

**Indian Institute of Technology**  
**Central Facility located in Centre for Research in Nanotechnology and Science (CRNTS)**  
**Two Dimensional Gas Chromatograph with Time of Flight Mass Spectrometer**  
**Requisition Form for using the facility ([gcgctofms@iitb.ac.in](mailto:gcgctofms@iitb.ac.in))**

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Date: \_\_\_\_\_

1. Name of User: \_\_\_\_\_
2. Name of Organization: \_\_\_\_\_
3. Address of Organization: \_\_\_\_\_
4. Name of Head / Principal Investigator: \_\_\_\_\_
5. Mobile/ Phone No. of User: \_\_\_\_\_
6. Email address of User: \_\_\_\_\_
7. Number of Samples/injections: \_\_\_\_\_
8. Preferred Date for the Slot: \_\_\_\_\_

**Sample Information**

- (a) Origin of the sample: \_\_\_\_\_
- (b) Details on Sample Preparation/Processing:

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- (c) What steps have been taken to ensure that samples are free of water:

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- (d) State type of hazard associated with the sample:

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- (e) Analytes of interest & Boiling point: \_\_\_\_\_

(f) Expected concentration range of analytes: \_\_\_\_\_

(g) Solvent: \_\_\_\_\_

(h) Information on columns and temperature programming preferred for the analytes based on Literature:

\_\_\_\_\_  
\_\_\_\_\_

(i) Is 2D analysis required\*?: Tick as appropriate Yes/No

(j) Preferred Mode of injection: \_\_\_\_\_

(k) Additional information : (Constraints/Preferences/ etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Important information:***

Please follow Instructions for submission of external samples and sample preparation guidelines.

\* 2D mode operation is not recommended for simple mix of analytes that can be well resolved through choice of appropriate temperature programming; 2D mode is primarily recommended for complex environmental samples; A 1-D analysis of the sample is required before 2 D analysis can be performed.

***Undertaking***

I understand that the samples will be analyzed according to the choices recorded in the form.

I declare that adequate steps have been taken to ensure that the samples are free of water (for all injection mode other than twister mode).

I declare that the samples are non-infectious and non-explosive.

I have read instructions for external user registration and sample preparation and agree to acknowledge the IRCC Central Facility, Two Dimensional Gas Chromatograph with Time of Flight Mass Spectrometer (GC-GC-TOF-MS) of IIT Bombay in our Publications/Reports/Thesis in which the data is reported with due feedback to [gcgctofms@iitb.ac.in](mailto:gcgctofms@iitb.ac.in).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_ *For IITB use only* \_\_\_\_\_

Date of sample receipt: \_\_\_\_\_

Date of analysis: \_\_\_\_\_

Name of the Operator: \_\_\_\_\_

Signature of Operator: \_\_\_\_\_

Registration number: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Covering Letter on Institute / College Original Letterhead\*\***

Date:

To,  
The Head  
SAIF, IIT Bombay.

**Sub: \_\_\_\_\_ (Instrument/facility name) Analysis of Samples at SAIF IIT Bombay.**

Dear Sir,

Mr./ Ms. \_\_\_\_\_, (Name of the user) \_\_\_\_\_ (Designation)  
studying/employed at our Institute under the guidance of \_\_\_\_\_ (Guide Name) &  
\_\_\_\_\_ (Department) would like to use the Instrument Facility at SAIF IIT Bombay.

We have \_\_\_\_\_ (No. of Samples) for \_\_\_\_\_ (name of instrument/facility). The Material Safety Data Sheet (MSDS) is attached herewith for the said analysis.

Further we state that if any of the analysis data / results received from the \_\_\_\_\_ (Instrument/facility name) facility is used in any Publication or Thesis, we agree to acknowledge the \_\_\_\_\_ (Instrument/facility name) SAIF, IIT Bombay in our Publication and Thesis. We shall submit a soft copy of the same to [office.saif@iitb.ac.in](mailto:office.saif@iitb.ac.in) for information.

Further we acknowledge & accept that:

- The contents of the report prepared based on the measurement are purely technical/scientific in nature.
- This report is not a legal document per se and is based on the samples provided by us.
- We (the applicants) understand and accept that this report is not a certificate for any performance / efficacy / efficiency / utility related aspects. This report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes.
- We (the applicants) shall be solely responsible for any intended use / utilization of the report provided and / or the contents thereof. All warranties or representations of any kind pertaining to the report, or its contents are hereby expressly excluded.
- I accept that all the issued reports/results (Soft/hard) will not carry any Signature or Seal and Stamp of SAIF IIT Bombay.
- If our Institute has GST Number. But if we fail to provide the same to you, in that case Invoice / Bill will be generated without GST No. and request to add GST No. after invoice generation will not be entertained by SAIF is acceptable by us.

The GSTIN Registration No. of our Institute is \_\_\_\_\_

Thanking You,

Signature of Guide / Professor / Head :  
Name :  
Designation :  
Department :

Official Seal

**\*\* This Covering Letter should be on your Institute's Original Letterhead which should have your Institute complete postal address with state and pin code dully signed and with Institute's official seal. Any Letter with incomplete details and without Institute's official stamp will not be entertained.**

**Covering Letter on National Lab's Original Letterhead\*\***

To,  
The Head  
SAIF, IIT Bombay.

Date:

**Sub: \_\_\_\_\_ (Instrument/ Facility name) Analysis of Samples at SAIF IIT Bombay.**

Dear Sir,

Mr./ Ms. \_\_\_\_\_, (Name of the user) \_\_\_\_\_ (Designation) studying/employed at our Institute under the guidance of \_\_\_\_\_ (Guide Name) & \_\_\_\_\_ (Department) would like to use the Instrument Facility at SAIF IIT Bombay.

We have \_\_\_\_\_ (No. of Samples) for \_\_\_\_\_ (name of instrument/facility). The Material Safety Data Sheet (MSDS) is attached herewith for the said analysis.

Further we state that if any of the analysis data / results received from the \_\_\_\_\_ (Instrument/facility name) facility is used in any Publication or Thesis, we agree to acknowledge the \_\_\_\_\_ (Instrument/facility name) SAIF, IIT Bombay in our Publication and Thesis. We shall submit a soft copy of the same to [office.saif@iitb.ac.in](mailto:office.saif@iitb.ac.in) for information.

Further we acknowledge & accept that:

- The contents of the report prepared based on the measurement are purely technical / scientific in nature.
- This report is not a legal document per se and is based on the samples provided by us.
- We (the applicants) understand and accept that this report is not a certificate for any performance / efficacy / efficiency / utility related aspects. This report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes.
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The GSTIN Registration No. of our Institute is \_\_\_\_\_

Thanking You,

Signature of Guide/Professor/Scientist/Head :  
Name :  
Designation :  
Department :

Official Seal

**\*\* This Covering Letter should be on your National Lab's Original Letterhead which should have your National Lab complete postal address with state and pin code dully signed and with National Lab's official seal. Any Letter with incomplete details and without National Lab's official stamp will not be entertained.**

**Covering Letter on Company's Original Letterhead\*\***

Date:

To,  
The Head  
SAIF, IIT Bombay.

**Sub: \_\_\_\_\_ (Instrument/Facility name) Analysis of Samples at SAIF IIT Bombay.**

Dear Sir,

We wish to analyse \_\_\_\_\_ (No. of Samples) for \_\_\_\_\_ (name of instrument/facility).  
The Material Safety Data Sheet (MSDS) is attached herewith for the said analysis.

Further we acknowledge & accept that:

- The contents of the report prepared based on the measurement are purely technical / scientific in nature.
- This report is not a legal document per se and is based on the samples provided by us.
- We (the applicants) understand and accept that this report is not a certificate for any performance / efficacy / efficiency / utility related aspects. This report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes.
- We (the applicants) shall be solely responsible for any intended use / utilization of the report provided and / or the contents thereof. All warranties or representations of any kind pertaining to the report, or its contents are hereby expressly excluded.
- I accept that all the issued reports/results (Soft/hard) will not carry any Signature or Seal and Stamp of SAIF IIT Bombay.
- If our Company has GST Number. But if we fail to provide the same to you, in that case Invoice / Bill will be generated without GST No. and request to add GST No. after invoice generation will not be entertained by SAIF is acceptable by us.

The GSTIN Registration No. of our Company is \_\_\_\_\_

Thanking You,

Signature :  
Name :  
Designation :  
Department :

Official Seal

**\*\* This Covering Letter should be on your Company's Original Letterhead which should have your company complete postal address with state and pin code duly signed and with company's official seal. Any Letter with incomplete details and without company's official stamp will not be entertained.**