UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/132**
		Version	**3/2025**
		Effective Date	**17/09/2025**
		Equipment	**PECVD**
		Sample Serial No.	**UIRL/**
		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 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.	
6.	Only samples that are ready to be analyzed are accepted by the laboratory.	
7.	The remaining samples must be collected by the customer after completion of the analysis. Please inform to the person in charge of the instrument for the sample collection date. Any uncollected samples will be disposed of by the laboratory after one month.	
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 person in charge of the instrument.	
12.	All enquiries regarding **PECVD** should be forwarded to the person in charge of the instrument Science Officer, Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain (email: m.sulaiman@utm.my). UIRL Sample Acceptance Counter phone no.: 07-5333360 (working hours). Visit our website at ppmu.utm.my for more information.	

All pages must be submitted

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SAMPLE SUBMISSION FORM

Application Details :

1. APPLICANT'S PERSONAL PARTICULARS								
Name of Applicant								
Status of Applicant		**Undergraduates**		**Master**		**PhD**		**Researcher**
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							
		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							
3. SAMPLE & ANALYSIS INFORMATION								
Total No. of Sample / Material								
Sample Properties		**TOXIC**		**CARCINOGENIC**		**OTHERS :**		
Recipe Input	**Substrate Temp. (^{0}C)**		**Working Pressure (mTorr)**		**Process Time (sec)**			
	Stable Time (^{0}C)		**RF Power (W)**		**Purge Time (sec)**			
	Gases (sccm)							
	HiQ N_2		**Ar**		**N_2O**		**NH_3**	
	GN_2		**SF_6**		**SiH_4**		**O_2**	
	He							
Solvent (ml)	**SU-8 2002**		**SU-8 Developer**		**KMPR 1035**		**AZ IPS-6090 PR**	
	SU-8 2010		**Remover PG**		**AZ 1505 PR**		**AZ nLOF 2070 Negative Resist**	
	SU-8 2075		**AZ 40 XT – 11 D**		**Isopropanol**		**Acetone**	
	AZ 826 MIF Developer		**Technistrip P1316**		**Ethanol**			