
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/160
		Version	1/2025
		Effective Date	08/01/2025
		Equipment	VPSEM-EDX
		Sample Serial No.	UURL/
		Page	1 of 2
MICROSCOPE FESEM & VPSEM LABORATORY			
SAMPLE SUBMISSION FORM (INDUSTRY)			

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 UURL 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 UURL 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 the 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 is presented to the laboratory personnel.
12.	All inquiries regarding VPSEM should be forwarded to the Assistant Science Officer (Mrs. Anis Asyikin Sukari, email: anis.asyikin@utm.my / Mrs Norhazalina Haliba, email: @nhazalina@utm.my) tel: 07-561 0268 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	<input type="checkbox"/> UTM PayHub System	<input type="checkbox"/>	<input type="checkbox"/> Invoice
Mode of Service	<input type="checkbox"/> Normal	<input type="checkbox"/>	<input type="checkbox"/> Fast Lane
4. SAMPLE & ANALYSIS INFORMATION			
Name of Sample			
Total Number of Sample/s			
Type of sample	<input type="checkbox"/> *Powder	<input type="checkbox"/> Solid	<input type="checkbox"/> Wet / Biological
	*Samples must be dried and homogenized		
Sample Properties (Please tick (/))	<input type="checkbox"/> Toxic	<input type="checkbox"/> Carcinogenic	<input type="checkbox"/> Others : _____
Sample i.d/Labels			
Test Required	<input type="checkbox"/> VPSEM	<input type="checkbox"/> EDX	In house-method, UURL/STP/06 based on Manual for Energy Dispersive X-Ray (Oxford Instruments) and Manuals for Scanning Electron Microscope
	<input type="checkbox"/> Point ID	<input type="checkbox"/> Line Scan	
Expected Elements / Chemical Formula			
Description / Notes (Eg: Image magnification required etc.)			