

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/25
		Version	3/2026
		Effective Date	17/8/2026
		Equipment	TQ LCMS
		Sample Serial No.	UURL/
		Page	1 of 5
ADVANCED MASS SPECTROMETRY 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 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 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 UIRL 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 Triple Quadrupole of LCMS (TQ LCMS) should be forwarded to the person in charge of the instrument Assistant Science Officer, Mrs. Fahtinoor Amara Binti Othman (email: fahtinoor@utm.my) or Science Officer, Mrs Malahah Mohamed (email: malahah@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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		Version	3/2026
		Effective Date	17/8/2026
		Equipment	TQ LCMS
		Sample Serial No.	UURL/
		Page	2 of 5
ADVANCED MASS SPECTROMETRY LABORATORY			
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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									
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								

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		Page	3 of 5
ADVANCED MASS SPECTROMETRY LABORATORY			
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4. SAMPLE & ANALYSIS INFORMATION <i>(please attach referred journal)</i>						
Name of Sample						
Sample i.d/Labels						
Total Number of Sample/s						
Sample Properties (Please tick (/))	☐	Toxic	☐	Carcinogenic	☐	Others : _____
Polarity of Sample (Please tick (/))	☐	Polar	☐	Medium Polar	☐	Non-Polar
Sample Properties (Please tick (/))	☐	Normal	☐	Carcinogenic	☐	Toxic
	* All samples should be dissolved in an ESI-friendly solvent system. * Suitable solvents include: H₂O, MeOH, and ACN (No THF, TFA as they promote ion suppression). * All samples must be filtered to remove any particulate matter. * Submission tube(s) should be either an eppendorf tube or a 2mL Clear Vial PTFE/SIL. Vial insert can be used. * Label all samples clearly with your name, date, sample's ID and wrapped in zipper bag * References in the form of journals / standard methods / relevant technical reports should be attached to ensure compatibility with the instrument.					
Mobile Phase A with ratio						
Mobile Phase B with ratio						
Details of Target Compound	No.	Name	Chemical Formula	Molecular Weight (MW)	Targeted Product Ion (MW)	
	1.					
	2.					
	3.					
Types of Column <i>(Please tick (/) one only)</i>	☐	Hypersil GOLD 100x2.1mm 1.9µm				
	☐	Hypersil GOLD 50mm x 2.1mm 1.9µm				

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		Sample Serial No.	UURL/
		Page	4 of 5
ADVANCED MASS SPECTROMETRY LABORATORY			
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	Hypersil GOLD 150x2.1mm 1.9um
	Hypersil GOLD Phenyl 50x2.1mm 1.9um
	Hypersil GOLD Phenyl 100x2.1mm 1.9um
	Hypersil GOLD Phenyl 150x2.1mm 1.9um
	Hypersil GOLD AX 50x2.1mm 1.9um
	Hypersil GOLD AX 100x2.1mm 1.9um
	Hypersil GOLD AX 150x2.1mm 1.9um
	Hypersil GOLD HILIC 50x2.1mm 1.9um
	Hypersil GOLD HILIC 100x2.1mm 1.9um
	Hypersil GOLD HILIC 150x2.1mm 1.9um
	Hypercarb HT 30x2.1mm 3um
	Hypercarb HT 50x2.1mm 3um
	Hypercarb HT 100x2.1mm 3um

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		Equipment	TQ LCMS
		Sample Serial No.	UURL/
		Page	5 of 5
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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: