		Form Num.	UIRL/F/48
	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Version	2/2025
		Effective Date	04/03/2025
		Equipment	GCMS
		Sample Serial No.	UIRL/
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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 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 **GCMS** should be forwarded to Assistant Science Officer, Ms. Nurul Shahira Ahmad Supian, email: nurulshahira.as@utm.my or Assistant Science Officer Mrs. Nurleyana Salleh, email: nurleyana@utm.my, tel: 07-5557720 or visit our website at ppmu.utm.my.	

*All pages must be submitted

	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UIRL/F/48
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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			
Email			
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 *(please attach the copy of referred journal)* Capillary Column Provided: GC (Elite 5MS)						
Name of Sample						
Total Number of Sample/s						
Sample Properties (Please tick (/))	Toxic		Carcinogenic		Others: _____	
Sample i.d/Labels						

	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	**Form Num.**	**UIRL/F/48**
		Version	**1/2025**
		Effective Date	**08/01/2025**
		Equipment	**GCMS**
		Sample Serial No.	**UIRL/**
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ANALYTICAL CHEMISTRY LABORATORY
SAMPLE SUBMISSION FORM (INDUSTRY)

No. of Estimated Compound					
Name & Molecular Formula of Each Estimated Compound					
Boiling Point (°C)					
Carrier Gas (Helium) Rate (mL/min)		**Injection Volume (µl)**		**Mass Range (m/z)**	
Injection Method (Split / Splitless)		**Detector Temperature (°C)**			
Injector Temperature (°C)		**Interface Temperature (°C)**		**Ion Source Temperature (°C)**	

Temperature Program	**Initial Temp**	_____°C for _____min	**Rate (°C/min)**		**Final Temp**	_____°C for _____min