

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/173
		Version	3/2026
		Effective Date	17/8/2026
		Equipment	DIWATER
		Sample Serial No.	UURL/
		Page	1 of 3
SAMPLE PREPARATION LABORATORY (CHEMICAL)			
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 suitable container to UURL Sample Acceptance Counter
	c. For sample submission via mail: Submit the completed Sample Submission Form and the samples. A suitable container must be provided by the customer. 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 delivers results within 3–7 working days, compared to the standard 14 working days. This service is subject to availability and incurs an additional 50% charge on the standard testing fee. Customers wishing to use this service must contact the person in charge. Payment must be made via Log card (for UTM customers only) or the UTM PayHub system (for UTM and non-UTM customers) to confirm the service request. Full payment and proof of payment are required to confirm the booking.
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 DIWATER should be forwarded to 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

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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									
Mode of Payment	☐	UTM PayHub System	☐	Logcard	☐	Invoice			
Mode of Service	☐	Normal	☐	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

UURL Customer



Name: Zaidah Rahmat

Name:

Designation: Quality Manager

Name of Institution/ Company:

Date: 21 January 2026

Date: