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|--|---|-------------------|------------|
|  <b>UTM</b><br>UNIVERSITI TEKNOLOGI MALAYSIA | <b>PUSAT PENGURUSAN MAKMAL<br/>         UNIVERSITI (PPMU)</b> | Form Num.         | UURL/F/13  |
|  |   | Version           | 2/2021     |
|  |   | Effective Date    | 01/05/2021 |
|  |   | Equipment         | XPS        |
|  |   | Sample Serial No. |            |
| <b>X-RAY &amp; THERMAL ANALYSIS LABORATORY</b>   |   |                   |            |
| <b>SAMPLE SUBMISSION FORM</b>  |   |                   |            |

**General Rules and Requirement:**

1. All information provided should be true
2. Booking will be notify/updated by email
3. Booking procedure
  - a. Complete the application form including valid research vot number.
  - b. Submit the complete application form to UURL Sample Acceptance Counter
4. Sample Condition & Preparation
  - a. **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.**
  - b. The sample's weight for powder samples must not be less than 200mg.
  - c. The sample's size for solid samples is not more than 1 cm X 1 cm.
5. All inquiries regarding instruments should be forwarded to to the Science Officer Mdm. Amy Zuria binti Abdul Ajid : [amyzuria@utm.my](mailto:amyzuria@utm.my) or Assistant Engineer (Muhamad Arif bin Mislet: [m.arifmislet@utm.my](mailto:m.arifmislet@utm.my)) or visit our website at [www.utm.my/ppmu](http://www.utm.my/ppmu)

| 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   |  |               |                                |        |                          |          |                          |          |
| Mode of payment   | <input type="checkbox"/>                         | Cash          | <input type="checkbox"/>       | EFT    | <input type="checkbox"/> | Log card | <input type="checkbox"/> | Invoice  |
| *Payment using invoice  | Research Vot No.<br>(e.g.: Q.J091600.24C3.01D32) |               |                                |        |                          |          |                          |          |
|   | Balance of V29000                                |               |                                |        |                          |          |                          |          |
| Signature & Official Stamp  |  |               |                                |        |                          |          |                          |          |
| 3. SAMPLE INFORMATION   |  |               |                                |        |                          |          |                          |          |
| No. of Sample   |  |               |                                |        |                          |          |                          |          |
| Sample Labels   |  |               |                                |        |                          |          |                          |          |
| Type of Sample  | Powder <input type="checkbox"/>                  |               | Solid <input type="checkbox"/> |        |                          |          |                          |          |
| Composition / impurities  |  |               |                                |        |                          |          |                          |          |
| Special Sample Handling Instruction   |  |               |                                |        |                          |          |                          |          |
| Brief Description of the Analysis Goals<br>(use back side if needed)  |  |               |                                |        |                          |          |                          |          |
| High Resolution Scan<br>(Elements : Ex : C 1s, Cu 2p, O 1s, Si2p)   |  |               |                                |        |                          |          |                          |          |
| <i>Note : XPS is a surface sensitive technique, please do not touch the area(s) of analysis when handling the sample.</i> |  |               |                                |        |                          |          |                          |          |