



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

Form Num.	UURL/F/101
Revision No	1/2023
Effective Date	01/02/2023
Equipment	TOTAL ORGANIC CARBON (TOC)
Sample Serial No.	

**ADVANCED MASS SPECTROMETRY LABORATORY
SAMPLE SUBMISSION FORM (INDUSTRY)**

General Rules and Requirements:

- All information provided should be true
- Booking will be notified/updated by email or phone
- Booking procedure
 - Complete the application form including valid research vote number
 - Submit the completed application form to UIRL Sample Acceptance Counter
 - Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price.**
- Sample Condition & Preparation
 - PPMU has the right to cancel any analysis if the sample is suspected to have a high risk to 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.**
 - Samples of high salinity, acidity and alkalinity are not allowed. Dilute the sample so that acid, base and salt concentrations are reduced to 1000mg/L or less.**
 - Standards available for SSM are (Sodium Carbonate Anhydrous and D-Glucose Anhydrous), and for Liquid are (Sodium Hydrogen Carbonate and Potassium Hydrogen phthalate).**
 - The remaining samples will be disposed of within a month after the analysis is completed.**
- All inquiries regarding **Total Organic Carbon (TOC)** should be forwarded to the Assistant Science Officer Mrs. Fahtinoor Amara Binti Othman, email: fahtinoor@utm.my or Ms Nurhariani binti Jamhari, email: nurhariani@utm.my, tel: 07-5557729/57718 or visit our website at ppmu.utm.my

1. APPLICANT'S PERSONAL PARTICULARS

Name of Applicant	
Hand Phone No.	
Email	
Department/Division	
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities

2. COMPANY DETAILS

Name	
Registration No.	
Address	
Telephone No.	
Email	
Mode of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/> Invoice <input type="checkbox"/> Fast Lane

3. SAMPLE INFORMATION

Name of Sample & Labels			
Quantity of Sample			
Parameter of Sample in Liquid:	Concentration of Sample (ppm, ppb, mg/L, µg/L, no unit)	Volume of sample	pH value of sample (at least $\pm pH 2$)
Liquid (TOC-L) - Minimum volume 100mL - Collect and store samples in Amber glass or wrap the clear bottle with aluminium foil.			
Parameter of Sample in Solid:	Concentration of Sample (ppm, ppb, mg/L, µg/L, mg, µg, %)	Weight of sample	pH value of sample (at least $\pm pH 2$)
Powder (SSM) - Minimum weight 2g - Please ensure the sample is filled almost 80% inside the micro centrifugal.			

4. ANALYSIS INFORMATION

Analysis required (please tick)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TOC		IC		TC		NPOC
Expected TOC/TC/IC/NPOC concentration (please state)							

