

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	Form Num.	UURL/F/23
		Revision No.	1/2026
		Effective Date	2/3/2026
		Equipment	TQGCMS
		Sample Serial No.	UURL/
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<b>ADVANCED MASS SPECTROMETRY LABORATORY</b>			
<b>SAMPLE SUBMISSION FORM</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 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 the 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 the <b>TQGCMS</b> should be forwarded to the person in charge of the instrument Assistant Science Officer, Ms. Nurhariani Jamhari (email: nurhariani@utm.my) or Assistant Science Officer, Mrs. Shamimi Ismail (email: shamimi.ismail@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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**Application Details :**

1. APPLICANT'S PERSONAL PARTICULARS								
Name of Applicant								
Status of Applicant	<input type="checkbox"/>	Undergraduates	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Researcher
Student Matric No.								
Faculty/ Department								
Phone No.								
Email								
2. SUPERVISOR DETAILS <i>(for internal applicant and academic institution only)</i>								
Name of Supervisor								
Staff ID No.								
Faculty/Department								
Phone No.								
Email								
Signature & Official Stamp	<p>*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities</p>							
	<input type="checkbox"/> I have read and agreed to the General Rules and Requirements							
3. PAYMENT								
Method of Payment	<input type="checkbox"/>	UTM PayHub	<input type="checkbox"/>	Log card	<input type="checkbox"/>	Invoice		
Mode of Service	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Fast Lane				
Payment using Invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)							
	Balance of V29000							
4. SAMPLE & ANALYSIS INFORMATION <i>(please attach referred journal)</i>								
Name of Sample								
Sample ID								
Sample Properties <i>(please tick (/))</i>	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic	<input type="checkbox"/>	Others : _____		
Mode of Analysis	<input type="checkbox"/>	Liquid	<input type="checkbox"/>	Headspace * <i>(fill in section 5)</i>	<input type="checkbox"/>	SPME ** <i>(fill in section 6)</i>		
Types of Column	<input type="checkbox"/>	BP10	<input type="checkbox"/>	BPX35	<input type="checkbox"/>	BP1		
	<input type="checkbox"/>	BP5MS	<input type="checkbox"/>	Solgel-Wax	<input type="checkbox"/>	BPX70		
GCMS Program	Injection Volume (µL) :							
	Injector Temperature (°C) :							
	Injection Mode (Split/Splitless) :							
	Interface Temperature (°C) :							
	Ion Source Temperature (°C) :							
Temperature Program	No	Rate (°C/min)	Temperature (°C)		Hold Time (min)			
	1.							
	2.							
	3.							
Solvent Use								
Targeted Compounds								



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(attach details if not enough space)

**5. HEADSPACE ANALYSIS \***

Incubation Temperature (°C) <i>(30 °C to 200 °C only)</i>	
Incubation Time (m:ss) <i>(0.10 to 1440.00 only)</i>	

**6. SPME ANALYSIS \*\***

Extraction Mode <i>(tick (/) one only)</i>	<input type="checkbox"/> Headspace	<input type="checkbox"/> Direct Immerse
Type of Fiber <i>(tick (/) one only)</i>	30 µm Polydimethylsiloxane (PDMS)	
	65 µm Polydimethylsiloxane/Divinylbenzene (PDMS/DVB)	
	50/30µm DVB/Carboxen/PDMS	
	85µm Carboxen/PDMS	
	85µm Polyacrylate	
Pre Incubation Time (m:ss) <i>(0.10 to 100.00 only)</i>		
Incubation Temperature (°C) <i>(30 °C to 200 °C only)</i>		
Extraction Time (m:ss) <i>(0.10 to 100.00 only)</i>		
Desorption Time (m:ss) <i>(0.10 to 100.00 only)</i>		

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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: