
 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/91
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	CD SPECTROMETER
		Sample Serial No.	UURL/
		Page	1 of 2
MASS SPECTROMETRY 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 Service : A priority testing service that provides results within 3 to 7 working days instead of the usual 14 working days. It is offered based on availability with an additional 50% charge from the normal price. Customers must contact the person in charge for this service.
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 the 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 is presented to the laboratory personnel.
12.	All inquiries regarding the CD Spectrometer should be forwarded to Assistant Science Officer, Ms. Nurhariani Jamhari (email: nurhariani@utm.my) 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				Invoice			
Mode of Service		Normal				Fast Lane			
4. SAMPLE & ANALYSIS INFORMATION (please attach referred journal)									
Name of Sample									
Sample ID									
Sample Properties (Please tick (/))		Toxic		Carcinogenic		Others : _____			
Range of Wavelength (nm) (Min 175 nm & Max 800 nm)		Low: _____		High: _____		Step: _____			
Signal		CD				Absorbance			
Name of Solvent									
Temperature (°C) (20°C - 25°C)									
Temperature Ramping (°C) (Fill in if needed, 20°C - 95°C)		Start: _____		Stop: _____		Step: _____			
Essential Parameter (Fill in if there's information/ tick if not known)		Molecular Mass (Da)		Concentration (mg/ml)		No. Amino Acid		Path length	