
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/87
		Version	1/2025
		Effective Date	08/01/2025
		Equipment	LPSA
		Sample Serial No.	UURL/
		Page	1 of 3
PARTICLE SIZE ANALYZER 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 the Laser Particle Size Analyzer should be forwarded to Ms. Athirah Hanis Maulat Dzulkapli (email: athirah@utm.my) or Mrs. Shamimi Ismail (email: shamimi.ismail@utm.my) 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			
Name of Head of 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	Invoice
Mode of Service		Normal	Fastlane
4. SAMPLE INFORMATION			

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SAMPLE SUBMISSION FORM (INDUSTRY)

Sample Label & Information						
Sample Properties (Please tick (/))		Toxic		Carcinogenic		Others: _____
Sample Type		Powder		Liquid		
Measurement Type		Dry Dispersion	Wet Dispersion		Hydro Sight <small>(Wet Dispersion ONLY)</small>	
			Small Volume (SV)			
			Exchangable Volume (EV)			
Particle Type		Spherical		Non-Spherical		Opaque Particle <small>(Fraunhofer Approximation)</small>
Sample Material, Refractive Index & Absorption <small>*If no data given, default material is Polystyryn Latex (RI : 1.590 Absorption : 0.010)</small>	Material :					
	Refractive Index :					
	Absorption:					
Obscuration Limit (%)	Lower: _____		Higher : _____			
Ultrasonic (if needed)	Time: _____ mins		Temperature : _____ °C			
Expected Result						