UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/25**
		Version	**3/2025**
		Effective Date	**15/05/2025**
		Equipment	**TQ LCMS**
		Sample Serial No.	**UIRL/**
		Page	**1 of 4**

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 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 **Triple Quadrupole of LCMS (TQ LCMS)** should be forwarded to the Assistant Science Officer, Mrs. Fahtinoor Amera Binti Othman, email: fahtinoor@utm.my or Science Officer, Mrs Malahah Mohamed, email: malahah@utm.my, 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								
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)**							

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SAMPLE SUBMISSION FORM

	Balance of V29000						
4. SAMPLE & ANALYSIS INFORMATION (*please attach referred journal)*							
Name of Sample							
Sample i.d/Labels							
Total Number of Sample/s							
Sample Properties (Please tick (/))		**Toxic**		**Carcinogenic**		**Others : _____**	
Polarity of Sample (Please tick (/))		**Polar**		**Medium Polar**		**Non-Polar**	
Sample Properties (Please tick (/))		**Normal**		**Carcinogenic**		**Toxic**	
	*** All samples should be dissolved in an ESI-friendly solvent system.** *** Suitable solvents include: H_2O, MeOH, and ACN** (No THF, TFA as they promote ion suppression). ***** All samples **must be filtered** to remove any particulate matter. ***** Submission tube(s) should be either an eppendorf tube or a 2mL Clear Vial PTFE/SIL. Vial insert can be used. ***** Label all samples clearly with your name, date, sample's ID and wrapped in zipper bag *** References in the form of journals / standard methods / relevant technical reports should be attached to ensure compatibility with the instrument.**						
Mobile Phase A with ratio							
Mobile Phase B with ratio							

Details of Target Compound	**No.**	**Name**	**Chemical Formula**	**Molecular Weight *(MW)***	**Targeted Product Ion *(MW)***
	1.				
	2.				
	3.				

Types of Column *(Please tick (/) one only)*		Hypersil GOLD 100x2.1mm 1.9um
		Hypersil GOLD 50mm x 2.1mm 1.9µm

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SAMPLE SUBMISSION FORM

		Hypersil GOLD 150x2.1mm 1.9um
		Hypersil GOLD Phenyl 50x2.1mm 1.9um
		Hypersil GOLD Phenyl 100x2.1mm 1.9um
		Hypersil GOLD Phenyl 150x2.1mm 1.9um
		Hypersil GOLD AX 50x2.1mm 1.9um
		Hypersil GOLD AX 100x2.1mm 1.9um
		Hypersil GOLD AX 150x2.1mm 1.9um
		Hypersil GOLD HILIC 50x2.1mm 1.9um
		Hypersil GOLD HILIC 100x2.1mm 1.9um
		Hypersil GOLD HILIC 150x2.1mm 1.9um
		Hypercarb HT 30x2.1mm 3um
		Hypercarb HT 50x2.1mm 3um
		Hypercarb HT 100x2.1mm 3um