

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/139
		Version	1/2026
		Effective Date	2/3/2026
		Equipment	OVEN
		Sample Serial No.	UURL/
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SAMPLE PREPARATION LABORATORY (CHEMICAL)			
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 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 : 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.	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.
7.	Quotation will be provided upon request.
8.	Payment must be made within fourteen (14) working days after invoice is issued.
9.	Payment proof must be presented to the person in charge of the instrument.
10.	All enquiries regarding OVEN should be forwarded to the person in charge of the instrument Assistant Science Officer, Ms. Siti Nurul Aini Asbullah (email: snurulaini@utm.my). UURL Sample Acceptance Counter phone no.: 07-5333360 (working hours). 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							
Name of Sample							
Total Number of Sample/s							
Sample Properties (Please tick (/))		Toxic		Carcinogenic		Others : _____	
Sample i.d./Labels							
Oven Setting		Time	min	Temperature	°C	Day	days
		Time	min	Temperature	°C	Day	days

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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: