

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	Form Num.	UIRL/F/30
		Revision No	1/2023
		Effective Date	01/02/2023
		Equipment	TOTAL ORGANIC CARBON(TOC)
		Sample Serial No.	UIRL/
<b>ADVANCED MASS SPECTROMETRY LABORATORY</b>			
<b>SAMPLE SUBMISSION FORM</b>			

**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](mailto:fahtinoor@utm.my) or Ms Nurhariani binti Jamhari, email: [nurhariani@utm.my](mailto:nurhariani@utm.my), tel: 07-5557729/57718 or visit our website at [ppmu.utm.my](http://ppmu.utm.my)

1. APPLICANT'S PERSONAL PARTICULARS										
Name of Applicant										
Status of Applicant	<input type="checkbox"/>	Undergraduates	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Researcher		
Student Matric No.										
Faculty/ Department										
Hand Phone No. & Email										
2. SUPERVISOR DETAILS (for internal applicant and academic institution only)										
Name of Supervisor										
UTM 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										
Name of Sample Submitted & Labels										
Quantity of Sample Submitted										
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 <math>\pm pH 2</math> )		
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 <math>\pm pH 2</math> )		
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"/>	TOC	<input type="checkbox"/>	IC	<input type="checkbox"/>	TC	<input type="checkbox"/>	NPOC		
Expected TOC/TC/IC/NPOC concentration (please state)										