

**SPECTROSCOPY LABORATORY**  
Science and Engineering Research Centre (SERC)  
Engineering Campus, Universiti Sains Malaysia  
14300 Nibong Tebal, Penang

**REQUEST FORM**  
**FTIR-IMAGING**

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:  Materials  Biological
13. No. of Samples: \_\_\_\_\_
14. Are the samples:  Pathogenic  Magnetic  Toxic  Radioactive  
Other: \_\_\_\_\_
15. Tools required: Elementary Spectroscopy:  ATR-FTIR  FTIR-Imaging (FTIR Micro Analysis)
16. Required sample preparation:  Yes  No  
If Yes, please stated: \_\_\_\_\_
17. 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)**

Job No.: 

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**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*

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**FOR INTERNAL USE**

Endorsed by;

Date received: \_\_\_\_\_

Date endorsed: \_\_\_\_\_

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**Coordinator**

**SPECTROSCOPY LAB**

Science and Engineering Research Centre (SERC)

Comments:

Approved by;

Date approved: \_\_\_\_\_

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**Director**

Science and Engineering Research Centre (SERC)

*Please return this booking form to:*  
*Mrs. Hariy Bt Pauzi, Chief Science Officer*  
*Spectroscopy Lab*  
*Email : [hariy@usm.my](mailto: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.