



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

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

**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 Amera 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 <i>(ppm, ppb, mg/L, µg/L, no unit)</i>		Volume of sample		pH value of sample <i>(at least < ± pH 2)</i>			
Liquid (TOC-L) <i>- Minimum volume 100mL - Collect and store samples in Amber glass or wrap the clear bottle with aluminium foil.</i>								
Parameter of Sample in Solid:	Concentration of Sample <i>(ppm, ppb, mg/L, µg/L, mg, µg, %)</i>		Weight of sample		pH value of sample <i>(at least < ± pH 2)</i>			
Powder (SSM) <i>-Minimum weight 2g - Please ensure the sample is filled almost 80% inside the micro centrifugal.</i>								
4. ANALYSIS INFORMATION								
Analysis required <i>(please tick)</i>	<input type="checkbox"/>	TOC	<input type="checkbox"/>	IC	<input type="checkbox"/>	TC	<input type="checkbox"/>	NPOC
Expected TOC/TC/IC/NPOC concentration <i>(please state)</i>								

