
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/175
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	CE-TOF/MS
		Sample Serial No.	UURL/
		Page	1 of 3
ANALYTICAL CHEMISTRY LABORATORY			
SAMPLE SUBMISSION FORM			

General Rules and Requirements


1.	All information provided should be true.
2.	Sample submission procedure.
a.	Complete the Sample Submission Form including a valid research vote number.
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 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 CE-TOF/MS should be forwarded to the Science Officer, Mrs. Nor'Ain Abd Rahman, email: norainrahman@utm.my, or Assistant Engineer, Mr. Amirul Amin Khir Anuar, email: amirulamin@utm.my, 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.	UURL/F/175
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	CE-TOF/MS
		Sample Serial No.	UURL/
		Page	2 of 3
ANALYTICAL CHEMISTRY LABORATORY			
SAMPLE SUBMISSION FORM			

Application details :

1. APPLICANT'S PERSONAL PARTICULARS									
Name of Applicant									
Status of Applicant	<input type="checkbox"/>	Undergraduate	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Research	
Student Matric No.									
Faculty/ Department									
Hand Phone No.									
Email									
2. SUPERVISOR DETAILS									
Name of Supervisor									
Staff ID No.									
Faculty/Department									
Hand Phone No.									
Email									
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities								
	<input type="checkbox"/> I have read and agreed to the General Rules and Requirements								
3. PAYMENT									
Mode of Payment	<input type="checkbox"/>	UTM-PayHub System	<input type="checkbox"/>	Log card	<input type="checkbox"/>	Invoice			
Mode of Service	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Fast Lane					
Payment using Invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)								
	Balance of V29000								
4. SAMPLE & ANALYSIS INFORMATION (please attach the copy of referred journal)									
Name of Sample									
Total Number of Sample/s									
Sample Background / Information									
Sample Properties (Please tick (/))	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic	<input type="checkbox"/>	Others : _____			
Sample Type (Please tick (/))	<input type="checkbox"/>	Cation	<input type="checkbox"/>	Anion					
Sample i.d/Labels									
Sample Purity (ppm)									
Detected Analytes			Mass Range (m/z)						
Ion Polarity (please tick (✓))	<input type="checkbox"/>	Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Both			
Name of Buffer/(pH)									
Type of Capillary (Diameter x Length)									

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/175
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	CE-TOF/MS
		Sample Serial No.	UURL/
		Page	3 of 3
ANALYTICAL CHEMISTRY LABORATORY			
SAMPLE SUBMISSION FORM			

CE Setup	Cassette Temperature (°C)	Voltage (kV)	Current (µA)	Power (W)
Details of Targeted Compound (Use additional paper if not enough)	No.	Molecular Weight (MW)	Chemical Formula	Retention Time
5. ADDITIONAL INFORMATION				
Column Temperature (°C)				
Capillary Voltage (V)				
Nozzle Voltage (V)				
Fragmentor Voltage (V)				
Nebulizer Pressure (N ₂) (psi)				
Drying Gas Temperature (°C)				
Drying Gas Flow (L/min)				
Sheath Gas (L/min)				