
 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	<b>Form Num.</b>	<b>UURL/F/139</b>
		<b>Version</b>	<b>1/2025</b>
		<b>Effective Date</b>	<b>08/01/2025</b>
		<b>Equipment</b>	<b>OVEN</b>
		<b>Sample Serial No.</b>	<b>UURL/</b>
		<b>Page</b>	<b>1 of 2</b>
<b>SAMPLE PREPARATION LABORATORY (CHEMICAL)</b>			
<b>SAMPLE SUBMISSION FORM (INDUSTRY)</b>			

**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 inquiries regarding <b>OVEN</b> should be forwarded to the email uurl-chemanalysis@utm.my, tel: 07-5557720 or visit our website at ppmu.utm.my.

**\*All pages must be submitted**

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**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							
Name of Sample							
Total Number of Sample/s							
Sample Properties (Please tick (/))		Toxic		Carcinogenic		Others : _____	
Sample i.d./Labels							
Oven Setting		Time	min	Temperature	°C	Day	days
		Time	min	Temperature	°C	Day	days