
 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)</b>	<b>Form Num.</b>	<b>UURL/F/160</b>
		<b>Version</b>	<b>2/2025</b>
		<b>Effective Date</b>	<b>15/05/2025</b>
		<b>Equipment</b>	<b>VPSEM-EDX</b>
		<b>Sample Serial No.</b>	<b>UURL/</b>
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<b>MICROSCOPE FESEM &amp; VPSEM LABORATORY</b>			
<b>SAMPLE SUBMISSION FORM (INDUSTRY)</b>			

**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 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 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 VPSEM should be forwarded to the Assistant Science Officer (Mrs. Anis Asyikin Sukari, email: anis.asyikin@utm.my / Mrs Norhazalina Haliba, email: @nhazalina@utm.my) tel: 07-561 0268 or visit our website at ppmu.utm.my

**\*All pages must be submitted**

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### Application Details :

<b>1. APPLICANT'S PERSONAL PARTICULARS</b>					
Name of Applicant					
Hand Phone No					
Email					
Department/Division					
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>				
	I have read and agreed to the General Rules and Requirements				
<b>2. COMPANY DETAILS</b>					
Name					
Registration No.					
Address					
Telephone No.					
Email					
<b>3. PAYMENT</b>					
Method of Payment	UTM PayHub System		Invoice		
Mode of Service	Normal		Fast Lane		
<b>4. SAMPLE &amp; ANALYSIS INFORMATION</b>					
Name of Sample					
Total Number of Sample/s					
Type of sample	*Powder	Solid	Wet / Biological	Others: _____	
*Samples must be dried and homogenized					
Sample Properties (Please tick (/))	Toxic	Carcinogenic	Others : _____		
Sample i.d/Labels					
Test Required	VPSEM	EDX	In house-method, UURL/STP/06 based on Manual for Energy Dispersive X-Ray (Oxford Instruments) and Manuals for Scanning Electron Microscope		
Type of EDX Test	Point ID	Line Scan	Mapping		
Expected Elements / Chemical Formula					
Description / Notes (Eg: Image magnification required etc.)					