
 <b>UTM</b> <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	<b>PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)</b>	Form Num.	UURL/F/170
		Version	4/2025
		Effective Date	15/07/2025
		Equipment	HPLC AGILENT
		Sample Serial No.	UURL/
		Page	1 of 3
<b>LIQUID CHROMATOGRAPHY LABORATORY</b>			
<b>SAMPLE SUBMISSION FORM (INDUSTRY)</b>			

**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 enquiries regarding <b>HPLC AGILENT</b> should be forwarded to the Assistant Science Officer, Mrs. Iryani Nabilah Kasni, email: iryaninabilah@utm.my, tel: 07-5557720 or Assistant Engineer, Mr. Amirul Amin Khir Anuar, email: amirulamin@utm.my, tel: 07-5557720 or visit our website at ppmu.utm.my.

**\*All pages must be submitted**

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		Page	2 of 3
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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			
		<input type="checkbox"/> 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		<input type="checkbox"/> UTM PayHub System		<input type="checkbox"/> Invoice	
Mode of Service		<input type="checkbox"/> Normal		<input type="checkbox"/> Fast Lane	
4. SAMPLE & ANALYSIS INFORMATION <i>(please attach the copy of referred journal)</i>					
Name of Sample					
Total Number of Sample/s					
Sample Properties (Please tick (/))		<input type="checkbox"/> Toxic		<input type="checkbox"/> Carcinogenic	
		<input type="checkbox"/> 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 (/))		<input type="checkbox"/> Diode Array Detector (DAD)		<input type="checkbox"/> Fluorescence Detector (FLD)	

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		Page	3 of 3
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5. SAMPLE & ANALYSIS INFORMATION (DIODE ARRAY DETECTOR & FLUORESCENCE DETECTOR)							
Elution (Please tick (/))	Isocratic			Gradient			
Injection Volume (μL)							
Flow Rate (mL/min)							
Stoptime (min)							
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)			