

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)</b>	Form Num.	UURL/F/103
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	SPIN COATER
		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 <b>Spin Coater</b> should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my & Asst. Science Officer, Mrs Siti Nor Asyiqin, email: sitinorasyiqin@utm.my, tel: 07-5557729) 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									
Total No. of Sample									
Sample Properties	<input type="checkbox"/>	TOXIC		<input type="checkbox"/>	CARCINOGENIC		<input type="checkbox"/>	OTHERS : _____	
Sample Information									
Solvent Used									
Time	In				Hour				
	Out				Minute				
Remarks									