
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/24
		Version	3/2025
		Effective Date	15/05/2025
		Equipment	LCMS-QTOF
		Sample Serial No.	UURL/
		Page	1 of 5
ADVANCED MASS SPECTROMETRY 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 inquiries regarding LCMS-QTOF should be forwarded to the Science Officer, Mrs. Malahah Mohamed, email: malahah@utm.my, or Assistant Science Officer, Mrs. Fahtinoor Amara Binti Othman, email: fahtinoor@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								
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								
Method 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							

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4. SAMPLE & ANALYSIS INFORMATION <i>(please attach referred journal)</i>																									
Name of Sample																									
Sample i.d/Labels																									
Total Number of Sample/s																									
Sample Properties (Please tick (/))	<input type="checkbox"/> Toxic	<input type="checkbox"/>	<input type="checkbox"/> Carcinogenic	<input type="checkbox"/>	Others : _____																				
Sample Information to take note	<p>* Samples used for LCMS QTOF need to be completely dissolved in solvent (i.e Methanol, Acetonitrile).</p> <p>* Strictly, no halogenated solvent (i.e Chloroform, Dichloromethane) is allowed.</p> <p>* Sample preparation must be done by the applicant and should be done accordingly to the type of analysis.</p> <p>* All samples must be filtered to remove any particulate matter.</p> <p>* Please bring along the solvent used for your sample.</p> <p>* Label all samples clearly with your name, date, sample's ID and wrapped in zipper bag</p> <p>* References in the form of journals / standard methods / relevant technical reports should be attached to ensure compatibility with the instrument.</p>																								
Concentration <i>(Not more than 3 ppm)</i>																									
Mobile Phase A with ratio																									
Mobile Phase B with ratio																									
Flow Rate (ml/min)																									
Injection Volume (µL)																									
Gradient Elution <i>(Add in extra paper if space not enough)</i>	<table border="1"> <thead> <tr> <th>Time</th> <th>A (%)</th> <th>B (%)</th> <th>Hold Time (min)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Time	A (%)	B (%)	Hold Time (min)																
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Mode		LCMS QTOF		QTOF ONLY		
Ion Polarity		Positive		Negative		Both
Mass Range (m/z)						
Additional Informations	<div>Capillary Voltage (V)</div> <div>Nozzle Voltage (V)</div> <div>Fragmentor Voltage (V)</div> <div>Nebulizer Pressure (N₂) (psi)</div> <div>Drying Gas Temperature (°C)</div> <div>Drying Gas Flow (L/min)</div> <div>Sheath Gas (L/min)</div>					
Type of Columns (Please tick (/))	<input type="checkbox"/> ZORBAX EXTEND-C18 (2.1 X 50mm/ 1.8 micron)					
	<input type="checkbox"/> ZORBAX ECLIPSE PLUS C18 (2.1 X 50mm/ 1.8 micron)					
	<input type="checkbox"/> ZORBAX SB-C18 (2.1 X 150mm/ 1.8 micron)					
	<input type="checkbox"/> ZORBAX SB-C18 (4.6 X 50mm/ 5 micron)					
	<input type="checkbox"/> POROSHELL 120 EC-C18 (4.6 X 100mm/ 2.7 micron)					

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	<div> Column Temperature (°C): </div>																								
Details of Targeted Compound (Use additional paper if not enough)	<table border="1"> <thead> <tr> <th>No</th> <th>Molecular Weight (MW)</th> <th>Chemical Formula</th> <th>Retention Time</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> </tbody> </table>	No	Molecular Weight (MW)	Chemical Formula	Retention Time	1.				2.				3.				4.				5.			
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List of Library (Please tick (/)) (Max 2 libraries, 3 onwards will be charge)	<table border="1"> <tr><td></td><td>Metlin-Metabolites</td></tr> <tr><td></td><td>Metlin-Lipids</td></tr> <tr><td></td><td>Metlin-Pesticides</td></tr> <tr><td></td><td>Metlin-Peptides</td></tr> <tr><td></td><td>Sulfas & VetDrugs</td></tr> </table>		Metlin-Metabolites		Metlin-Lipids		Metlin-Pesticides		Metlin-Peptides		Sulfas & VetDrugs														
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