
 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)</b>	Form Num.	UIRL/F/172
		Version	2/2025
		Effective Date	04/03/2025
		Equipment	GC (FID/ECD)
		Sample Serial No.	UIRL/
		Page	1 of 3
<b>ANALYTICAL CHEMISTRY LABORATORY</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 UIRL 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 UIRL 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>GC (FID/ECD)</b> should be forwarded to Assistant Science Officer, <a href="#">Ms. Nurul Shahira Ahmad Supian</a> , email: nurulshahira.as@utm.my or Assistant Science Officer, <a href="#">Mrs. Iryani Nabilah Kasni</a> , email: iryaninabilah@utm.my, tel: 07-5557720) or visit our website at ppmu.utm.my.

**\*All pages must be submitted**

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		Sample Serial No.	UURL/
		Page	2 of 3
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**Application Details :**

<b>1. APPLICANT'S PERSONAL PARTICULARS</b>					
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			
<b>2. COMPANY DETAILS</b>					
Name					
Registration No.					
Address					
Telephone No.					
Email					
<b>3. PAYMENT</b>					
Method of Payment		UTM PayHub System		Invoice	
Mode of Service		Normal		Fast Lane	
<b>4. SAMPLE &amp; ANALYSIS INFORMATION (please attach the copy of referred journal) Capillary Column Provided: GC (Elite 5)</b>					
Name of Sample					
Total No. of Sample/ s					
Sample Properties (Please tick (/))		Toxic		Carcinogenic	Others: _____
Sample i.d/Labels					
No. of Estimated Compound					

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		Page	3 of 3
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Name & Molecular Formula of Each Estimated Compound						
Boiling Point (°C)						
Carrier Gas (Helium) Rate (mL/min)			Injection Volume (μl)			
Injection Method (Split / Splitless)			Detector Temperature (°C)			
Injector Temperature (°C)			Interface Temperature (°C)			
Temperature Program	Initial Temp	_____ °C for _____ min	Rate (°C/min)		Final Temp	_____ °C for _____ min