
 <b>UTM</b> <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	<b>PUSAT PENGURUSAN MAKMAL  UNIVERSITI (PPMU)</b>	<b>Form Num.</b>	<b>UIRL/F/173</b>
		<b>Version</b>	<b>2/2026</b>
		<b>Effective Date</b>	<b>3/6/2026</b>
		<b>Equipment</b>	<b>DIWATER</b>
		<b>Sample Serial No.</b>	<b>UIRL/</b>
		<b>Page</b>	<b>1 of 3</b>
<b>SAMPLE PREPARATION LABORATORY (CHEMICAL)</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 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. This service is subject to availability and incurs an additional 50% charge on top of the standard price. To request this service, customers must contact the person in charge. Full payment is required upon service confirmation.
4.	PPMU has the right to cancel customer request if suspected to have a high risk on the safety of the operator or can cause damage to the instrument. The cost of damages will be borne by the customer.
5.	Quotation will be provided upon request.
6.	Payment must be made within fourteen (14) working days after invoice is issued.
7.	Payment proof must be presented to the person in charge of the instrument
8.	All inquiries regarding <b>DIWATER</b> should be forwarded to the Chemical Analysis Laboratory (email: uirl-chemanalysis@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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**Application Details :**

1. APPLICANT'S PERSONAL PARTICULARS			
Name of Applicant			
Status of Applicant	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Master	<input type="checkbox"/> PhD
	<input type="checkbox"/> Research		
Student Matric No.			
Faculty/ Department			
Hand Phone No.			
Email			
2. SUPERVISOR DETAILS			
Name of Supervisor			
Staff ID No.			
Faculty/Department			
Hand Phone No.			
Email			
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities		
	<input type="checkbox"/> I have read and agreed to the General Rules and Requirements		
3. PAYMENT			
Mode of Payment	<input type="checkbox"/> UTM PayHub System	<input type="checkbox"/> Logcard	<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. REQUEST INFORMATION			
Liters Required	*Requester must bring your own container to collect the water.		

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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: