

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/176
		Version	1/2025
		Effective Date	08/01/2025
		Equipment	CE-TOF/MS
		Sample Serial No.	UURL/
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ANALYTICAL CHEMISTRY LABORATORY			
SAMPLE SUBMISSION FORM (INDUSTRY)			

General Rules and Requirements

1.	All information provided should be true.
2.	Sample submission procedure.
	a. Complete the Sample Submission Form.
	b. For sample submission via walk-in: Submit the completed Sample Submission Form and samples to UURL Sample Acceptance Counter
	c. For sample submission via mail: Submit the completed Sample Submission Form and the samples. Samples must be packaged in a suitable container for courier delivery. The parcel should be addressed to the person in charge of the instrument, as it will be received directly by them.
3.	Fast lane is offered with an additional 50% charge from the normal price.
4.	For sample criteria and conditions, refer to UURL Sample Submission Criteria in the PPMU website at ppmu.utm.my.
5.	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. Posted samples will be received by laboratory personnel.
6.	Only samples that are ready to be analyzed are accepted by the lab.
7.	The remaining samples will be disposed of within a month after analysis is completed.
8.	Quotation will be provided upon request.
9.	Payment must be made within fourteen (14) working days after invoice is issued.
10.	Analysis duration is within fourteen (14) working days after receiving the samples.
11.	The laboratory will provide test results after the payment proof presented to the laboratory personnel.
12.	All enquiries regarding CE-TOF/MS should be forwarded to the Science Officer, (Mrs. Nor'Ain Abd Rahman , email: norainrahman@utm.my, or Assistant Engineer, Mr. Amirul Amin Khir Anuar , email: amirulamin@utm.my, 07-5557720.) or visit our website at ppmu.utm.my.

***All pages must be submitted**



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**ANALYTICAL CHEMISTRY LABORATORY
SAMPLE SUBMISSION FORM (INDUSTRY)**

Application details :

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			
	I have read and agreed to the General Rules and Requirements			
2. COMPANY DETAILS				
Name				
Registration No.				
Address				
Telephone No.				
Email				
3. PAYMENT				
Method of Payment		UTM PayHub System		Invoice
Mode of Service		Normal		Fast Lane
4. SAMPLE & ANALYSIS INFORMATION <i>(please attach the copy of referred journal)</i>				
Name of Sample				
Total No. of Sample/ s				
Sample Background / Information				
Sample Properties (Please tick (/))	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic
				Others : _____
Sample Type (Please tick (/))	<input type="checkbox"/>	Cation	<input type="checkbox"/>	Anion
Sample i.d/Labels				
Sample Purity (ppm)				
Detected Analytes			Mass Range (m/z)	
Ion Polarity (please tick (v))	<input type="checkbox"/>	Positive	<input type="checkbox"/>	Negative
				Both
Name of buffer/(pH)				
Type of Capillary (Diameter x Length)				



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CE Setup	Cassette Temperature (°C)	Voltage (kV)	Current (µA)	Power (W)

Details of Targeted Compound (Use additional paper if not enough)	No.	Molecular Weight (MW)	Chemical Formula	Retention Time

5. ADDITIONAL INFORMATION	
Column Temperature (°C)	
Capillary Voltage (V)	
Nozzle Voltage (V)	
Fragmentor Voltage (V)	
Nebulizer Pressure (N ₂) (psi)	
Drying Gas Temperature (°C)	
Drying Gas Flow (L/min)	
Sheath Gas (L/min)	