
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/165
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	RAMAN LABRAM HR
		Sample Serial No.	UURL/
		Page	1 of 2
X-RAY & THERMAL ANALYSIS 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 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 RAMAN LABRAM HR should be forwarded to Science Officer, Mrs. Siti Zhahara binti Salleh, szhahara@utm.my or Assistant Engineer, Mr. Md Razali bin Rehat, mdrazali@utm.my or, tel: 07-5557786, 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"/> Undergraduates	<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					
UTM 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					
Name of Sample					
Total Number of Sample/s					
Sample i.d/Labels					
Type of Sample	<input type="checkbox"/> Solid	<input type="checkbox"/> Powder			
Measurement	<input type="checkbox"/> RAMAN	<input type="checkbox"/> Photoluminescence			
Wavelength	<input type="checkbox"/> 325nm	<input type="checkbox"/> 633nm			
Sample Properties	<input type="checkbox"/> Toxic	<input type="checkbox"/> Carcinogenic	<input type="checkbox"/> Others : _____		
Return Sample	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Note: Please attach references for the expected result.					