



National Institute of Technology, Tiruchirappalli
Tiruchirappalli 620015
Sophisticated Instrumentation Facility

Requisition Form for ICP-MS Analysis

Thermo Fisher iCAP Q

Name of the User:		Date:
Designation/Course:	Department:	
Institute:		
Mobile Number:	Email:	
Address:		

Sample and measurement details:

No. of samples:		Sample disposal: Discard / Return			
Sample ID	pH	Elements to be analysed (Ag, Al, B, Ba, Bi, Ca, Cd, Co, Cr, Cu, Fe, Ga, In, K, Li, Mg, Mn, Na, Ni, Pb, Sr, TL, Zn/ Other-specify)	Source of the sample	Approximate concentration	Has the sample been previously analysed by AAS/ ICP-OES/ ICP-AES (Yes/No)

Attach additional sheet for more samples

Sample Preparation Method:

Storage of samples until measurement: ☐ Room Temperature ☐ Refrigerator ☐ Freezer

Sample Handling Instructions (if any):

Guidelines to the Users

- 1. Sample Condition:** Samples must be in liquid form and should be non-explosive and non-corrosive. **Turbid samples will not be accepted.**
- 2. Element Standards:** Standards are available for a limited number of elements (Ag, Al, B, Ba, Bi, Ca, Cd, Co, Cr, Cu, Fe, Ga, In, K, Li, Mg, Mn, Na, Ni, Pb, Sr, Tl, Zn). For all other elements, users must **provide the necessary** standards.
- 3. Sample Preparation Requirements:**
 - Acid-treated samples must be filtered using a 0.22 µm filter and submitted as clear aqueous solutions.
 - Only HPLC-grade or Millipore water must be used for preparation.
 - Use Suprapur or Trace Metal Grade acids. SIF can provide high-purity water and acid on a payment basis.
 - Use minimal acid volumes (1–5 mL) for digestion.
 - Ensure final acid content in the sample is less than 1%.
 - A minimum of 15 mL sample is required for analysing 5 elements with 3 replicates.
 - A 50 mL blank solution must be submitted with the samples.
- 4. Unacceptable Samples:** Highly acidic/ alkaline samples, Saline/ brackish water, or samples with high TDS will be rejected.
- 5. Toxic/Flammable Samples:** Clearly mention if samples contain hazardous components. Attach MSDS (Material Safety Data Sheet) and relevant information, if applicable.

Payment details

(contact SIF before payment)		
Date of payment:	Amount (Rs):	Reference No:

User Declaration

- ☐ I confirm that I have read and understood all the guidelines for users mentioned in this requisition form, including sample preparation, submission requirements, and safety protocols.
- ☐ I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be misleading or misrepresenting, I am aware that I may be held liable for it.
- ☐ I am aware that the samples will be discarded, if not collected back within one week of receiving the results.
- ☐ I agree to acknowledge the Sophisticated Instrumentation Facility (SIF), NIT Tiruchirappalli, in any publication arising from the use of this facility, and to share the publication details (journal name, volume number, authors, date) with SIF via sif@nitt.edu upon publication.

User Signature

Signature of the Supervisor/HoD
with Name and Seal

For SIF office use

User Sl. No:	User type:	Date received:
Date completed:	Operator name:	Operator Sign:
Payment verification:	Result status:	Coordinator Sign: