UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/87**
		Version	**2/2025**
		Effective Date	**15/05/2025**
		Equipment	**LPSA**
		Sample Serial No.	**UIRL/**
		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 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 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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PARTICLE SIZE ANALYZER LABORATORY

SAMPLE SUBMISSION FORM (INDUSTRY)

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						
Sample Label & Information						
Sample Properties (Please tick (/))	☐	**Toxic**	☐	**Carcinogenic**	☐	**Others: _____**

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PARTICLE SIZE ANALYZER LABORATORY

SAMPLE SUBMISSION FORM (INDUSTRY)

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