

Guidelines for Sample Lodgement to the Open Access Collection – Vial Lodgements Only

Background: The Open Access Collection is comprised of samples (pure compounds or extracts) that are lodged by Deposit Members (sample owner). The Open Access Collection is available for access by Compounds Australia Access Members. Samples may be lodged to the Open Access Collection as solids or 5 mM solutions in DMSO. Available sample lodgement labware includes microplates, deepwell microtitre plates (DW), racks containing microtubes or vials. **These guidelines are for sample lodgements in vials.**

1. Compounds Australia can only accept samples in vials that have barcodes.
2. To successfully register your samples into Compounds Australia compound management database the following compound specific information is required at the time of sample lodgement. Compounds Australia will provide a Proforma (Excel file) to assist you with collating this information. **All fields are mandatory.**

Field	Description
Vial Barcode	Compounds Australia will provide barcode labels for vials.
Compound ID	This is your own identification code for the compound/extract.
Batch Reference	This is your own identification code for the compound/extract batch. The Compound ID/Batch Reference must be a unique combination. Each combination will receive a unique Sample Number (SN).
SMILES	SMILES code/notation for the compound structure.
Compound MW	The molecular weight (MW) of the compound excluding any adducts.
Adduct	Chemical formula of (known) salt or solvent adducts, enter "nil" if no adduct.
Adduct MW	The molecular weight (MW) of any adducts, enter "nil" if no adduct.
Adduct Ratio	The number of adduct(s) equivalents eg. 1.0, 0.5 etc., enter "nil" if no adduct.
Hazard	Compound hazard information is mandatory due to Workplace Health and Safety Regulations for handling chemicals, enter "unknown" if hazard is unknown.
Purity	Minimum compound purity is 90% (if less than this discuss with Compounds Australia staff). Entry must be a whole number i.e. 90 (NOT 90%).
Volume (µL)	Enter volume supplied in µL if sample is in DMSO. If dry compound enter "0".
Weight (mg)	Enter dry compound weight supplied in mg. If compound supplied in DMSO enter "0". The Compounds Australia will calculate the volume of DMSO to be added to your compound to prepare a 5 mM stock solution. The minimum required stock solution volume is 250 µL. The maximum stock solution volume is 1.0 mL.
Natural Product/ Natural Product derived	Enter "yes" for Natural Product or Natural Product derived, otherwise enter "no".
Approve Chemical Structure Disclosure	Enter "yes" to Approve Chemical Structure Disclosure, otherwise enter "no".

Sample Delivery Instructions: Customers are responsible for the safe transport and delivery of samples to Compounds Australia. All samples should be in robust packaging. Please ensure liquid samples are shipped with dry ice. Compounds Australia will provide the sender with an acknowledgement upon receipt of samples.

Postal Address

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