

Guide to Submitting Small Molecule Samples to the Crystallography Lab

(23 September 2008 version--may be subject to revision)

Options for submitting samples:

OPTION A: Come to my crystal screening office hours in Davidson 125 (Hanson Lab) to have your sample pre-screened--no appt necessary. Beginning Friday, September 26, I will be available at the following times:

Tuesdays 11 AM-12 noon

Thursdays 2:30 -3:30 PM

Fridays 10 AM-11 AM

OPTION B: Bring your crystals to the ILSB to be prescreened/submitted. Please call ahead to make sure I am available.

OPTION C: Campus Mail: THIS OPTION WILL NOT BE AVAILABLE UNTIL MAIL SERVICE IS ESTABLISHED AT THE ILSB. Please see rules below for mailing samples.

Rules for submitting samples:

- 1) *LABELING:* Sample must be labeled using a sticker or hang-tag (not Sharpie marker). Label must include the compound ID (which must match ID on submission form), your name, and your advisor's name.
- 2) *SAMPLE SUBMISSION FORM:* A fully completed (and legible) sample submission form is required. If you are personally bringing your sample to me to be prescreened, you may fill out the form after I deem the sample worthy of further analysis. The submission form can be downloaded from <http://www.crystal.vt.edu/crystal/service.html>.
- 3) *CRYSTALS UNDER SOLVENT:* No more than 5 mL solvent is allowed. The sample vessel must be well sealed, so that tipping during transport will not result in leaks. Preferably (and mandatory for campus mail delivery), samples containing solvent will be in a vial with a screw cap that is taped closed with electrical tape (parafilm and teflon tape are NOT acceptable--organic solvents are far too permeable through these materials). Diffusion tubes or NMR tubes are also acceptable (but they will be destroyed to access the crystals).
- 4) *CAMPUS MAIL SAMPLES:* While this is my preferred method to receive samples, it also concerns me the most for safety reasons. Please use common sense when sending samples--I don't ever want to receive improperly labeled or damaged/leaking samples and submission forms are mandatory. As a guide:
 - All samples must be sealed and packed just as if you were sending them across country.
 - Glass vials/containers must be in a sealed and well padded secondary container.
 - Lids must be taped with electrical tape (see item 3 above).
 - The secondary container must contain
 - my contact information
 - your contact information
 - sample submission form