
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/138
		Version	4/2025
		Effective Date	15/07/2025
		Equipment	HPLC WATERS
		Sample Serial No.	UURL/
		Page	1 of 3
ANALYTICAL CHEMISTRY 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 enquiries regarding HPLC WATERS should be forwarded to the Science Officer, Mrs. Nor'Ain Abd Rahman, email: norainrahman@utm.my, or Assistant Science Officer, Mrs. Iryani Nabilah Kasni, email: iryaninabilah@utm.my, tel: 07-555772 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 (please attach the copy of referred journal)									
Name of Sample									
Total Number of Sample/s									
Sample Properties (Please tick (/))		Toxic		Carcinogenic		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 (/))		Photodiode Array Detector (PDA)		Fluorescence Detector (FLR)		QDa Mass Detector			
5. SAMPLE & ANALYSIS INFORMATION (PHOTODIODE 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 :		%	

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Mobile Phase Timetable (If Gradient)	Time (min)	A (%)	B (%)	C (%)	D (%)	Flow (mL/min)	Max Pressure (bar)
Signal & Band width PDA (nm)	Wavelength (Band width)				Reference wavelength (Band width)		
Signal FLR (nm)	Excitation				Emission		
Spectrum (if required)	Wavelength (nm)				Step (nm)		
6. SAMPLE & ANALYSIS INFORMATION (QDa DETECTOR)							
Isocratic Solvent Management	Yes				No		
	Mobile Phase				Flow rate(mL/min)		
MS Conditions	Ionization Mode	ESI+				ESI-	
	Probe Temperature (°C)						
	Capillary Voltage (kV)	Positive (+ve)			Negative (-ve)		
	Cone Voltage (V)	Positive (+ve)			Negative (-ve)		
	MS Scan Range (Da)						
	Sampling Rate (point/second)						
	Acquisition (m/z centroid)						
	SIR Channel	Mass (Da)		Polarity (+ve)/(-ve)			
	Compound A						
	Compound B						