



Reference No. :

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

BOOKING FORM GCMS

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 Science Life Sciences Electronics
13. No. of Samples: _____
14. Are the samples: Pathogenic Magnetic Toxic Radioactive
Other : _____
15. Tools required: GCMS

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)

Reference No. :

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: _____

FOR INTERNAL USE

Endorsed by;

Date received : _____

Date endorsed: _____

Coordinator
CHROMATOGRAPHY LAB
Science and Engineering Research Centre (SERC)

Approved by;

Date approved: _____

Director
Engineering and Technology Research Platform
Science and Engineering Research Centre (SERC)

Note:

Sample will be analyzed upon receiving of Purchase Order (PO)/Cheque/Payment confirmation letter.

Please return this booking form to :
Mrs. Nur Ezzah Bt Abd Kahar, Research Officer
Chromatography Lab
Email : ezzahkahar@usm.my
Tel : 04-599 6580 Fax : 04-599 6915

Reference No. :

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 chromatography lab.