		Form Num.	UIRL/F/126
UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	Version	2/2025
		Effective Date	15/05/2025
		Equipment	Thermogravimetric Analysis (TGA-FTIR)
		Sample Serial No.	UIRL/
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X-RAY & THERMAL ANALYSIS 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 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 **TGA-FTIR** should be forwarded to the Assistant Engineer, Mr. Muhamad Arif bin Mislet, email: m.arifmislet@utm.my or Assistance Science Officer, Mrs. Nur Syakirah binti Mohd Noh, email: n.syakirah@utm.my, tel: 07-5610235, or visit our website at ppmu.utm.my.	

*All pages must be submitted

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X-RAY & THERMAL ANALYSIS LABORATORY
SAMPLE SUBMISSION FORM (INDUSTRY)

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 responsibilitie
	I have read and agreed to the **General Rules and Requirements**

2. COMPANY DETAILS

Name	
Registration No.	
Address	
Telephone No.	
Email	

3. PAYMENT

Mode of payment	UTM PayHub System		Invoice	
Mode of Service	Normal		Fast Lane	

4. SAMPLE INFORMATION

Type of Sample	Solid		Powder		Gel		Liquid	
Sample Properties	TOXIC		CARCINOGENIC				OTHERS :	
Type of Graph	TGA		FTIR					
Purge Gas	Purified air		N_2					
Heating Rate (°C/Min)	10		20		30		40	50
Range of Heating Temperature (30 °C – 1000 °C)	Start		°C	End		°C		
Other Condition *(Please specify if the sample need to switch the purge gas, hold temperature, heating rate)*								
Return sample	Yes		No					

5. SAMPLE INFORMATION FTIR

No	Samples Label and Information	Structure Formula of Sample	Type of Graph (*Please tick* /)		Please Specify any Result Expectation (*spectral range*)
			Absorbance	Transmittance	
1					
2					
3					
4					
5					