
 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	<b>Form Num.</b>	<b>UURL/F/103</b>
		<b>Version</b>	<b>2/2026</b>
		<b>Effective Date</b>	<b>3/6/2026</b>
		<b>Equipment</b>	<b>SPIN COATER</b>
		<b>Sample Serial No.</b>	<b>UURL/</b>
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<b>CLEANROOM</b>			
<b>SAMPLE SUBMISSION FORM</b>			

**General Rules and Requirements:**


1.	All information provided should be true.
2.	Sample submission procedure.
	a. Complete the Sample Submission Form including the Client Confidentiality Statement (Appendix 1).
	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. This service is subject to availability and incurs an additional 50% charge on top of the standard price. To request this service, customers must contact the person in charge. Full payment is required upon service confirmation.
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 from result release date. For rejected samples, customers are required to collect the samples within three (3) working days after being informed of the rejection.
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 <b>Spin Coater</b> should be forwarded to the person in charge of the instrument Science Officer, Mrs Nurnazmin Mohd Nordin (email: nurnazmin@utm.my), or Asst. Science Officer, Mrs Siti Nor Asyiqin (email: sitinorasyiqin@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	<input type="checkbox"/>	Undergraduate	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Research
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	<input type="checkbox"/>	UTM PayHub System	<input type="checkbox"/>	Log card	<input type="checkbox"/>	Invoice		
Mode of Service	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Fast Lane				
*Payment using invoice	Research Vot No. (e.g.:Q.J091600.24C3.01D32)							
	Balance of V29000							
4. SAMPLE & ANALYSIS INFORMATION								
Total No. of Sample								
Type of Sample/Substrate	<input type="checkbox"/>	Si Wafer	<input type="checkbox"/>	Glass	<input type="checkbox"/>	Quartz	<input type="checkbox"/>	Other
Solvent								
Sample Size & Thickness								
Parameters	<input type="checkbox"/>	Spin Speed (rpm)	<input type="checkbox"/>	Time (s)	<input type="checkbox"/>	Step		
Time	In		Hour					
	Out		Minute					

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Appendix 1

### Client Confidentiality Statement

University Industry Research Laboratory (UURL), Universiti Teknologi Malaysia (UTM) strive to maintain all confidential, proprietary information, or trade secrets in strict trust and confidence. UURL ensures such information shall only be used for the purposes stated above and shall not be used for any other purpose or disclosed to any third party without the express written consent of the UURL customer.

UURL

UURL Customer



\_\_\_\_\_  
Name: Zaidah Rahmat

\_\_\_\_\_  
Name:

Designation: Quality Manager

Name of Institution/ Company:

Date: 21 January 2026

Date: