
2. Enter the signature or name and seal of the supervisor in the Supervisor field.
3. Provide the phone number of the laboratory (the on-campus extension number).
4. Prepare 2.5 to 3 mg of analysis sample per measurement. Furthermore put the sample number (a 5-digit number) and your name on each sample.
5. Fill out the form "exhibit: List of Sample" and provide with the samples.
6. A solid sample should be provided in a powder form. The sample should be completely dried with particular care before being provided. It should be stored at room temperature unless otherwise noted.
7. Provide the name of all of the elements contained in the sample for the purpose of the maintenance of the analyzer.
8. The request may not be accepted if the information provided is incomplete.
9. The confidentiality of data, such as the structure and analysis value of the sample, will be strictly maintained.