
 <p><b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA</p>	<p align="center"><b>PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)</b></p>	<b>Form Num.</b>	<b>UIRL/F/104</b>
		<b>Version</b>	<b>1/2025</b>
		<b>Effective Date</b>	<b>08/01/2025</b>
		<b>Equipment</b>	<b>SPIN COATER</b>
		<b>Sample Serial No.</b>	<b>UIRL/</b>
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<b>CLEANROOM</b>			
<b>SAMPLE SUBMISSION FORM (INDUSTRY)</b>			

**General Rules and Requirements:**


1.	All information provided should be true.
2.	Sample submission procedure.
	a. Complete the Sample Submission Form.
	b. For sample submission via walk-in : Submit the completed Sample Submission Form and samples to UIRL Sample Acceptance Counter.
	c. For sample submission via mail : Submit the completed Sample Submission Form and the samples. Samples must be packaged in a suitable container for courier delivery. The parcel should be addressed to the person in charge of the instrument, as it will be received directly by them.
3.	Fast lane is offered with an additional 50% charge from the normal price.
4.	For sample criteria and conditions, refer to UIRL Sample Submission Criteria in the PPMU website at ppmu.utm.my.
5.	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. Posted samples will be received by laboratory personnel.
6.	Only samples that are ready to be analyzed are accepted by the lab.
7.	The remaining samples will be disposed of within a month after analysis is completed.
8.	Quotation will be provided upon request.
9.	Payment must be made within fourteen (14) working days after invoice is issued.
10.	Analysis duration is within fourteen (14) working days after receiving the samples.
11.	The laboratory will provide test results after the payment proof presented to the laboratory personnel.
12.	All inquiries regarding <b>Spin Coater</b> should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my & Asst. Science Officer, Mrs Siti Nor Asyiqin, email: sitinorasyiqin@utm.my, tel: 07-5557729) or visit our website at ppmu.utm.my.

**\*All pages must be submitted**

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**Application details:**

1. APPLICANT'S PERSONAL PARTICULARS	
Name of Applicant	
Hand Phone No	
Email	
Department/Division	
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities
	I have read and agreed to the General Rules and Requirements
2. COMPANY DETAILS	
Name	
Registration No.	
Address	
Telephone No.	
Email	
3. PAYMENT	
Method of Payment	UTM PayHub System Invoice
Mode of Service	Normal Fast Lane

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4. SAMPLE & ANALYSIS INFORMATION						
Total No. of Sample						
Sample Properties	<input type="checkbox"/>	TOXIC	<input type="checkbox"/>	CARCINOGENIC	<input type="checkbox"/>	OTHERS :
Name of Sample						
Solvent Used						
Time	In		Hour			
	Out		Minute			
Remarks						