



Reference No. :

### SUPPORT RESEARCH LABORATORY EQUIPMENT

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

### BOOKING FORM SUPPORT EQUIPMENT

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:  Magnetic  Toxic  Radioactive  
Other : \_\_\_\_\_
15. Tools required: i) \_\_\_\_\_  
ii) \_\_\_\_\_  
iii) \_\_\_\_\_  
iv) \_\_\_\_\_  
v) \_\_\_\_\_

***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: \_\_\_\_\_

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**FOR INTERNAL USE**

Endorsed by;

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

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

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**Coordinator**  
**RESEARCH LAB EQUIPMENT**  
Science and Engineering Research Centre (SERC)

Approved by;

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

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**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. Hariy Bt Pauzi ,Chief Science Officer*  
*Research Lab Equipment*  
*Email : [hariy@usm.my](mailto:hariy@usm.my)*  
*Tel : 04-599 6504 Fax : 04-599 6915*

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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 SERC lab.