
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/124
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	XPS
		Sample Serial No.	UURL/
		Page	1 of 2
X-RAY & THERMAL ANALYSIS 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 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 XPS should be forwarded to the Assistant Science Officer, Mrs. Nur Syamimi binti Md Lasim, nursyamimi.mdlasim@utm.my or Assistant Engineer, Muhamad Arif bin Misset, m.arifmisset@utm.my tel: 07-5557725 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					
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			
		<input type="checkbox"/> 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		<input type="checkbox"/> UTM PayHub System	<input type="checkbox"/>	Invoice	
Mode of Service		<input type="checkbox"/> Normal	<input type="checkbox"/>	Fast Lane	
4. SAMPLE & ANALYSIS INFORMATION					
Number of Sample					
Name of Sample					
Sample Labels					
High Resolution Scan (Elements: Ex: C 1s, Cu 2p, O 1s, Si2p)					
Type of Sample	<input type="checkbox"/> Solid	<input type="checkbox"/>	<input type="checkbox"/> Powder		
CASA Software (Additional charges)	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No		
Sample Properties	<input type="checkbox"/> Toxic	<input type="checkbox"/>	<input type="checkbox"/> Carcinogenic	<input type="checkbox"/>	Others : _____
Return sample	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No		
<i>Note: XPS is a surface sensitive technique, please do not touch the area(s) of analysis when handling the sample.</i>					