



Form No. _____

Date: __/__/__



Institute of Bioinformatics and Biotechnology

Savitribai Phule Pune University

Requisition Form for ELISA Plate Reader

This form is to be filled in by Researcher and submitted along with sample.

1. Person Details:

Name of Researcher: -----

Institute /Address: -----

Phone: ----- Email:-----

2 Sample Details:

Number of Samples: -----

Type of Sample: -----

3 Instrument Details:

a Plate/ Cuvette : -----

b Analysis Type: End point/ Kinetics/ Well Scan (Tick mark please)

c Absorbance: Fluorescence/ Absorbance/ Luminescence/ Time resolved/ Fluorescence Polarization (Tick mark please)

d Weave Length: -----

Sign of researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted according to the availability.
- Kindly bring CD get the acquired data.

Slot allocated (Date & Time) : _____



Form No. _____

Date: __/__/____



Institute of Bioinformatics and Biotechnology
Savitribai Phule Pune University

Requisition Form for Rota vapor

This form is to be filled in by Researcher and submitted along with sample.

1. Person Details:

Name of Researcher: -----

Institute /Address: -----

Contact:

Phone: ----- Email:-----

2 Sample Details:

Number of Samples: -----

Type of Sample: -----

3 Instrument Details:

a Water/ Oil bath:

b Name & Boiling point -----
of used solvent:

c Temperature: -----

d RPM & Time required: -----

Sign of researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted according to the availability.
- Kindly bring CD get the acquired data.

Slot allocated (Date & Time) : _____



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Institute of Bioinformatics and Biotechnology
Savitribai Phule Pune University

Requisition Form for Gas Chromatography

This form is to be filled in by Researcher and submitted along with sample.

1. Person Details:

Name of Researcher: -----

Institute /Address: -----

Contact: -----

Phone: ----- Email:-----

2 Sample Details:

Number of Samples: -----

Type of Sample: -----

3 Instrument Details:

a. Name of Column: CBPL-525/ RTX 5/ Stabilwax/ RTX-Biodiesel TG/
(please tick the required) StabilWaxDA/ RT2560/ Chirodox-GTA/ LipodexA

b. Name of Detector, ECD/FID: -----

c. Injection mode, split/ splitless/direct: -----

d. Temperature of Oven: -----

e. Total Flow, ml/min: -----

f. Column oven temperature program

Column Flow, ml/min: -----

Temperature: -----

Hold Time: -----

g. Remarks, if any: -----

Sign of researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted according to the availability.
- Kindly bring CD get the acquired data.

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Institute of Bioinformatics and Biotechnology
Savitribai Phule Pune University

Requisition Form for Ultra- Centrifuge

This form is to be filled in by Researcher and submitted along with sample.

1. Person Details:

Name of Researcher: -----

Institute /Address: -----

Contact:

Phone: ----- Email:-----

2 Sample Details:

Number of Samples: -----

Type of Sample: -----

3 Instrument Details:

a. Rotor Type: 100Ti/ SW55Ti/ and 70Ti

b. RPM: -----

c. Temperature, °C: -----

d. Run Length, (hh: mm): -----

e. Remarks, if any: -----

Sign of researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted according to the availability.
- Kindly bring CD get the acquired data.

Slot allocated (Date & Time) : _____



Form No. _____

Date: __/__/__



Institute of Bioinformatics and Biotechnology
Savitribai Phule Pune University

Requisition Form for High Performance Liquid Chromatography

1. Person Details:

Name of Researcher/student: -----

Institute /Address: -----

Phone: ----- Email:-----

Name of the guide and signature _____

2 Sample Details:

Number of Samples: -----

Type of Sample: -----

3 Instrument Details:

a. Mobile Phase: -----

b. Type of HPLC Analytical/ Preparative/ Both (Please tick mark)

c. Type of Column: Analytical (C18 & C 8), Preparative (C18)

c. Program for Run: -----

d. No. of runs -----

e. Remarks, if any: -----

Sign of researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted on first serve first basis.
- Kindly bring CD get the acquired data.
- Filter your sample through 0.2µm (preferable)/0.4 µm filter prior to acquisition.

Slot allocated (Date & Time) : _____



Form No. _____

Date: __/__/____



Institute of Bioinformatics and Biotechnology

Savitribai Phule Pune University

Requisition Form for Lyophilizer

This form is to be filled in by Researcher and submitted along with sample.

1. **Person Details:**

Name of Researcher/student: -----

Institute /Address: -----

Phone: ----- Email:-----

Name of the guide and signature _____

2 **Sample Details:**

Number of Samples: -----

Type of Sample: -----

Solvent Type: -----

3 **Instrument Details:**

a Type of container: -----

b No. of Container: -----

c. Specific condition required if any: -----

Sign of Researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted according to the availability.
- Kindly bring CD to get the acquired data.
- Provide the sample a day before.

Slot allocated (Date & Time) : _____



Form No. _____

Date: __/__/____

**Institute of Bioinformatics and Biotechnology**

Savitribai Phule Pune University

Requisition Form for UV- Vis Spectrophotometer*This form is to be filled in by Researcher and submitted along with sample.*

1.	Person Details:	Name of Researcher: ----- Institute /Address: ----- ----- Contact: Phone: ----- Email:-----
2.	Sample Details:	Number of Samples: ----- Type of Sample: Liquid / Power/ Thin Film (Please tick mark)
3.	Instrument Details:	
a	Thin Film/ Cuvette/ Powder :	-----
b	Analysis Type:	Spectrum / Kinetics/ Photometric (Please tick mark)
c	Weave Length:	
d	Any other	----- -----

Sign of researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted according to the availability.
- Kindly bring CD get the acquired data.

Slot allocated (Date & Time) : _____



Form No. _____

Date: __/__/____

Institute of Bioinformatics and Biotechnology

Savitribai Phule Pune University

Requisition Form for Fluorescence Microscope**1. Person details**

Name of the Researcher/Student: _____

Name of Guide: _____

Institute/Address: _____

Contact: Phone: _____, Email: _____

2. Sample details

Type of sample: _____

Number of slides/samples: _____

Name of Dye: _____

Excitation wavelength: _____ Emission wavelength: _____

3. Instrument details –

Filters	Excitation range	Emission range
1. <input type="checkbox"/>	Bright Field (BF)	
2. <input type="checkbox"/>	330nm – 400nm	400nm – 530nm
3. <input type="checkbox"/>	430nm – 510nm	495nm – 680nm
4. <input type="checkbox"/>	520nm – 640nm	560nm – 640nm
Magnification: 5x <input type="checkbox"/>	10x <input type="checkbox"/>	40x <input type="checkbox"/>
		100x <input type="checkbox"/>

Note: _____

Sign of researcher

Sign of Guide

Sign of Faculty In-Charge

Sign of Director, IBB

- Please submit the completely filled form to respective TA or In-Charge.
- The slots will be allotted according to the availability.
- Kindly bring CD to get the acquired data.

Slot allocated (Date & Time) : _____

Fluorescence microscope

Company name – ZEISS AxioScope.A1

Objective lenses – 5x, 10x, 40x, 100x (oil)

Filters Specifications–

Filters	Excitation range	Emission range
1.	Bright Field (BF)	
2.	330nm – 400nm	400nm – 530nm
3.	430nm – 510nm	495nm – 680nm
4.	520nm – 640nm	560nm – 640nm

Lamp – HBO 50 lamp (High pressure, mercury vapor, arc-discharge, 50 W reflector illumination lamp)

Imaging system –

Camera company name – ProgRes[®] C₃ Jenoptik

Software for Camera – ProgRes[®] Capture Pro

Camera specification –

Image sensor	1/1.8" CCD
Color / Monochrome	Color
Sensor resolution [max]	2080 x 1542 pixel [3.2 Mpix]
Active sensor size [H x V]	7.58 mm x 6.54 mm
Pixel size	3.45 μm ²
A / D conversion	12 bit
Pixel clock	12 MHz
Exposure times	270 μs ... 180 s
Analog gain	1x ... 12x (SDK)
Max. frame rate [image size]	6 fps [2080 x 1542 pixel] 12 fps [1040 x 770 pixel]
Imageresolution Binning:	2x ... 5x (SDK)
Progr. scan:	692 x 516 pixel
Digital interface	FireWire a

1. Provide already prepared samples (slides) in dark conditions.
2. Only slides can be used for imaging (plates or dishes cannot be acquired).
3. Sample height of 380 mm and maximum specimen thicknesses of 110 mm.
4. Samples should preferably be fixed, mounted with anti-fading agent and with sealed coverslips.
5. Images will only be given on CD at the same time of slot allotted. Please bring your own CD.
6. Images will be provided in Bitmap image (.bmp) and if required Axiovision (.zvi) or Tagged image file (.tif) or JPEG compressed (.jpg).
7. Only 3 images per sample will be given.

Gas Chromatograph (GC)

Actual model/version of the instruments: Shimadzu GC-2014 (Serial No. C114845)

Columns available : CBPL-525, RTX5, Stabilwax, RTX- Biodiesel TG, StabilWaxDA, RT2560, Chirodox- GTA, Lipodex A

Detectors : FID-2014 and ECD-2014 detectors

Amount of sample required : 200-300 μ l

Type of sample can be process : Organic samples dissolved in a solvent will be processed.

Time : 10- 40min (depending on the nature of samples).

Kind of experiments can be performed : Detection of biodiesel, fatty acid derivatives.

Rotary Evaporators

1. Name: Rotary Evaporator

Uses: standard distillation, product concentration, powder drying and separation of one or several solvents

Make: Heidolph Instruments, Germany

Instrumentation: 1 unit each of vacuum pump, rotation unit, water bath. Condenser water circulating pump (of local make)

Type: Heizbad Hei-VAP (No. 577-61000-00-0)

AC230 V, 50-60 Hz, 1300 W, 20-210°C

Service 0800-5889708 (+49)-9122992068

2. Name: Rotary Evaporator

Uses: Standard distillation, product concentration, powder drying and separation of one or several solvents

Make: Büchi Labortechnik AG, Switzerland

Contents: 1 unit each of vacuum pump, rotation unit, water bath. Condenser water circulating pump (of local make)

Instrumentation:

1. **Rotation Unit:** Type: R-210; Fabr. 070007915; 100-240 V AC, 50-60 Hz, 60 W

2. **Water bath:** Type: B-491; Fabr. 0700006784; 220-240 V AC, 50-60 Hz, 1700 W

3. **Vacuum pump:** Type: V-700; SN 1000107797; 100-240 V AC, 50-60 Hz, 210 W,

High Performance Liquid Chromatography **(HPLC):**

Model/version of instrument: Shimadzu HPLC system of CBM 20A Version.

HPLC pump: Shimadzu Version- LC6AD

Its binary pump with maximum flow rate 20 ml/min

HPLC Detectors:

- SPD - M 20 A (Diode array detector)
Wavelength can be set from 190nm to 800nm and more than one wavelength can be set at a time.
- RID - 20 A (Refractive index detector)
- RF- 20A (Fluorescence detector)
Wavelength can be set from 200nm to 900nm using emission as well as excitation mode.

HPLC Columns:

- Phenomenex column
C18 analytical column
250 mm × 4.0 mm; 5 micron
- Supelco column
C18 Preparativecolumn
250 mm × 21.2 mm

<u>Ultra centrifuge:</u>	Company:	Beckmen Coulter
	Model:	OptimaXE-100Ultracentrifuge
	Rotor:	
	1. Ti55: (max speed= 55,000 rpm) Gradient used: Tubes used:	Made up of titanium. 5- 20% sucrose gradient 1.Ultra clear (13 x 51 mm diameter = 5 ml capacity) 2.Thin Clear (13 x51mm diameter = 5ml capacity) 3. Optiseal ball top polyallomer (13 x 33 mm diameter= 3.3 ml). This tube is for one time use only.
2. Ti 70: (max speed= 70,000 rpm) Tubes used:	Made up of Titanium. Polycarbonate bottle cap assembly (25 x 89 mm diameter= 26.3 ml capacity)	
3. Ti100: (max speed= 1,00,000 rpm) Tubes used:	Made up of Titanium Quick seal polyallomer bell top (13 x 57mm diameter= 6.0ml capacity). This tube is for one time use only.	

Thermo Multiskan Model 355 EX – Plate Reader

Technical specifications

Optical Spectral range: 400-750 nm
linear measurement range up to 3.5 absorbance units
Measurement range: 0-2.5 at 405 nm

General specifications Reading speed: 5 seconds, 96-well plates ONLY

Interface connections:
serial interface (Multiskan EX)
RS-232 parallel interface (Multiskan EX)
Shaking: Linear shaking, 3 speed

Internal softwares

Allows end point and kinetic reading modes
The extended memory holds up to 64 assay protocols
Flexible cut-off calculations and curve fit algorithms

PC control

Is controlled by PC and has an onboard printer

Note:

- The user has to bring their own 96-well plate containing the sample (a flat bottom 96-well plate of NEST, BD Falcon, Tarson make).
- Please communicate with the person in-charge prior to getting your samples for analysis..

SpectraMax M5 Microplate Reader (Serial No. SPM500-16495-ODVD)

The **SpectraMax M5 microplate reader** (Molecular Devices) is a dual-monochromator, multidetection instrument with a single-cuvette port and 96-well microplate reading capability.

Specifications

The built-in cuvette port can be used for absorbance, fluorescence and luminescence readings. Dual monochromators allow selection of any absorbance wavelength between 200 nm and 1000 nm, and any excitation wavelength between 250 nm and 850 nm for readings in fluorescence intensity, time-resolved fluorescence or wavelength-selectable luminescence modes, and 400–750 nm for readings in fluorescence polarization mode.

Endpoint, kinetic, spectrum, and multi-point well-scanning applications combining absorbance and fluorescence in 96-well microplates, as well as endpoint, kinetic, and spectrum applications in absorbance and fluorescence using cuvettes, can be run.

The instrument is controlled by a PC containing the SoftMax® Pro software for data acquisition and analysis.

Typical **applications of the instrument** include ELISA, nucleic acid, protein, enzymatic type homogeneous and heterogeneous assays, microbial growth and endotoxin testing.

Amount of sample required: 2-5ml for cuvette and 100- 200µl for 96 well plate

Sample type: liquid

Note:

- The user has to bring their own 96-well plate containing the sample (a flat bottom 96-well plate of NEST, BD Falcon, Tarson make).
- Please communicate with the person in-charge prior to getting your samples for analysis.

Lyophilizer

Name of the instrument: Martine Christ Freeze dryer and Speed vac.

Model name

Freeze dryer Alpha 2-4 LD plus
SpeedVac RVC 2-18

Sample preparation

Kindly contact the operator before preparing the sample

Sample description:-

Sample type: - Chemical/Biochemical/Microbiological

Solvent type: - Aqueous

Container: - Kindly contact the operator

No. of Container: - Kindly contact the operator

Special conditional requirement: - Kindly contact the operator. (If the Sample is hazardous, Infections, carcinogenic, corrosive, inflammable or pathogenic)



Form No. _____

Date: __/__/____

Institute of Bioinformatics and Biotechnology

Savitribai Phule Pune University

Requisition Form for DNA sequencing services**Machine: ABI – 3730 DNA analyzer, 48 Capillary Array**

Please send this form for plasmid and PCR product sequencing only.

Contact details: email: vatamhane@gmail.com, nidhi.n.shah17@gmail.com, chandrika@unipune.ac.in

Date:

Order No.:

Your Details:	
Name:	
Institute/Department:	
University/Company.:	
Street:	
Postal Code / City:	
Fax:	
Email:	
Signature	

Ordering Information and sample requirements**Plasmids:**

Plasmids must be purified.

Supply 1 or 2 g plasmid in a dried.

Minimum template conc. should be 100 ng/μl and minimum volume should be 10μl.

Provide 0.5 μg of more DNA for every additional reactions.

PCR Products:

PCR product must be purified.

10ul of 20-50 ng/μl for PCR products <500bp or 10ul of 50-100ng/μl for PCR products >500bp

Provide 20 ng more DNA per 100 bp product length for every additional reactions.

Must enclose the gel photo of the samples with a size marker.

Primer:

Please specify the primers to be used for sequencing.

We have some standard sequencing primers available; or else you will have to provide the same.

Primer conc. should be 10 pmol/μl, and minimum volume of 10 μl.

Provide 5 μl of more primer for every additional reaction.

Special Instructions:

Please submit samples in 1.5ml micro centrifuge tubes.

Please do not use Tris EDTA buffer for eluting/dissolving your samples.

DNA concentration measured by OD260 Gel estimation

Please indicate DNA purification method (Make of Kit & Kit Name).....

Please indicate if your samples have high GC content, repeats.....

Send a picture of the samples run on a quantitative agarose gel along with your samples if your samples are not quantified by UV spec.

Information about your samples

No	Sample type Plasmid/ PCR	Sample name	Vector	Amount of DNA	Insert / Product length [kb]	Vector primer or specific primer*		Conc. of enclosed primer
						Forward	Reverse	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

For official use only:

Checked By:	Approved By:
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Sign of researcher:

Sign of Guide:

Sign of Faculty In-Charge :

Sign of Director, IBB:

Note:

- Please submit the completely filled form to Lab In-Charge, Central Instrumentation Lab, IBB.
- The slots will be allotted according to the availability.
- Kindly bring CD get the acquired data.

Slot allocated (Date & Time) : _____

FOR THE BANK A.

Bank of Maharashtra
University Branch only
Paid into the credit of Savitribai Phule
Pune University (SPPU)

Institute of Bioinformatics and Biotechnology
(IBB), SPPU

The sum of Rs. _____
[Rupees in words] _____

Particulars	Code	Rs.
	MLC 110133	
	Total Rs.	

Name (in full block letters) : _____

Address: _____

Place: Receiving Cashier

Date: Seal of the Bank

FOR THE BANK B.

Bank of Maharashtra
University Branch only
Paid into the credit of Savitribai Phule
Pune University (SPPU)

Institute of Bioinformatics and Biotechnology
(IBB), SPPU

The sum of Rs. _____
[Rupees in words] _____

Particulars	Code	Rs.
	MLC 110133	
	Total Rs.	

Name (in full block letters) : _____

Address: _____

Place: Receiving Cashier

Date: Seal of the Bank

FOR THE CANDIDATE C.

Bank of Maharashtra
University Branch only
Paid into the credit of Savitribai Phule
Pune University (SPPU)

Institute of Bioinformatics and Biotechnology
(IBB), SPPU

The sum of Rs. _____
[Rupees in words] _____

Particulars	Code	Rs.
	MLC 110133	
	Total Rs.	

Name (in full block letters) : _____

Address: _____

Place: Receiving Cashier

Date: Seal of the Bank

FOR DEPARTMENT D.

Bank of Maharashtra
University Branch only
Paid into the credit of Savitribai Phule
Pune University (SPPU)

Institute of Bioinformatics and Biotechnology
(IBB), SPPU

The sum of Rs. _____
[Rupees in words] _____

Particulars	Code	Rs.
	MLC 110133	
	Total Rs.	

Name (in full block letters) : _____

Address: _____

Place: Receiving Cashier

Date: Seal of the Bank

Charges for equipment usage at IBB:

Instrument	For Pune University (Rs.)	Other Universities, Govt Institutes, Govt R & D labs (Rs.)	Industry (Rs.)
HPLC (analytical) (per sample)	500	750	1000
HPLC (preparative) (per sample)	500	900	2500
GC (per sample)	300	400	500
Fluorescent microscope (per hour)	500	750	1000
UV-visible spectrophotometer (per sample)	75	150	300
Spectrofluorometer (per sample)	200	400	500
Freeze drier (per 50ml of sample)	500	750	1000
Ultracentrifuge (per hour)	250	500	1000