

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	Form Num.	UURL/F/51
		Version	1/2026
		Effective Date	2/3/2026
		Equipment	ICPMSMS
		Sample Serial No.	UURL/
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<b>ANALYTICAL CHEMISTRY 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 including the Client Confidentiality Statement (Appendix 1).
	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.
6.	Only samples that are ready to be analyzed are accepted by the laboratory.
7.	The remaining samples must be collected by the customer after completion of the analysis. Please inform the person in charge of the instrument on the sample collection date. Any uncollected samples will be disposed of by the laboratory after one month from result release date. For rejected samples, customers are required to collect the samples within three (3) working days after being informed of the rejection.
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 person in charge of the instrument.
12.	All enquiries regarding <b>ICPMSMS</b> should be forwarded to the person in charge of the instrument Assistant Science Officer, Ms. Siti Nurul Aini Asbullah (email: snurulaini@utm.my) or Assistant Science Officer, Mrs. Nurleyana Salleh (nurleyana@utm.my). UURL Sample Acceptance Counter phone no.: 07-5333360 (working hours). Visit our website at ppmu.utm.my for more information.

**All pages must be submitted**



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**ANALYTICAL CHEMISTRY LABORATORY  
SAMPLE SUBMISSION FORM (INDUSTRY)**

**Application Details :**

1. APPLICANT'S PERSONAL PARTICULARS													
Name of Applicant													
Hand Phone No.													
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 Payment		Normal				Fast Lane							
4. SAMPLE & ANALYSIS INFORMATION													
Name of Sample													
Total Number of Sample/s													
Sample Properties		Toxic			Carcinogenic				Others : _____				
Sample i.d./Labels													
Digestion of Sample (Already Digest?)		Yes				No (Please Fill in MOD form)				No Need			
Standard 2		Ce	Dy	Er	Eu	Gd	Ho	La	Lu				
		Nd	Pr	Sm	Sc	Tb	Th	Tm	Y				
		Yb											
Standard 3		Ba	Be	Bi	Cd	Ca	Cs	Cr	Co				
		Cu	Ga	In	Fe	Pb	Li	Mg	Mn				
		Ni	As	K	Rb	Se	Ag	Na	Sr				
		Tl	V	Zn	Al	Hg	U						
Standard 4		Au	Ir	Pd	Pt	Rh	Ru	Te	Sn				
		Sb	Hf										
Standard 5		Nb	Re	Ta	Ti	W	B	Ge	Zr				
		P	Mo	S	Si								
Estimated Concentration Level		ppb			ppt								

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Appendix 1

### Client Confidentiality Statement

University Industry Research Laboratory (UURL), Universiti Teknologi Malaysia (UTM) strive to maintain all confidential, proprietary information, or trade secrets in strict trust and confidence. UURL ensures such information shall only be used for the purposes stated above and shall not be used for any other purpose or disclosed to any third party without the express written consent of the UURL customer.

UURL



\_\_\_\_\_  
 Name: Zaidah Rahmat

Designation: Quality Manager

Date: 21 January 2026

UURL Customer

\_\_\_\_\_  
 Name:

Name of Institution/ Company:

Date: