



UNIVERSITI
SAINS
MALAYSIA



PUSAT PENYELIDIKAN SAINS DAN KEJURUTERAAN
SCIENCE AND ENGINEERING RESEARCH CENTRE

Ref. No.: _____

Receive date: __/__/__

XRD (Powder) BOOKING FORM

A. COSTUMER INFORMATION

1. Costumer 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. Supervisor Name:
2. Email address:
3. Research Project/Grant Tittle
4. Account No.: _____ Expiry: _____

D. MODE OF OPERATION

| Mode | No. of Sample | Additional Information or Elements |
|---|---------------|------------------------------------|
| 2Theta: 5 – 80 Degree, Time: 6 Minutes | | |
| 2Theta: 5 – 80 Degree, Time: 20 Minutes | | |
| 2Theta: <10 Degree, Time: 6 Minutes | | |
| 2Theta: <10 Degree, Time: 20 Minutes | | |
| Others: Upon Request (custom) | | |
| Sample Preparation | | |

* 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)

X-ray Laboratory

Science and Engineering Research Centre (SERC)

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



UNIVERSITI
SAINS
MALAYSIA



Ref. No.: _____

Receive date: __/__/__

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

Signature

Date: _____

Note:

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

F. FOR INTERNAL USE

Endorsed by:

Approved by:

Laboratory Incharge

Coordinator

SERC

SERC

Date: __/__/__

Date: __/__/__

X-ray Laboratory

Science and Engineering Research Centre (SERC)

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



UNIVERSITI
SAINS
MALAYSIA



Ref. No.: _____

Receive 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. |

X-ray Laboratory

Science and Engineering Research Centre (SERC)

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