		Form Num.	**UIRL/F/05**
	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	**Version**	**2/2025**
		Effective Date	**15/05/2025**
		Equipment	**3D MICROSCOPE**
		Sample Serial No.	**UIRL/**
		Page	**1 of 3**

CLEANROOM

SAMPLE SUBMISSION FORM

General Rules and Requirements:

1.		All information provided should be true.
2.		Sample submission procedure.
	a.	Complete the Sample Submission Form including a valid research vote number.
	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 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 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 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

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SAMPLE SUBMISSION FORM

Application details:

1. APPLICANT'S PERSONAL PARTICULARS								
Name of Applicant								
Status of Applicant		Undergraduate		Master		PhD		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	
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**

3. PAYMENT						
Method of Payment		UTM PayHub System		Log card		Invoice
Mode of Service		Normal		Fast Lane		
Payment using Invoice		**Research Vot No.** (e.g.: Q.J091600.24C3.01D32)				
		Balance of V29000				

4. SAMPLE & ANALYSIS INFORMATION						
Name of Sample						
Sample Properties		TOXIC		CARCINOGENIC		OTHERS : _____

		Form Num.	UIRL/F/05
UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	Version	2/2025
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SAMPLE SUBMISSION FORM

Total Number of Sample/s	
Type of Sample	☐ Powder ☐ Solid ☐ Bulk ☐ Gel
Sample properties	☐ Smooth ☐ Rough ☐ Very rough ☐ _____
Types of 3D profiling	☐ Confocal ☐ Interferometry ☐ Focus variation
Types of 3D Image Measurement	☐ Clean ☐ Profile ☐ Histogram
Parameter required (*Eg: Sq, Sa, Sz etc.*)	
Description / Notes	