
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/97
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	GCMS QP2010
		Sample Serial No.	UURL/
		Page	1 of 2
ADVANCED 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 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 Gas Chromatography & Mass Spectrometry (GCMS) should be forwarded to the Assistant Science Officer Mdm. Shamimi Binti Ismail (email: shamimi.ismail@utm.my, tel: 07-5557729) or Assistant Science Officer, Ms Nurhariani Binti Jamhari , email: nurhariani@utm.my, tel: 07-5557720 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 System		Invoice	
Mode of Service		Normal		Fast Lane	
4. SAMPLE & ANALYSIS INFORMATION <i>(please attach referred journal)</i>					
No. of Samples & Labels					
Name of Sample					
Sample Properties (Please tick (/))		Toxic		Carcinogenic	Others : _____
Name & Boiling Point of Solvent (°C)					
Boiling Point of Target Compound (°C)					
Types of Column <i>(Please tick (/) one only)</i>		BP10		BPX35	BP1
		BP5MS		Solgel-Wax	BPX70
GCMS Program	Injection Volume (μL) :				
	Injector Temperature (°C) :				
	Injection Mode (Split/Splitless) :				
	Interface Temperature (°C) :				
	Ion Source Temperature (°C) :				
Temperature Program	No	Rate (mL/min)	Temperature (°C)		Hold Time (min)
	1.				
	2.				
	3.				
Details of Targeted Compound	No	Mol. Weight (MW)	Chemical Formula		Retention Time
	1.				
	2.				
	3.				