		Form Num.	UIRL/F/39
UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	Version	2/2025
		Effective Date	15/05/2025
		Equipment	EAVM
		Sample Serial No.	UIRL/
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SURFACE SCIENCE LABORATORY

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 inquiries regarding **CHNS** should be forwarded to the Assistant Engineer, Mr. Amirul Amin Khir Anuar, email: amirulamin@utm.my or Assistant Science Officer, Ms. Siti Nurul Aini Asbullah, email: snurulaini@utm.my, tel: 07-5557720 or visit our website at ppmu.utm.my.

*All pages must be submitted

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SURFACE SCIENCE LABORATORY
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	
Total Number of Sample/s	

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SURFACE SCIENCE LABORATORY

SAMPLE SUBMISSION FORM

Type of Sample		Powder		Solid		Gel
	* Samples must be dried and homogenized					
Sample Properties (Please tick (/))		Toxic		Carcinogenic		Others: _____
Sample i.d/Labels						
Test Required	**Determination percentage of Carbon, Hydrogen, Nitrogen and Sulfur (CHNS)** **Test Method:** ☐ BS EN ISO 16948 (Solid Biofuel) ☐ Elementar Vario Micro Cube					