
 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/169
		Version	2/2026
		Effective Date	3/6/2026
		Equipment	HPLC AGILENT
		Sample Serial No.	UURL/
		Page	1 of 4
LIQUID CHROMATOGRAPHY LABORATORY			
SAMPLE SUBMISSION FORM			

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. 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.	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 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 upon proof of payment to the person in charge of the instrument.
12.	All enquiries regarding HPLC AGILENT should be forwarded to the person in charge of the instrument Assistant Science Officer, Mrs. Iryani Nabilah Kasni (email: iryaninabilah@utm.my) or Assistant Engineer, Mr. Amirul Amin Khir Anuar (email: amirulamin@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

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UIRL/F/169
		Version	2/2026
		Effective Date	3/6/2026
		Equipment	HPLC AGILENT
		Sample Serial No.	UIRL/
		Page	2 of 4
LIQUID CHROMATOGRAPHY LABORATORY			
SAMPLE SUBMISSION FORM			

Application Details :

1. APPLICANT'S PERSONAL PARTICULARS							
Name of Applicant							
Status of Applicant							
		Undergraduate		Master		PhD	
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							
I have read and agreed to the General Rules and Requirements							
3. PAYMENT							
Method of Payment							
		UTM PayHub System		Log card		Invoice	
Mode of Service							
		Normal		Fast Lane			
Payment using Invoice							
Research Vot No. (e.g.: Q.J091600.24C3.01D32)							
Balance of V29000							
4. SAMPLE & ANALYSIS INFORMATION (please attach the copy of referred journal)							
Name of Sample							
Total Number of Sample/s							
Sample Properties (Please tick (/))							
		Toxic		Carcinogenic		Others : _____	
Sample i.d/Labels							
Sample Purity							
Targeted Compounds							
Type of Column Available							
Waters, XBridge BEH C18, 4.6 x 250mm, 5 micron				Waters, XBridge Amide BEH, 4.6 x 250mm, 5 micron			
Waters, XBridge Phenyl BEH, 4.6 x 250mm, 5 micron							
Detector (Please tick (/))							
Diode Array Detector (DAD)				Fluorescence Detector (FLD)			
5. SAMPLE & ANALYSIS INFORMATION (DIODE ARRAY DETECTOR & FLUORESCENCE DETECTOR)							
Elution (Please tick (/))							
Isocratic				Gradient			
Injection Volume (µL)							
Flow Rate (mL/min)							




**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

Form Num.	UIRL/F/169
Version	2/2026
Effective Date	3/6/2026
Equipment	HPLC AGILENT
Sample Serial No.	UIRL/
Page	3 of 4

**LIQUID CHROMATOGRAPHY LABORATORY
SAMPLE SUBMISSION FORM**

Stoptime (min)								
Postrun (min)								
Column Temperature (°C)								
Mobile Phase or Premix (If Isocratic)	A :			%	C :			%
	B :			%	D :			%
Mobile Phase Timetable (If Gradient)	Time (min)	A (%)	B (%)	C (%)	D (%)	Flow (mL/min)	Max Pressure (bar)	
Signal & Band width DAD (nm)	Wavelength (Band width)			Reference wavelength(Band width)				
Signal FLD (nm)	Excitation			Emission				
Spectrum (if required)	Wavelength (nm)			Step (nm)				

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		Version	2/2026
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		Equipment	HPLC AGILENT
		Sample Serial No.	UURL/
		Page	4 of 4
LIQUID CHROMATOGRAPHY LABORATORY			
SAMPLE SUBMISSION FORM			

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: