

COMMON RESEARCH INSTRUMENT LAB
Science and Engineering Research Centre (SERC)
Engineering Campus, Universiti Sains Malaysia
14300 Nibong Tebal, Penang

REQUEST FORM
COMMON RESEARCH INSTRUMENT

1. Name: _____
2. Phone: _____ 3. Fax: _____
4. Email: _____
5. Address: _____
6. Category: Internal External
7. Status: BSc. MSc. PhD Researcher Others: _____
8. Project/Grant Title: _____
9. Project/Grant Account No.: _____
10. Project/Grant Expiry: _____
(Item 7 – 10 is applicable for internal applications)
11. Type of payment: _____
(For external applications, please specify)
12. Samples Classification: Solid; specify: _____ Liquid; specify: _____
13. No. of Samples: _____
14. Are the samples: Magnetic Toxic Radioactive Others: _____
15. Tools required: Dynamic Contact Angle (DCAT); mode of operation: Dynamic/Powder Contact Angle
 Surface Tension/Energy
 Liquid Density
- Miniature Tensile Tester
 Freeze Dryer
 Viscometer
 Centrifuge
 Limiting Oxygen Index
 Accelerated Weathering Chamber
 Density Balance
 Moisture Analyser
16. Report and Analysis: Result/Raw Data only Report and Analysis

For reference: Please attach short description on the sample and analysis as guidelines; the text remains confidential unless agreed otherwise (approx. ½ to 1 page at maximum)

By signing this form, I take full responsibility for the payment of the services rendered:

Signature of the project leader/main applicant and official stamp:

Date: _____

Note:

1. *Sample tested as received from customer*
2. *Sample will be analyzed upon receiving of Purchase Order (PO)/Q-form/Cheque/Payment confirmation letter*

FOR INTERNAL USE

Endorsed by;

Date received: _____

Date endorsed: _____

Coordinator

COMMON RESEARCH INSTRUMENT LAB

Science and Engineering Research Centre (SERC)

Comments:

Approved by;

Date approved: _____

Director

Science and Engineering Research Centre (SERC)

Please return this booking form to :
Mrs. Hariy Bt Pauzi ,Chief Science Officer
Common Research Instrument Lab
Email : hariy@usm.my
Tel : 04-599 6504 Fax : 04-599 6915

Terms of Reference	
1.	Request form must be completed in duplicate.
2.	Advance booking in seven (7) days working hours.
3.	Customers are required to process the sample at least one day before examination/analyze of sample. This is to avoid wasting of booking time.
4.	In case of cancellation of the bookings, staff must be informed within 24 hours or more in advance.
5.	The lab provides only basic chemicals and consumables for specimen/sample preparation and examination/analyze.
6.	Specimen/sample will not be accepted unless properly labeled.
7.	The lab bears no responsibility for loss or damage of specimen/sample after job/examination/analyze completion.
8.	Data obtain and examine will be maintain by the lab for a minimum of 2 years for PhD research only.
9.	Appropriate attire and closed footwear must be worn at all times in every testing labs at SERC.
10.	Precautions must be adhered too, to avoid personal injury, accidents or exposure to hazardous and carcinogenic materials while working in the lab
11.	Specimens/samples containing hazardous materials (infective organisms, radioactive substances and highly toxic materials) MUST NOT bring into the laboratory.
12.	The lab has the right to cancel any analysis if the sample is suspected to have high risk on the safety of the operator or can cause damage to the instrument during the analysis.