UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/137**
		Version	**3/2025**
		Effective Date	**15/05/2025**
		Equipment	**HPLC WATERS**
		Sample Serial No.	**UIRL/**
		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 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 enquiries regarding **HPLC** should be forwarded to the Science Officer, Mrs. Nor'Ain Abd Rahman, email: norainrahman@utm.my, or Assistant Science Officer, Mrs. Iryani Nabilah Kasni, email: iryaninabilah@utm.my, tel: 07-555772 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								
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							
		I have read and agreed to the General Rules and Requirements						
3. PAYMENT								
Mode 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							
4. SAMPLE & ANALYSIS INFORMATION ***(please attach the copy of referred journal)***								
Name of Sample								
Total No. of Sample								
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)		Fluorescence (FLD)		QDa Mass Detector			
5. SAMPLE & ANALYSIS INFORMATION (PHOTODIODE ARRAY, & FLUORESCENCE DETECTOR)								
Elution (Please tick (/))	Isocratic		Gradient					
Injection Volume (µL)								
Flow Rate (mL/min)								
Stoptime (min)								

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SAMPLE SUBMISSION FORM

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)				

6. SAMPLE & ANALYSIS INFORMATION (QDa DETECTOR)

Isocratic Solvent Management	Yes		No		
	Mobile Phase		Flow rate(mL/min)		
MS Conditions	Ionization Mode	ESI+		ESI-	
	Probe Temperature (^{0}C)				
	Capillary Voltage (kV)	Positive (+ve)		Negative (-ve)	
	Cone Voltage (V)	Positive (+ve)		Negative (-ve)	
	MS Scan Range (Da)				
	Sampling Rate (point/second)				
	Acquisition (m/z centroid				
	SIR Channel	Mass (Da)	Polarity (+ve)/(-ve)		
	Compound A				
	Compound B				