UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/32**
		Version	**3/2025**
		Effective Date	**15/05/2025**
		Equipment	**GCMS**
		Sample Serial No.	**UIRL/**
		Page	**1 of 3**

ANALYTICAL CHEMSITRY 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 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 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 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, Mrs. 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**

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SAMPLE SUBMISSION FORM

Application Details :

1. APPLICANT'S PERSONAL PARTICULARS								
Name of Applicant								
Status of Applicant		**Undergraduate**		**Master**		**PhD**		**Research**
Student Matric No.								
Faculty/ Department								
Hand Phone No.								
Email								
2. SUPERVISOR DETAILS ***(for internal applicant and academic institution only)***								
Name of Supervisor								
UTM 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**							
		I have read and agreed to the General Rules and Requirements						
3. PAYMENT								
Method of Payment		**UTM Payhub System**		**Log Card**		**Invoice**		
Mode of Service		**Normal**		**Fast Lane**				
Payment using Invoice	**Research Vot No. (e.g.: Q.J091600.24C3.01D32)**							
	Balance of V29000							

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SAMPLE SUBMISSION FORM

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													
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**					