

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/273
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	OPTICAL MICROSCOPE
		Sample Serial No.	UURL/
		Page	1 of 2
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 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 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 Optical Microscope should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my & 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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Application details:

1. APPLICANT'S PERSONAL PARTICULARS								
Name of Applicant								
Status of Applicant	<input type="checkbox"/>	Undergraduate	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	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							
	<input type="checkbox"/>	I have read and agreed to the General Rules and Requirements						
3. PAYMENT								
Method of Payment	<input type="checkbox"/>	UTM PayHub System			<input type="checkbox"/>	Log card	<input type="checkbox"/>	Invoice
Mode of Service	<input type="checkbox"/>	Normal			<input type="checkbox"/>	Fast Lane		
*Payment using invoice	Research Vot No. (e.g.:Q.J091600.24C3.01D32)							
	Balance of V29000							
4. SAMPLE & ANALYSIS INFORMATION								
Type of samples	<input type="checkbox"/>	Wafer	<input type="checkbox"/>	Glass	<input type="checkbox"/>	Plastic	<input type="checkbox"/>	Metal
Sample Properties (Please tick (/))	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic	<input type="checkbox"/>	Others : _____		
Name of samples								
No. of samples								
Remarks								