UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/95**
		Version	**1/2026**
		Effective Date	**2/3/2026**
		Equipment	**LCMS-QTOF**
		Sample Serial No.	**UIRL/**
		Page	**1 of 6**

ADVANCED MASS SPECTROMETRY 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 including the Client Confidentiality Statement (Appendix 1).
	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.	
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 to the person in charge of the instrument for 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 inquiries regarding **LCMS-QTOF** should be forwarded to the person in charge of the instrument Science Officer, Mrs. Malahah Mohamed (email: malahah@utm.my) or Assistant Science Officer, Mrs. Fahtinoor Amera Binti Othman (email: fahtinoor@utm.my). UIRL 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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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 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 referred journal*)				
Name of Sample				
Sample i.d/Labels				
Total Number of Sample/s				

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ADVANCED MASS SPECTROMETRY LABORATORY

SAMPLE SUBMISSION FORM (INDUSTRY)

Sample Properties (Please tick (/))		**Toxic**		**Carcinogenic**		**Others : _____**

Sample Information to take note	*** Samples used for LCMS QTOF need to be completely dissolved in solvent (i.e Methanol, Acetonitrile).** *** Strictly, no halogenated solvent (i.e Chloroform, Dichloromethane) is allowed.** * Sample preparation must be done by the applicant and should be done accordingly to the type of analysis. * All samples **must be filtered** to remove any particulate matter. * Please bring along the solvent used for your sample. * 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.**
Concentration *(Not more than 3 ppm)*	
Mobile Phase A with ratio	
Mobile Phase B with ratio	
Flow Rate (ml/min)	
Injection Volume (µL)	
Gradient Elution *(Add in extra paper if space not enough)*	

Time	A (%)	B (%)	Hold Time (min)

Mode		**LCMS QTOF**		**QTOF ONLY**		**DART**

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ADVANCED MASS SPECTROMETRY LABORATORY

SAMPLE SUBMISSION FORM (INDUSTRY)

Ion Polarity		**Positive**		**Negative**		**Both**
Mass Range (m/z)						

Additional Informations

Capillary Voltage (V)	
Nozzle Voltage (V)	
Fragmentor Voltage (V)	
Nebulizer Pressure (N_2) (psi)	
Drying Gas Temperature (^{0}C)	
Drying Gas Flow (L/min)	
Sheath Gas (L/min)	

Type of Columns (Please tick (/))

	ZORBAX EXTEND-C18 (2.1 X 50mm/ 1.8 micron)
	ZORBAX ECLIPSE PLUS C18 (2.1 X 50mm/ 1.8 micron)
	ZORBAX SB-C18 (2.1 X 150mm/ 1.8 micron)
	ZORBAX SB-C18 (4.6 X 50mm/ 5 micron)
	POROSHELL 120 EC-C18 (4.6 X 100mm/ 2.7 micron)
Column Temperature (^{0}C): _____	

Details of Targeted Compound
(Use additional paper if not enough)

No	Molecular Weight (MW)	Chemical Formula	Retention Time
1.			
2.			

ADVANCED MASS SPECTROMETRY LABORATORY

SAMPLE SUBMISSION FORM (INDUSTRY)

	3.			
	4.			
	5.			

List of Library

(Please tick (/))
(Max 2 libraries, 3 onwards will be charge)

	Metlin-Metabolites
	Metlin-Lipids
	Metlin-Pesticides
	Metlin-Peptides
	Sulfas & VetDrugs

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SAMPLE SUBMISSION FORM (INDUSTRY)			

Appendix 1

Client Confidentiality Statement

University Industry Research Laboratory (UIRL), Universiti Teknologi Malaysia (UTM) strive to maintain all confidential, proprietary information, or trade secrets in strict trust and confidence. UIRL 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 UIRL customer.

UIRL

_____

Name: Zaidah Rahmat

Designation: Quality Manager

Date: 21 January 2026

UIRL Customer

_____

Name:

Name of Institution/ Company:

Date: