
	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/109
		Revision No.	2/2025
		Effective Date	15/05/2025
		Equipment	3D MICROSCOPE
		Sample Serial No.	UURL/
		Page	1 of 2
CLEANROOM			
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 Service : A priority testing service that provides results within 3 to 7 working days instead of the usual 14 working days. It is offered based on availability with an additional 50% charge from the normal price. Customers must contact the person in charge for this service.
4.	For sample criteria and conditions, refer to UURL Sample Submission Criteria in the PPMU website 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 twenty-one (21) working days after receiving the samples.
11.	The laboratory will provide test results after the payment proof presented to the laboratory personnel.
12.	All enquiries regarding the 3D MICROSCOPE should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my, or Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain, m.sulaiman@utm.my, tel: 07-557729) or visit our website at ppmu.utm.my.

***All pages must be submitted**

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/109
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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			
	<input type="checkbox"/> I have read and agreed to the General Rules and Requirements			
2. COMPANY DETAILS				
Name				
Registration No.				
Address				
Telephone No.				
Email				
3. PAYMENT				
Mode of Payment	<input type="checkbox"/>	UTM Payhub System	<input type="checkbox"/>	Invoice
Mode of Service	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Fast lane
4. SAMPLE & ANALYSIS INFORMATION				
Name of samples				
Sample Properties	<input type="checkbox"/>	TOXIC	<input type="checkbox"/>	CARCINOGENIC
	<input type="checkbox"/>	OTHERS : _____		
No. of samples				
Types of samples				
Sample Properties	<input type="checkbox"/> Powder Smooth <input type="checkbox"/> Solid Rough <input type="checkbox"/> Very rough <input type="checkbox"/> Bulk <input type="checkbox"/> Gel			
Types of 3D Profiling	<input type="checkbox"/> Confocal	<input type="checkbox"/> Interferometry	<input type="checkbox"/> Focus variation	
Type of 3D Image Measurement	<input type="checkbox"/> Clean	<input type="checkbox"/> Profile	<input type="checkbox"/> Histogram	
Parameter required (Eg: Sq, Sa, Sz etc.)				
Description / Notes				