



**PUSAT PENGURUSAN MAKMAL  
UNIVERSITI (PPMU)**

Form Num.	UIRL/F/06
Revision No.	1/2023
Effective Date	01/02/2023
Equipment	ULTRAMICROTOME
Sample Serial No.	UIRL/

**MICROSCOPY & IMAGING 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 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 damage will be borne by the customer.**
  - The remaining samples will be disposed of within a month after analysis is completed.**
- All inquiries regarding **ULTRAMICROTOME** should be forwarded to the Assistant Science Officer (Mrs. Norhazalina Haliba, email: [nhazalina@utm.my](mailto:nhazalina@utm.my), tel.: 07-561 0268) or Science Officer (Mrs. Nur Farhana Hasmuni, email: [nurfarhana@utm.my](mailto:nurfarhana@utm.my), tel.: 07-555 7551) or visit our website at [ppmu.utm.my](http://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"/>	Researcher	<input type="checkbox"/>	
Student Matric No.										
Faculty/Department										
Hand Phone No. & Email										
2. SUPERVISOR DETAILS										
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.: QJ091600.24C3.01D32)									
	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										
Type of sample	<input type="checkbox"/>	Biology	<input type="checkbox"/>	Material						
Name of Sample										
No. of Sample										
Already Done Sample Fixation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Thickness Required										
Staining Required	<input type="checkbox"/>	Yes	Types of staining: _____			<input type="checkbox"/>	No			
Description / Notes										