



**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

Form Num.	UURL/F/39
Version	1/2023
Effective Date	01/02/2023
Equipment	EAVM
Sample Serial No.	UURL/

**SURFACE SCIENCE LABORATORY
SAMPLE SUBMISSION FORM**

General Rules and Requirements:

1. All information provided should be true
2. Booking will be notified/updated by email
3. Booking procedure
 - a. Complete the application form including a valid research vote number.
 - b. Submit the complete application form to UURL Sample Acceptance Counter.
 - c. **Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price.**
4. Sample Condition & Preparation
 - a. **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.**
 - b. **The remaining samples will be disposed of within a month after analysis is completed.**
 - c. Only samples that were ready to be analyzed were accepted by the lab.
5. All inquiries regarding **CHNS** should be forwarded to the Assistant Engineer, Mr Amirul Amin Khir Anuar, email: amirulamin@utm.my or Assistant Science Officer, Ms Siti Nurul Aini Asbullah, email: snurulaini@utm.my, tel: 07-5557720) or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS									
Name of Applicant									
Status of Applicant	<input type="checkbox"/> Undergraduates	<input type="checkbox"/> Master	<input type="checkbox"/> PhD	<input type="checkbox"/> Research					
Student Matric No.									
Faculty/ Department									
Hand Phone No.									
Email									
2. SUPERVISOR DETAILS									
Name of Supervisor									
UTM Staff ID No.									
Faculty/Department									
Hand Phone No.									
Email									
Mode of Payment	<input type="checkbox"/> Cash	<input type="checkbox"/> EFT	<input type="checkbox"/> Log card	<input type="checkbox"/> Invoice	<input type="checkbox"/> Fast Lane				
Payment using Invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)								
	Balance of V29000								
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities								
3. SAMPLE INFORMATION									
Name of Sample									
Type of Sample	<input type="checkbox"/> Liquid	<input type="checkbox"/> *Powder	<input type="checkbox"/> Solid	<input type="checkbox"/> Gel					
* Samples must be dried and homogenized									
No. of Samples Submitted									
Sample i.d/Labels									
Test Required	Determination percentage of Carbon, Hydrogen, Nitrogen and Sulfur (CHNS) Test Method : <input type="checkbox"/> BS EN ISO 16948:2015(Solid Biofuels) <input type="checkbox"/> Elementar Vario Micro Cube								