
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/33
		Version	1/2023
		Effective Date	01/02/2023
		Equipment	AAS/ICPOES
		Sample Serial No.	UURL/
ANALYTICAL CHEMISTRY LABORATORY			
SAMPLE SUBMISSION FORM			

General Rules and Requirements:

1. All information provided should be true
2. Booking will be notified/updated by email
3. Booking procedure
 - a. Complete the application form including a valid research vote number.
 - b. Submit the complete application form to UURL Sample Acceptance Counter
 - c. **Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price**
4. Sample Condition & Preparation
 - a. **PPMU has the right to cancel any analysis if the sample is suspected to have a high risk on the safety of the operator or can cause damage to the instrument during the analysis. The cost of damages will be borne by the customer.**
 - b. **The remaining samples will be disposed of within a month after analysis is completed.**
5. All enquiries regarding **AAS/ICPOES** should be forwarded to the Science Officer, Mrs Norzubaidha Ismail / Assistant Science Officer, Ms Siti Nurul Aini Asbullah (email: norzubaidha@utm.my, snurulaini@utm.my, tel: 07-5557720/07-5557729) or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS										
Name of Applicant										
Status of Applicant	<input type="checkbox"/>	Undergraduate	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Research	<input type="checkbox"/>	
Student Matric No.										
Faculty/ Department										
Hand Phone No. & Email										
2. SUPERVISOR DETAILS <i>(for internal applicant and academic institution only)</i>										
Name of Supervisor										
Staff ID No.										
Faculty/Department										
Hand Phone No.										
Email										
Mode of Payment	<input type="checkbox"/>	Cash	<input type="checkbox"/>	EFT	<input type="checkbox"/>	Log card	<input type="checkbox"/>	Invoice	<input type="checkbox"/>	Fast Lane
*Payment using Invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)									
	Balance of V29000									
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities									
3. SAMPLE INFORMATION (AAS)										
No. of Sample										
Type of Sample (Eg: Water, Soil)										
Name of Sample (as labeled on sample)										
Sample Properties	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic	<input type="checkbox"/>	Normal	<input type="checkbox"/>		<input type="checkbox"/>	
Digestion of Sample (Already Digest?)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Please Fill in MOD form)	<input type="checkbox"/>	No Need	<input type="checkbox"/>		<input type="checkbox"/>	
Name of Solvent Used (if Yes)										
Element <i>(please tick ✓)</i>	<input type="checkbox"/>	Aluminium (Al)	<input type="checkbox"/>	Arsenic (As)	<input type="checkbox"/>	Cadmium (Cd)	<input type="checkbox"/>	Calcium (Ca)	<input type="checkbox"/>	
	<input type="checkbox"/>	Chromium (Cr)	<input type="checkbox"/>	Copper (Cu)	<input type="checkbox"/>	Ferum / Iron (Fe)	<input type="checkbox"/>	Magnesium (Mg)	<input type="checkbox"/>	
	<input type="checkbox"/>	Manganese (Mn)	<input type="checkbox"/>	Mercury (Hg)	<input type="checkbox"/>	Nickel (Ni)	<input type="checkbox"/>	Plumbum (Pb)	<input type="checkbox"/>	
	<input type="checkbox"/>	Sodium (Na)	<input type="checkbox"/>	Stannum / Tin (Sn)	<input type="checkbox"/>	Zinc (Zn)	<input type="checkbox"/>		<input type="checkbox"/>	
Instrument	<input type="checkbox"/>	Flame AAS	<input type="checkbox"/>	Graphite Furnace	<input type="checkbox"/>	Mercury Analyzer	<input type="checkbox"/>		<input type="checkbox"/>	

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4. SAMPLE INFORMATION (ICPOES)							
No. of Sample							
Type of Sample (Eg: Water, Soil)							
Name of Sample (as labeled on sample)							
Sample Properties	Toxic		Carcinogenic		Normal		
Digestion of Sample (Already Digest?)	Yes		No (Please Fill in MOD form)		No Need		
Name of Solvent Used (if Yes)							
Element (please tick <input type="checkbox"/>)	Aluminium (Al)		Antimony (Sb)		Arsenic (As)		Barium (Ba)
	Beryllium (Be)		Boron (B)		Cadmium (Cd)		Calcium (Ca)
	Chromium (Cr)		Cobalt (Co)		Copper (Cu)		Iron (Fe)
	Lead (Pb)		Magnesium (Mg)		Manganese (Mn)		Molybdenum (Mo)
	Nickel (Ni)		Potassium (K)		Selenium (Se)		Silicon (Si)
	Silver (Ag)		Sodium (Na)		Strontium (Sr)		Thalium (Tl)
	Titanium (Ti)		Vanadium (V)		Zinc (Zn)		Phosphorus (P)
	Platinum (Pt)		Paladium (Pd)				
Estimated Concentration Level	ppm		ppb				