
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/101
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	TOTAL ORGANIC CARBON (TOC)
		Sample Serial No.	UURL/
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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 Total Organic Carbon (TOC) should be forwarded to the Assistant Science Officer, Mrs. Fahtinoor Amara Binti Othman, email: fahtinoor@utm.my 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				
Name of Sample				
Total Number of Sample/s				

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Type of Sample	<input type="checkbox"/> Liquid <input type="checkbox"/> Solid							
	<p> * Sample liquid must be less concentrated <10ppm * Sample solid must be in powder form. * Samples of high salinity, acidity and alkalinity are not allowed. * Standard Total Carbon (TC) available for TOC-Liquid are Potassium Hydrogen Phthalate(KHP), while Standards Inorganic Carbon (IC) available for TOC-Liquid are Sodium Hydrogen Carbonate (NaHCO₃) and Sodium Carbonate (Na₂CO₃). * Standard Total Carbon (TC) and Inorganic Carbon (IC) for SSM are Sodium Carbonate (Na₂CO₃) and D-Glucose Anhydrous. </p>							
Sample Properties (Please tick (/))	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic	<input type="checkbox"/>	Others : _____		
Sample i.d/Labels								
Parameter of Sample in Liquid:	Concentration of Sample (ppm, ppb, mg/L, µg/L, no unit)			Volume of sample		pH value of sample (at least < ± pH 2)		
Liquid (TOC-L) - Minimum volume 100mL - Collect and store samples in Amber glass or wrap the clear bottle with aluminium foil.								
Parameter of Sample in Solid:	Concentration of Sample (ppm, ppb, mg/L, µg/L, mg, µg, %)			Weight of sample		pH value of sample (at least < ± pH 2)		
Powder (SSM) - Minimum weight 2g - Please ensure the sample is filled almost 80% inside the micro centrifugal.								
Analysis required (please tick)	<input type="checkbox"/>	TOC	<input type="checkbox"/>	TC	<input type="checkbox"/>	IC	<input type="checkbox"/>	NPOC
Expected TOC/TC/IC/NPOC concentration (please state)								