| | **PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)** | Form Num. | **UIRL/F/10** |
|---|---|---|---|
| | | Version | **2/2025** |
| | | Effective Date | **15/05/2025** |
| | | Equipment | **X-ray Diffraction analysis (XRD THIN FILM)** |
| | | Sample Serial No. | **UIRL/** |
| | | 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 UIRL 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 UIRL 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 enquiries regarding **XRD THIN FILM** should be forwarded to Science Officer, Miss Diyana Sakinah binti Mohamed Soder, diyanasakinah@utm.my, or Assistant Science Officer, Mr. Mohd Izzam bin Idrus, m.izzam@utm.my, tel: 07-5557725 or visit our website at ppmu.utm.my. | |

**\*All pages must be submitted**

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| (UTM logo) UNIVERSITI TEKNOLOGI MALAYSIA | **PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)** | Equipment | X-ray Diffraction analysis (XRD THIN FILM) |
| | | Sample Serial No. | UIRL/ |
| | | 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 | | Undergraduates | | Master | | PhD | | 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 |
| | I have read and agreed to the **General Rules and Requirements** |

| 3. PAYMENT | | | | | |
|---|---|---|---|---|---|
| Method of Payment | | UTM PayHub System | | Log card | | Invoice |
| Mode of Service | | Normal | | 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 | | | | | |
| Range of Measurement Standard (3° to 90°) | From =_____° to =_____° | | | | |
| Expected result Al2O3, TiO2, Zif-8 | | | | | |
| Type of Analysis | | Scan Only | | Scan With Matching | | Matching On;y |
| Sample Properties | | Toxic | | Carcinogenic | | Others : _____ |
| Return sample | | Yes | | No | |

*Note: Please attach references for the expected result.*