

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/101
		Version	3/2026
		Effective Date	17/8/2026
		Equipment	TOTAL ORGANIC CARBON (TOC)
		Sample Serial No.	UURL/
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ADVANCED MASS SPECTROMETRY LABORATORY			
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: 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.	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 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 Total Organic Carbon (TOC) should be forwarded to the person in charge of the instrument he Assistant Science Officer, Mrs. Fahtinoor Amara Binti Othman (email: fahtinoor@utm.my) or Assistant Science Officer, Ms Nurhariani Binti Jamhari (email: nurhariani@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				
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				

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Total Number of Sample/s							
Type of Sample	☐ Liquid ☐ Solid * Sample liquid must be less concentrated <10ppm * Sample solid must be in powder form. * Samples of high salinity, acidity and alkalinity are not allowed. * Standard Total Carbon (TC) available for TOC-Liquid are Potassium Hydrogen Phthalate(KHP), while Standards Inorganic Carbon (IC) available for TOC-Liquid are Sodium Hydrogen Carbonate (NaHCO₃) and Sodium Carbonate (Na₂CO₃). * Standard Total Carbon (TC) and Inorganic Carbon (IC) for SSM are Sodium Carbonate (Na₂CO₃) and D-Glucose Anhydrous.						
Sample Properties (Please tick (/))	☐	Toxic	☐	Carcinogenic	☐	Others : _____	
Sample i.d/Labels							
Parameter of Sample in Liquid:	Concentration of Sample (ppm, ppb, mg/L, µg/L, no unit)			Volume of sample		pH value of sample (at least < ± pH 2)	
Liquid (TOC-L) <i>- Minimum volume 100mL</i> <i>- Collect and store samples in Amber glass or wrap the clear bottle with aluminium foil.</i>							
Parameter of Sample in Solid:	Concentration of Sample (ppm, ppb, mg/L, µg/L, mg, µg, %)			Weight of sample		pH value of sample (at least < ± pH 2)	
Powder (SSM) <i>- Minimum weight 2g</i> <i>- Please ensure the sample is filled almost 80% inside the micro centrifugal.</i>							
Analysis required (please tick)	☐	TOC	☐	TC	☐	IC	☐
Expected TOC/TC/IC/NPOC concentration (please state)							

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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: