



SAMPLE SUBMISSION SHEET

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Sender Information	Billing Information
Contact Name:	Contact Name:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
Sample Submission Date:	Attn:
Natural Abundance/ Enriched:	Additional Information:
General Description:	
Project Name (if applicable):	

Standard sample submission sheets utilize 96 entry well plates (12 x 8). The following samples are given only as a generalized example, although weights for individual samples as well as ID tags are dependant on the type of sample at hand. Please ensure that the sample IDs used for your samples are unique. Follow the preparation guidelines or contact COIL for more information regarding sample weighing.

Car. #	Count	Row	Column	Sample ID	Weight
	1	A	1	Sediment Sample	10.000
	2	A	2	Pine Needle	3.000
	3	A	3	Benzoic Acid	0.500
	4	A	4	etc	etc
	5	A	5		
	6	A	6		
	7	A	7		
	8	A	8		
	9	A	9		
	10	A	10	V	V

Institution: _____
Project Leader: _____
Project 1: _____
Project 2: _____
Project 3: _____

Sample Type: Choose from the provided dropdown menu
Weighed By: _____
Date Weighed: _____
Samples Run By: _____
Date Samples Run: _____

Car. #	Count	Row	Column	Sample ID	Weight
	1	A	1		
	2	A	2		
	3	A	3		
	4	A	4		
	5	A	5		
	6	A	6		
	7	A	7		
	8	A	8		
	9	A	9		
	10	A	10		
	11	A	11		
	12	A	12		
	13	B	1		
	14	B	2		
	15	B	3		
	16	B	4		
	17	B	5		
	18	B	6		
	19	B	7		
	20	B	8		
	21	B	9		
	22	B	10		
	23	B	11		
	24	B	12		
	25	C	1		
	26	C	2		
	27	C	3		
	28	C	4		
	29	C	5		
	30	C	6		
	31	C	7		
	32	C	8		
	33	C	9		
	34	C	10		
	35	C	11		
	36	C	12		
	37	D	1		
	38	D	2		
	39	D	3		
	40	D	4		
	41	D	5		
	42	D	6		
	43	D	7		
	44	D	8		
	45	D	9		
	46	D	10		
	47	D	11		
	48	D	12		

Car. #	Count	Row	Column	Sample ID	Weight
	49	E	1		
	50	E	2		
	51	E	3		
	52	E	4		
	53	E	5		
	54	E	6		
	55	E	7		
	56	E	8		
	57	E	9		
	58	E	10		
	59	E	11		
	60	E	12		
	61	F	1		
	62	F	2		
	63	F	3		
	64	F	4		
	65	F	5		
	66	F	6		
	67	F	7		
	68	F	8		
	69	F	9		
	70	F	10		
	71	F	11		
	72	F	12		
	73	G	1		
	74	G	2		
	75	G	3		
	76	G	4		
	77	G	5		
	78	G	6		
	79	G	7		
	80	G	8		
	81	G	9		
	82	G	10		
	83	G	11		
	84	G	12		
	85	H	1		
	86	H	2		
	87	H	3		
	88	H	4		
	89	H	5		
	90	H	6		
	91	H	7		
	92	H	8		
	93	H	9		
	94	H	10		
	95	H	11		
	96	H	12		

Once the Sample Sheet has been completed, save the file and include the Project Leader, Project and Date Submitted in the filename (e.g. SPARKS_plant_tissue_2009-04-21.xls).

[E-mail a copy of the completed Sample Sheet to coil@cornell.edu.](mailto:coil@cornell.edu)

Please include a printed copy of your samples with the tray.