GOAL:

Description of the procedures for MS and LC-MS analyzes in the Structural Analysis Laboratory (LAE).

SAMPLE PREPARATION:

Samples must be stored in a suitable material in order to maintain their integrity, as fully closed and unequivocally identified glass vials or *eppendorfs*.

Samples must be already dissolved in a solvent compatible with the column and the mass spectrometer (preferably ACN and/or MeOH). If necessary, the solvent can be provided, in order to be analyzed under the same conditions (it will be considered as an additional sample). **Buffers such as phosphates, tris and HEPES cannot be used.**

Whenever possible, solutions should have an approximate concentration of **1 mg/mL** and a minimum volume of **200 µL**. Samples must be completely solubilized. In the case of more complex samples (e.g. extracts) or for quantitation purposes, please contact us by e-mail: lae@ff.ulisboa.pt.

SAMPLE DELIVERY:

Samples must be delivered at LAE on **Tuesdays**, between **2:00 and 3:00 pm**. **Samples delivered outside these hours will not be accepted.** On public holidays, samples must be delivered on Wednesdays, between 2:00 and 3:00 pm.

Before delivering the samples, the ***LC-MS Request Form*** must be completed.

The samples must be identified according to the information described in the Request form.

RESULTS:

As a rule, the files with the MS or LC-MS (*Full Scan*) results will be sent within one week, **except** when highly urgent work is in progress, or when an exceptionally high number of samples are received. In this case, the client will be alerted to a possible delay.

It should be indicated, on the *LC-MS Request Form*, if the samples must be returned. Otherwise, samples will be discarded **one week** after sending the results. In case of return, the samples will be kept at LAE for **one month**, after which they will be discarded.

ACKNOWLEDGMENTS:

Whenever the results of the analyzes are referred in publications, please insert the following statements:

LRMS: *"We acknowledge the financial support from Fundação para a Ciência e Tecnologia and Portugal 2020 to the Portuguese Mass Spectrometry Network (LISBOA-01-0145-FEDER-402-022125)".*

HRMS: *"We would like to thank the HRMS facility at imed - Research Institute for Medicines – ULisboa for their services and assistance."*

PREFERENTIAL CONTACT:

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