



XHR-FESEM BOOKING FORM

A. COSTUMER INFORMATION

1. Name : _____

2. Phone : _____ Fax: _____

3. Email Add. : _____

4. Full Address : _____

5. Category : USM / Non-USM (IPTA/S, Fully or Semi GOV. SECTOR, INDUSTRY)

6. Status : BSc. / MSc. / PhD / Researcher / Others: _____

B. PAYMENT

1. Type of payment : _____

C. FOR INTERNAL USM AND OTHERS IPTA/S USER

1. Research Project/Grant Tittle _____

2. Account No. : _____

3. Expiry : ____/____/____

D. SAMPLES INFORMATION

No.	Total Number of Sample	Samples Type <i>(Solid/Powder/Thin Film)</i>	Dimension <i>(solid sample only)</i>
1			
2			
3			
4			
5			

SAMPLES CLARIFICATION

YES / NO Magnetic

YES / NO Totally Dry

YES / NO TOXIC

OTHERS: _____

* 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)**



E. Mode of Operation

- 1. Imaging (Bright/Dark Field) + EDS/EDX ()
- 2. Imaging (Bright/Dark Field) Only ()
- 3. Energy Dispersive X-ray (EDX) Only ()
- 4. Sputter Coating (recommended for non-conductive sample only) ()

*to eliminate the charging effect on the sample during test.
 *example samples like non-metal, glass, rubber, composite, etc.

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

*Signature & official stamp
of the project leader/main applicant*

Date: _____

Note:

- 1. Sample will be analyzed upon receiving of Purchase Order (PO)/Cheque/Payment confirmation letter.
- 2. Please email this *Booking Form* to **fadhirul@usm.my**

F. FOR INTERNAL USE

Endorsed by:

Approved by:

Microscopy Laboratory Coordinator

Director

SERC

SERC

Date: __/__/_____

Date: __/__/_____



Terms of Reference	
1.	Application form must be completed in duplicate.
2.	Advance booking in seven (7) days working hours.
3.	Applicants are required to process the sample at least one day before examination/analyze of sample. This is to avoid wasting of booking time.
4.	At the end of each (analyze) session, applicants are required not to leave any unprocessed samples or other relevant materials in the lab.
5.	In case of cancellation of the bookings, staff must be informed within 24 hours or more in advance.
6.	The lab provides only basic chemicals and consumables for specimen/sample preparation and examination/analyze
7.	Specimen/sample will not be accepted unless properly labeled.
8.	Kindly record the proper data in prescribed logbook.
9.	The lab bears no responsibility for loss or damage of specimen/sample after job/examination/analyze completion.
10.	Data obtain and examine will be maintain by the lab for a minimum of 2 years for PhD research only.
11.	In case of equipment malfunction during use, please notify the staff in charge.
12.	Please do not attempt any adjustment/repair of any equipment on your own.
13.	For the first time users of high end equipments (HRTEM, XPS, ICPMS, FTIR-Imaging etc.) an applicant must sit down for beginner and advance training of the required equipment, also, an officer and/or technical staff will assist, guide and supervise on the operation of the system.
14.	Appropriate attire and closed footwear must be worn at all times in EACH of research lab @ SERC.
15.	Precautions must be adhered too, to avoid personal injury, accidents or exposure to hazardous and carcinogenic materials while working in the lab
16.	Specimens/samples containing hazardous materials (infective organisms, radioactive substances and highly toxic materials) MUST NOT bring into the Microscopy Lab.

ELECTRON MICROSCOPY LABORATORY

Science and Engineering Research Centre (SERC)

Engineering Campus, Universiti Sains Malaysia, 14300 Nibong Tebal, Pulau Pinang