

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/12
		Version	3/2025
		Effective Date	17/09/2025
		Equipment	RAMAN XPLORA
		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.
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 inquiries regarding RAMAN XPLORA should be forwarded to the person in charge of the instrument Assistant Engineer, Mr. Md Razali bin Rehat (email: mdrzali@utm.my), or Science Officer, Mrs. Siti Zhahara binti Salleh, (email: szhahara@utm.my). UURL 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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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	☐ Solid	☐ Powder			
Measurement	☐ RAMAN	☐ AFM			
Wavelength	☐ 532nm	☐ 785nm			
Scan Size (1-100 μm) *for RAMAN-AFM only	_____ μm				
Sample Properties	☐ Toxic	☐ Carcinogenic	☐ Others : _____		
Return sample	☐ Yes	☐ No			
<i>Note: Please attach references for the expected result.</i>					