UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UIRL/F/138
		Version	1/2024
		Effective Date	01/03/2024
		Equipment	HPLC WATERS
		Sample Serial No.	UIRL/

ANALYTICAL CHEMISTRY LABORATORY
SAMPLE SUBMISSION FORM (INDUSTRY)

General Rules and Requirements:

1. All information provided should be true
2. Booking will be notified/updated by email
3. Booking procedure
   a. Submit the complete application form to UIRL Sample Acceptance Counter
   b. **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 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.
   b. The remaining samples will be disposed of within a month after the analysis is completed.
   c. Only samples that were ready to be analyzed were accepted by the lab.
5. All enquiries regarding **HPLC** should be forwarded to the (Science Officer, Mrs. Nor'Ain Abd Rahman, email: norainrahman@utm.my, tel: 07-5557775 or Science Officer, Mr. Ahmad Muslehuddin Sarun, email: a.muslehuddin@utm.my, tel: 07-5557720) 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		**Cash**		**EFT**		**Invoice**		**Fast Lane**
3. SAMPLE INFORMATION								
Total No. of Sample								
Name of Sample/s								
Sample Properties (please tick (√))	**Toxic**		**Carcinogenic**		**Normal**			
Sample Purity								
Detected Compounds								
4. ANALYSIS INFORMATION ***(please attach the copy of referred journal)***								
Type of Column Available	**Waters, XBridge BEH C18, 4.6 x 250mm, 5 micron**		**Waters, XBridge Amide BEH, 4.6 x 250mm, 5 micron**					
	Waters, XBridge Phenyl BEH, 4.6 x 250mm, 5 micron		**ZORBAX Eclipse Plus C18, Rapid Resolution 4.6 x 100mm 3.5 micron**					
	Phenomenex Gemini® 5µm NX-C18 LC column 250 x 4.6 mm							
Detector (please tick (√))	**Photodiode Array (PDA)**		**Fluorescence (FLD)**		**QDa Mass Detector**			
5. PHOTODIODE ARRAY & FLUORESCENCE INFORMATION								
Elution (please tick (√))	**Isocratic**		**Gradient**					
Injection Volume (µL)								
Flow Rate (mL/min)								
Stoptime (min)								
Postrun (min)								
Column Temperature (◦C)								

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Mobile Phase or Premix (If Isocratic)	A :		%	C :			%
	B :		%	D :			%
Mobile Phase Timetable (If Gradient)	Time (min)	A (%)	B (%)	C (%)	D (%)	Flow (mL/min)	Max Pressure (bar)

Signal & Band width DAD (nm)	Wavelength (Band width)		Reference wavelength(Band width)	
Signal FLD (nm)	Excitation		Emission	
Spectrum (if required)	Wavelength (nm)		Step (nm)	

6. QDa INFORMATION

Isocratic Solvent Management	Yes		No		
	Mobile Phase		Flow rate(mL/min)		
MS Conditions	Ionization Mode	ESI+		ESI-	
	Probe Temperature (^{0}C)				
	Capillary Voltage (kV)	Positive (+ve)		Negative (-ve)	
	Cone Voltage (V)	Positive (+ve)		Negative (-ve)	
	MS Scan Range (Da)				
	Sampling Rate (point/second)				
	Acquisition (m/z centroid				
	SIR Channel	Mass (Da)		Polarity (+ve)/(-ve)	
	Compound A				
	Compound B				