UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/170**
		Version	**2/2025**
		Effective Date	**04/03/2025**
		Equipment	**HPLC AGILENT**
		Sample Serial No.	**UIRL/**
		Page	**1 of 3**

LIQUID CHROMATOGRAPHY 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 enquiries regarding **HPLC** should be forwarded to the Assistant Science Officer, Mrs. Iryani Nabilah Kasni, email: iryaninabilah@utm.my, tel: 07-5557720 or Assistant Engineer, Mr. Amirul Amin Khir Anuar, email: amirulamin@utm.my, tel: 07-5557720 or visit our website at ppmu.utm.my.	

***All pages must be submitted**

UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/170**
		Version	**1/2025**
		Effective Date	**08/01/2025**
		Equipment	**HPLC AGILENT**
		Sample Serial No.	**UIRL/**
		Page	**2 of 3**

LIQUID CHROMATOGRAPHY 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 ***(please attach the copy of referred journal)***						
Name of Sample						
Total Number of Sample/s						
Sample Properties (Please tick (/))		**Toxic**		**Carcinogenic**		**Others : _____**
Sample i.d/Labels						
Sample Purity						
Targeted Compounds						
Type of Column Available	**Waters, XBridge BEH C18, 4.6 x 250mm, 5 micron**		**Waters, XBridge Amide BEH, 4.6 x 250mm, 5 micron**			
	Waters, XBridge Phenyl BEH, 4.6 x 250mm, 5 micron		**ZORBAX Eclipse Plus C18, Rapid Resolution 4.6 x 100mm 3.5 micron**			
	Phenomenex Gemini® 5µm NX-C18 LC column 250 x 4.6 mm					
Detector (Please tick (/))	**Photodiode Array (PDA)**		**Photodiode Array (PDA)**			

LIQUID CHROMATOGRAPHY LABORATORY
SAMPLE SUBMISSION FORM (INDUSTRY)

5. SAMPLE & ANALYSIS INFORMATION (PHOTODIODE ARRAY & FLUORESCENCE DETECTOR)

Elution (Please tick (/))	**Isocratic**			**Gradient**			
Injection Volume (µL)							
Flow Rate (mL/min)							
Stoptime (min)							
Postrun (min)							
Column Temperature (◦C)							
Mobile Phase or Premix (If Isocratic)	**A :**		**%**	**C :**		**%**	
	B :		**%**	**D :**		**%**	

Mobile Phase Timetable (If Gradient)	**Time (min)**	**A (%)**	**B (%)**	**C (%)**	**D (%)**	**Flow (mL/min)**	**Max Pressure (bar)**

Signal & Band width DAD (nm)	**Wavelength (Band width)**		**Reference wavelength (Band width)**	
Signal FLD (nm)	**Excitation**		**Emission**	
Spectrum (if required)	**Wavelength (nm)**		**Step (nm)**	