

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

BOOKING FORM HRTEM

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
15. Tools required:
Specimen preparation: Yes No
Please specify: Room temp/cryo-microtomy Ultra thinning/PIPs Powder type
16. Mode of Operation:
 HRTEM/FETEM (Bright field/Dark field) Diffraction (SAED/WAED/CBED) STEM EDX

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
MICROSCOPY 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 :
Mr. Mohd Zharif Ahmad Thirmizir, Senior Research Officer
Microscopy Lab
Email : zharif@usm.my
Tel : 04-599 6505 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 Microscopy Lab. |