nanoFAB Online Sample Submission Procedure

Feb. 22nd, 2019
1. Log onto LMACS
2. Click “Requests” button
3. Fill in general information
   • Select Type – “Sample”
   • “Return any Samples” - Indicate whether you like samples to be returned or not upon completion of analysis.
   • Click “Create Request” button
4. Click “Edit Request” to add detailed description of samples and analysis.
5. Edit sample details in “Add item(s)” session:
   - One sample per item
   - Sample name in Label
   - Select “Sample” type
   - Add sample information and analysis details in “description”
   - Click “Add Item”
6. Print your request after completing editing sample details.
   a. Click 📝
   b. Check “Item details”
   c. Check “comments” if needed
   d. Click “Print Request”
   e. A PDF is generated
7. Print a hard copy, attach it to your samples and submit them to the nanoFAB Characterization Lab (ECERF W1-040)

Please include your request ID and Item ID in any related communication with nanoFAB staff members.
8. Files and Comments:
• Results will be uploaded in the “Files” session after completion of analysis.
• Users can also upload related documents here.
• Communication is best through “Comments” session.

An environment designed for success.
9. Sample Pickup
• Returning samples are to be picked up at the Characterization Lab (ECERF W1-040).

10. Data processing and software training
• Analysis softwares are available at the common computers in ECERF W1-028
• Should you require software training (CasaXPS, JADE-XRD, Oxford EDX, JEOL EDX, SIMS), please submit a training request on LMACS - select tool “Characterization software.”.

Characterization staff members:

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