



**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

Form Num.	UIRL/F/115
Version	1/2023
Effective Date	01/02/2023
Equipment	OVEN
Sample Serial No.	UIRL/

**SAMPLE PREPARATION LABORATORY
SAMPLE SUBMISSION FORM**

General Rules and Requirements:

- All information provided should be true.
- Booking will be notified/updated by email.
- Booking procedure
 - Complete the application form including a valid research vote number.
 - Submit the complete application form to UIRL Sample Acceptance Counter.
 - Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price**
- Sample Condition & Preparation
 - 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.**
 - The remaining samples will be disposed of within a month after analysis is completed.**
- All enquiries regarding **OVEN** should be forwarded to the Science Officer (Mrs. Norzubaidha Ismail, email: norzubaidha@utm.my, tel: 07-5557720, Mr. Ahmad Muslehuddin Sarun, email: a.muslehuddin@utm.my, tel:07-5557775) 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	<input type="checkbox"/>	
Student Matric No.										
Faculty/ Department										
Hand Phone No. & Email										
2. SUPERVISOR DETAILS (for internal applicant and academic institution only)										
Name of Supervisor										
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 & ANALYSIS INFORMATION										
No. of Sample										
Name of Sample										
Sample Properties	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic	<input type="checkbox"/>	Normal	<input type="checkbox"/>		<input type="checkbox"/>	
Oven Setting	Time		min	Temperature		°C	Day		days	
	Time		min	Temperature		°C	Day		days	