

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/109
		Revision No.	3/2026
		Effective Date	17/8/2026
		Equipment	3D MICROSCOPE
		Sample Serial No.	UURL/
		Page	1 of 3
CLEANROOM			
SAMPLE SUBMISSION FORM (INDUSTRY)			

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 delivers results within 3–7 working days, compared to the standard 14 working days. This service is subject to availability and incurs an additional 50% charge on the standard testing fee. Customers wishing to use this service must contact the person in charge. Payment must be made via Log card (for UTM customers only) or the UTM PayHub system (for UTM and non-UTM customers) to confirm the service request. Full payment and proof of payment are required to confirm the booking.
4.	For sample criteria and conditions, refer to UURL Sample Submission Criteria in the PPMU website 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 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 twenty-one (21) 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 the 3D MICROSCOPE should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my, or Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain, m.sulaiman@utm.my, tel: 07-557729) or visit our website at ppmu.utm.my.

***All pages must be submitted**

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Application details :

1. APPLICANT'S PERSONAL PARTICULARS					
Name of Applicant					
Hand Phone No.					
Email					
Department/Division					
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				
2. COMPANY DETAILS					
Name					
Registration No.					
Address					
Telephone No.					
Email					
3. PAYMENT					
Mode of Payment		UTM Payhub System		Invoice	
Mode of Service		Normal		Fast lane	
4. SAMPLE & ANALYSIS INFORMATION					
Name of samples					
Sample Properties		TOXIC		CARCINOGENIC	OTHERS : .
No. of samples					
Types of samples	☐ Powder ☐ Solid ☐ Bulk ☐ Gel				
Sample Properties	☐ Smooth ☐ Rough ☐ Very rough ☐ _____				
Types of 3D Profiling	☐ Confocal ☐ Interferometry ☐ Focus variation				
Type of 3D Image Measurement	☐ Clean ☐ Profile ☐ Histogram				
Parameter required (Eg: Sq, Sa, Sz etc.)					
Description / Notes					

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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: