
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/13
		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			

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 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**

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/13
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	XPS
		Sample Serial No.	UURL/
		Page	2 of 2
X-RAY & THERMAL ANALYSIS LABORATORY			
SAMPLE SUBMISSION FORM			

Application details :

1. APPLICANT'S PERSONAL PARTICULARS									
Name of Applicant									
Status of Applicant	<input type="checkbox"/> Undergraduates	<input type="checkbox"/>	<input type="checkbox"/> Master	<input type="checkbox"/>	<input type="checkbox"/> PhD	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/> UTM PayHub System			<input type="checkbox"/>	<input type="checkbox"/> Log card		<input type="checkbox"/>	<input type="checkbox"/> Invoice
Mode of Service	<input type="checkbox"/>	<input type="checkbox"/> Normal			<input type="checkbox"/>	<input type="checkbox"/> Fast Lane		<input type="checkbox"/>	
Payment using Invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)								
	Balance of V29000								
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"/>	<input type="checkbox"/> Solid			<input type="checkbox"/>	<input type="checkbox"/> Powder			
CASA Software (Additional charges)	<input type="checkbox"/>	<input type="checkbox"/> Yes			<input type="checkbox"/>	<input type="checkbox"/> No			
Sample Properties	<input type="checkbox"/>	<input type="checkbox"/> Toxic			<input type="checkbox"/>	<input type="checkbox"/> Carcinogenic		<input type="checkbox"/> Others : _____	
Return sample	<input type="checkbox"/>	<input type="checkbox"/> Yes			<input type="checkbox"/>	<input type="checkbox"/> No			
Note: XPS is a surface sensitive technique, please do not touch the area(s) of analysis when handling the sample.									