



**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

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|-------------------|------------|
| Form Num. | UIRL/F/13 |
| Version | 1/2023 |
| Effective Date | 01/02/2023 |
| Equipment | XPS |
| Sample Serial No. | |

**X-RAY & THERMAL ANALYSIS 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 valid research vot number.
 - b. Submit the complete application form to UIRL 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 sample's weight for powder samples must not be less than 200mg.
 - c. The sample's size for solid samples is not more than 1 cm X 1 cm.
 - d. **The remaining samples will be disposed of within a month after analysis is completed.**
5. All inquiries regarding XPS should be forwarded to the Science Officer, Mrs. Amy Zuria binti Abdul Ajid, email: amyzuria@utm.my or Assistant Engineer, Muhamad Arif bin Misset: m.arifmisset@utm.my, tel: 07-5557725), or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS

| | | | | | | | | |
|------------------------|--------------------------|---------------|--------------------------|--------|--------------------------|-----|--------------------------|----------|
| Name of Applicant | | | | | | | | |
| Status of applicant | <input type="checkbox"/> | Undergraduate | <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 | | | | | | | | | | |
| 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 | | | |
| Number of Sample | | | |
| Sample Labels | | | |
| Type of Sample | Powder <input type="checkbox"/> | Solid <input type="checkbox"/> | |
| Composition / impurities | | | |
| Special Sample Handling Instruction | | | |
| Brief Description of the Analysis Goals (use back side if needed) | | | |
| High Resolution Scan (Elements: Ex: C 1s, Cu 2p, O 1s, Si2p) | | | |

Note: XPS is a surface sensitive technique, please do not touch the area(s) of analysis when handling the sample.