

	MAKMAL BERPUSAT UNIVERSITI MALAYSIA TERENGGANU 21030 Kuala Terengganu, Terengganu Fax : 09-668 3395	Form Num.	UMT/MB/M/2016/TOC
		Sample No.	TOC/

**TOTAL ORGANIC CARBON ANALYZER APPLICATION FORM
(SHIMADZU TOC-LCPH,TNM-L & SSM-5000A)**

APPLICANT'S PERSONAL PARTICULARS

Name of Applicant							
Status of Applicant	Internal		Undergraduate		Master/PhD		Collaborator
	External		Student		Government		Private
Student ID / IC No.							
Faculty/ Department							
Hand Phone No. & Email							

SUPERVISOR DETAILS

Name of Supervisor							
Research Vot. No.							
Faculty/Department							
Payment via *	Cash / Electronic Fund Transfer (EFT)			Local Order (LO) / Purchase Order (PO)			
		Direct Invoice		Vot Transfer		Cheque	
Hand Phone No. & Email							
Signature & Official Stamp Date							

SAMPLE INFORMATION

Type of Sample *	Liquid					
	Solid					
Sample source				Solvent Used		
Total No. of Sample (Including replicate)						
Sample Labels & Information <i>(Please Specify The Sample Label/Tag)</i>	1				6	
	2				7	
	3				8	
	4				9	
	5				10	
<i>* Please attach additional list of samples if necessary</i>						
Standard (Liquid)	Yes (For Liquid: Stock concentration: _____ ppm) Maximum 50x dilution					
	No					
Type of Analysis	TC					
	IC					
	TOC					
	TN (Liquid only)					
Accessories	Sample Boat (_____ unit)					
	Vial(24 ml) (_____ unit)					
Please Specify Any Result Expectation <i>(eg. Concentration range)</i>						

OFFICE USE

Date of Received	
Date of Completion	
Signature & Stamp of Person In-Charge	

*Please Tick

General Rules and Requirement:

1. Any sample or derivation of swine/pork/lard/pig/dogs type is not accepted for analysis purposes.
2. Please refer to the website (<http://makmalberpusat.umt.edu.my/>) for further details of pricing and instrument. All analysis prices are subject to change.
3. All information provided should be true.
4. Booking procedure
 - a. Complete the application form including valid Research Vot. No.
 - b. Submit the completed application form to the lab staff.
5. Sample Condition & Preparation
 - a. **MINIMUM** sample is obligatory, **LIQUID: 5 SAMPLES, SOLID: 10 SAMPLES** except for UMT undergraduate students.
 - b. Please be ensure the **MINIMIUM LIQUID SAMPLE VOLUME REQUIRED** should be more than **20 mL PER VIAL**.
 - c. Please be ensure the **SOLID SAMPLE** is **FULLY DRIED AND SIEVED (MINIMUM PARTICLES SIZE: 200 MICRON)**
 - d. Makmal Berpusat UMT 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.
6. All inquiries regarding TOTAL ORGANIC CARBON ANALYZER instrument should be direct to the Science Officer (Muhammad Zulhilmi Bin Ramlee/ 09-668 3998/ zulramlee@umt.edu.my)

REMARKS				
NO	DESCRIPTION			CHECKLIST - PIC
1	Storage		Room	Location:
			4°C	
			-20°C	
			-80°C	
2	List of received Item	No	Item	Quantity
		1	Sample	
		2	Sample Boat	
		3	Sample Vial	
3	Post Analysis	Storage		
		Dispose		
4	Receiver Name			
		Stamp :		Stamp :
		Date:		Date: