



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

**PUSAT PENGURUSAN  
MAKMAL UNIVERSITI (PPMU)**

Form Num.	UIRL/F/30
Revision No	1/2021
Effective Date	01/05/2021
Equipment	TOTAL ORGANIC CARBON(TOC)
Sample Serial No.	

**ADVANCED MASS SPECTROMETRY LABORATORY  
SAMPLE SUBMISSION FORM**

**General Rules and Requirement:**

- All information provided should be true
- Booking will be notify/updated by email or phone
- Booking procedure
  - Complete the application form including valid research vote number
  - Submit the completed application form to UIRL Sample Acceptance Counter
- Sample Condition & Preparation
  - PPMU has the right to cancel any analysis if the sample is suspected to have 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.
  - Samples of high salinity, acidity and alkalinity are not allowed. Dilute the sample so that acid, base and salt concentrations are reduced to 1000mg/L or less.
  - Standards available for SSM are (Sodium Carbonate Anhydrous and D-Glucose Anhydrous), and for Liquid are (Sodium Hydrogen Carbonate and Potassium Hydrogen phthalate).
- All inquiries regarding Total Organic Carbon (TOC) should be forwarded to the Assistant Science Officer Mdm. Fahtinoor Amera Binti Othman or Ms Nurhariani binti Jamhari (ext: 57729/57718)

1. APPLICANT'S PERSONAL PARTICULARS							
Name of Applicant							
Status of Applicant		Undergraduates	Master	PhD	Researcher		
Student Matric No.							
Faculty/ Department							
Hand Phone No. & Email							
2. SUPERVISOR DETAILS (for internal applicant and academic institution only)							
Name of Supervisor							
UTM Staff ID No.							
Faculty/Department							
Hand Phone No.							
Email							
Mode of Payment		Cash	EFT	Log card	Invoice		
*Payment using invoice		Research Vot No. (e.g.: Q.J091600.24C3.01D32)					
		Balance of V29000					
Signature & Official Stamp							
3. SAMPLE INFORMATION							
Name of Sample Submitted & Labels							
Quantity of Sample Submitted							
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 $\pm$ pH 2)	
Liquid (TOC-L) - Minimum volume 100mL - Collect and store samples in Amber glass and seal with TFE septa							
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 $\pm$ pH 2)	
Powder (SSM) - Minimum weight 2g - Please ensure the sample is filled almost 80% inside the micro centrifugal.							
4. ANALYSIS INFORMATION							
Analysis required (please tick)		TOC	IC	TC	NPOC		
Additional Information							