

Type of Service: Internal

NMR Service Facility

NMR Scanning for Natural Products and Synthetic Compounds

Office or Division:	NMR Service Facility
Classification:	Highly Technical
Type of Transaction:	Government to Government/Government to Citizen
Who may avail:	UP Students and Researchers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<ol style="list-style-type: none"> Samples should be dissolved in appropriate deuterated solvent and placed in 3-mm or 5-mm NMR tube. Fully filled out NMR Facility Service Form 1. Send an email to nmr.chem.upd@up.edu.ph to coordinate the date of submission. 	<p>NMR Service Facility or can be downloaded from: http://chem.upd.edu.ph/index.php/service-laboratory/nmr.</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit accomplished forms together with samples	<ol style="list-style-type: none"> 1.1 Receive transmittal and sample submission form. 1.2 Check and assess submitted sample/s. 1.3 Discuss the date of the availability of the test results. 1.4 Prepare billing statement based on 30 mins run time. 	NONE	40 Mins	NMR Analyst
2. Pay the fees in cash or in check.	2. Through Diliman Cash Office or Laboratory Coordinator	Refer to the Table of Fees	15 mins	UPD Cash Office
3. Submit a copy of the Official Receipt.	<ol style="list-style-type: none"> 3.1 Perform the analysis. 3.2 Prepare an updated billing statement based on the duration of analysis. 	NONE	10 working days	NMR Analyst

Citizen's Charter Handbook Template

4. Pay the remaining balance and submit a copy of the Official Receipt.	4. Through Diliman Cash Office or Laboratory Coordinator	Refer to the Table of Fees	15 mins	UPD Cash Office
5. Claim the Certificate of Analysis and the results.	5. Analyst will prepare and sign the Certificate of Analysis	NONE	1 day	NMR Analyst
	TOTAL:		12 Working Days	

TABLE OF FEES (Php)			
Particulars		CLASSIFICATION	
		NMR Guild Members	UP Students
Analysis	Per sample per 30 minutes	800	1,100
	Annual Fee	200,000	200,000
Consumables			
<i>NMR Tubes</i>	5 mm	1,675	1,675
	3 mm	1,584	1,584
<i>Deuterated Solvents (Ampoule)</i>	CDCl ₃	440	440
	CD ₃ OD	1,250	1,250
	CD ₃ CN	860	860
	D ₂ O	650	650
	DMSO (0.75 mL)	450	450
	DMSO (1.0 mL)	850	850
Processing		200	200
Administrative Charge		25% of total fees	25% of total fees
Payment is required before the start of the analysis. Payment in check should be addressed to Institute of Chemistry Trust Account No. 9774254-499-439			